

UC Davis  
History Department  
Graduate Program Handbook  
2024

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## The Graduate Program in History

### Introduction

Welcome to the Graduate Program in the History Department of UC Davis. 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 GPC recommends admission of new students, reviews the progress of continuing students, receives petitions for waivers of requirements, and evaluates students for fellowship awards. At least one Graduate Student Representative attends policy meetings of the GPC and advises the committee of student opinion.

The purpose of this handbook is to assist History graduate students in planning their course of study at UC Davis in consultation with their Major Professors. The information presented here is derived from our program's governing Degree Requirements and Administrative Bylaws documents published at this link:

<https://grad.ucdavis.edu/programs/ghis>

Here, you will find useful guidance on how to structure your coursework and plan for completion of various requirements. Questions can be addressed to the Graduate Program Chair or Graduate Program Coordinator.

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#### 1. Program Requirements Overview

The Department provides a course of study leading to the Ph.D. Degree. There is currently no program targeted at the M.A. degree. However, students can file a petition to

receive an MA after completion of the coursework and the HIS 203 paper in the second year, provided they do not already have an M.A. in History.

The Department will normally recommend that the University award you a Ph.D. degree upon your completion of the following requirements:

1. 53 units (normally 14 courses) of coursework (at a grade of A- or higher)
2. Foreign Language Certification (varies by Major Field)
3. Minor Field Certification
4. Preliminary Exam: a comprehensive major field examination, written and oral
5. Qualifying Exam: the dissertation prospectus certification, written and oral
6. Dissertation Completion Certification

## 2. Fields of Study

You will choose one Major Field from the following list. You will also choose a Minor Field from the following list. You may choose two Minor Fields if one of them is World History.

### Major or Minor Fields

- (a) Africa
- (b) Europe
- (g) United States
- (h) China
- (i) Japan
- (j) Latin America
- (k) Middle East
- (l) Science & Medicine
- (m) South Asia

### Additional Minor-only Fields

1. World History
2. Women's and Gender History
3. Environmental History
4. Non-history minors in consultation with major advisor.

Students may also elect to complete an interdisciplinary Designated Emphasis (DE) in addition to or in place of their Minor Field. Please see section 11 for more information.

## 3. Supervision and Advising

The graduate program is administered by the Graduate Program Committee (GPC) whose members are appointed by the Department Chair. The GPC recommends admission of new students, reviews the progress of continuing students, evaluates petitions for waivers of requirements, and selects fellowship awards recipients.

By the end of the first year, you should reach agreement with a professor from your major field to act as your Major Professor. Beginning with the second year, you will consult with your Major Professor to register for courses each quarter. Your Major Professor will (1) supervise the research and writing of a two research papers (completed under the auspices of HIS 200 and HIS 203) during your first two years; (2) serve as your principal advisor for your dissertation and (3) serve on your Preliminary and Qualifying Exam committees. Your Major Professor ultimately chairs your dissertation reading committee, and their approval is also required for all requests to waive rules and for each of your certifications. You may choose a new Major Professor at any time, with the consent of your new Major Professor.

In addition, by the end of the second year, you must reach agreement with a professor from your minor field to act as your Minor Field Advisor. It is usual for students to complete their minor field certification during their third year. Your Minor Field Advisor will certify the completion of your minor field requirements, including the preparation of a course syllabus and supporting analytical paper.

The Graduate Program Committee can normally modify deadlines and requirements when you petition it with a compelling case that includes the written endorsement of your Major Professor.

Student Progress Assessment Reports (SPAs): At the end of each academic year (Spring Quarter), each student will be evaluated and their progress evaluated as satisfactory, marginal, or unsatisfactory. Each student's Major Professor will be provided with a checklist for the student and the progress report will be recorded online in the Office of Graduate Studies' Student Progress Assessment (SPA) system. If a student is given a marginal or unsatisfactory evaluation, the student must meet with the Major Professor, the graduate program chair, and the graduate program coordinator to create an academic plan to be recorded in SPA.

In SPA, students are also expected to enter their research accomplishments, grant applications, awards, and any other relevant coursework or progress made towards the Ph.D. degree.

If a student has not advanced to candidacy by the end of the fourth year, they will be automatically given a "marginal" progress report. The timeline accompanying a "marginal" progress report will guide the student to return to "satisfactory" progress within one year. If a student does not meet these deadlines, they will receive an "unsatisfactory" progress report.

Continued unsatisfactory progress may result in loss of funding and disqualification from the program.

#### 4. Normative Progress

First Year: Your primary goal should be to gain breadth in the historiography of your major and minor fields. During the first year, you should complete History 204 (Historiography), History 200A-200B (First-Year Research Seminar, the first of two two-quarter research seminars), and History 389 (TA training seminar). You should take at least three other graded reading seminars, for a total of at least six graded seminars plus HIS 389 (for a total of 25 units), distributed across the various requirements as you and your Major Professor decide. In order for a seminar to fulfill the course requirements for a Ph.D., you must earn a grade of A- or better.

In the event of problems in completing these requirements, the GPC will examine evaluations submitted by all of your seminar instructors and may, by unanimous vote, determine to withdraw, or to modify, financial support.

Students should also plan to begin completing or complete their language exam(s) by the end of the first year.

As you take History 200A and 200B, you will consult with your Major Professor throughout the research and writing process, and this consultation will supplement your work with the course instructor. You should expect to meet with your Major Professor about every two weeks during this period. Your Major Professor will read and comment on major assignments for History 200 and provide written input to the seminar instructor, who will factor that input into the final grade. This expectation repeats for History 203A and 203B, the Second-Year Research Seminar.

Second Year: You will continue to develop historiographical breadth in your major and minor fields by taking at least three graded reading seminars and completing your second-year research project in the context of History 203A and 203B. Thus, you should complete a minimum of 20 graded units (with a grade of A- or better) during the second year. You should also fulfill your foreign language certification.

Financial support after the second year will be contingent upon a successful review by the Graduate Program Committee, which will evaluate performance in the research seminar. If you receive an incomplete or a grade below A- in your History 203 course, you will need positive recommendations in writing from three faculty members who will formally agree to serve on your dissertation committee. Otherwise, the GPC may, by unanimous vote, suspend funding and recommend withdrawal from the program with a master's degree.

By the end of the second year, you should normally have identified and secured the agreement of professors to serve on your exam committees:

- Preliminary Exam (also known as the major field comprehensive exam): three professors, including your Major Professor, will examine you in your major field.
- Qualifying Exam (also known as the dissertation prospectus certification): either four or five professors, including your Major Professor. At least three members of

- this QE committee should be members of the History Graduate Program, and at three members should also plan to serve on your dissertation reading committee.
- The membership of the two committees may overlap. However, the chairs of the two committees may not be the same professor and should not be your Major Professor.
  - Students who are completing a Designated Emphasis will need to have a faculty member representing the DE on their Qualifying Exam committee. If you are working with a History faculty member who is also associated with a DE, they cannot represent both the History Department and the DE.

Third Year: complete your graded course work (53 units total) and devote your third year to completing your minor field certification, your Preliminary Exam (major field comprehensive exam) and your Qualifying Exam (the dissertation prospectus certification). You should familiarize yourself with university policies governing these two exams in our Degree Requirements Document, published here: <https://grad.ucdavis.edu/programs/ghis>

Any other requirements not yet finished should also be completed during this time. As part of your preparation for these three goals, you may take whatever mix of additional graded or ungraded reading courses you deem appropriate.

Fourth Year and thereafter: Completion of these steps constitutes advancement to candidacy (also known as “ABD” or ‘all but dissertation’ status). This is typically accomplished by the end of the third year, but due to variations in field requirements and individual needs, no normative time frame for advancement will fit all students. If a student does not advance to candidacy by the end of the fourth year, however, they will automatically be given a marginal progress report and will need to meet with the Major Professor, GPC Chair, and Graduate Program Coordinator to create a plan to advance to candidacy.

Your fourth and subsequent years should be devoted to dissertation research and writing, in consultation with your Major Professor and dissertation committee. Students are encouraged to explore both internal and external dissertation research and writing fellowships to fund their research. You may also be eligible for In Absentia status, a reduced-fee enrollment program during quarters where you away from campus completing partially- or self-funded dissertation research.

Time to Degree Limits: university policy expects that students should file their dissertation within 12 quarters (4 years) after they pass their Qualifying Exam. At the end of your 12<sup>th</sup> quarter in PhD Candidacy, you will receive a letter from OGS stating that you have exceeded this time and thus are placed on probation. You will then have three more quarters (one year) to complete your dissertation. If you do not complete your dissertation within this timeframe, you may be disqualified from the Ph.D. program and will need to apply for readmission.

Quarters that you are on Planned Educational Leave (also known as PELP) between your qualifying exam and completing your dissertation will not count towards the 12-quarter limit. Furthermore, OGS can grant an extension to the time-to-degree limits, for instance in cases where a Ph.D. candidate has had a serious medical condition or has had to care for a family member with a serious medical condition, while completing their dissertation. Finally, short-term extensions may also be granted if the candidate is close to their time-to-degree limit but needs slightly more time. In both cases, evidence of a clear plan to finish the dissertation and regular contact with your Major Professor and dissertation committee is essential when applying for these extensions.

## 5. Course Work

Graduate seminars normally consist of 4 units and 13 courses are normally required to complete the necessary course work for the Ph.D. program. Graduate seminars must be completed with a grade of A- or higher in order to fulfill the degree requirements for the Ph.D. A typical set of courses would include:

1. Philosophy, Method and Theory of History: 4 units, History 204 (Historiography).
2. Research Seminars: 16 units, comprises of two 2-quarter courses, each with the goal of producing a substantial piece of original scholarship. History 200 (First-Year Research Seminar) is normally taken in the Winter/Spring of the first year, and History 203 is normally taken in the Fall/Winter of the second year.
3. Major field reading seminars: 16 units, normally taken as 4 graded reading seminars. If you already have an M.A. in History, you need only take 3 graded reading seminars in your major field (but you must still meet the 53 unit requirement).
4. Minor field reading seminars: 8 units, normally taken as 2 graded reading seminars.
5. Third field reading seminar: 4 units, normally taken as 1 additional graded reading seminar from any history field (other than the major and minor field), or from another discipline.
6. One additional elective seminar: 4 units, normally taken as 1 additional graded reading seminar from any history field or from another discipline of the students' choosing that is relevant to their program of study.
7. TA Training Seminar: At least 1 unit of History 389 is required of all students.

Reading seminars are denominated either as History 201, History 202 or History 298.

- History 201 courses cover the sources and general literature of history and are designed to prepare students for examinations by critical analysis of the literature.
- History 202 courses cover targeted issues in historical interpretation and offer a closer, more specialized examination of fundamental issues and debates in history.
- History 298 directed reading seminars may be taken for 1-4 units to meet the necessary unit requirements. These are customized seminars, with specific

requirements as arranged between you and the professor who agrees to work with you.

- Reading seminars may be repeated for credit when a different subject area is studied.

Additional research seminars (History 211-291) may be substituted with the permission of your Major Professor and the GPC.

Ancillary Courses (which do not count toward the 53-unit requirement)

- History 299D Individual Study (1-12 units) is normally taken in each quarter until advancement to candidacy to meet the mandated level for full-time enrollment of 12 units per quarter and is graded: Satisfactory/Unsatisfactory (S/U). It is supervised by the Graduate Program Committee Chair. Students requesting 299D units should expect to provide an explanation of the work they will be performing to both the GPC chair and their advisor. (Typical tasks include language study, preparation for comprehensive exams, and work on the dissertation prospectus.)
- History 299 Dissertation Research (1-12 units) is similar to 299D but taken after advancement to candidacy and is supervised by your Major Professor.
- History 300 Teaching History in the Community College
- History 390 Teaching History in College

## 6. Foreign Language Certification

You must demonstrate proficiency in one or more languages relevant to your field of study in addition to English as specified below:

<u>Major Field</u>	<u># of languages</u>
Europe	1, plus additional languages as required by advisor
United States	1
East Asia	2, ordinarily Chinese and Japanese
Latin America	1, ordinarily Spanish or Portuguese
Africa	2
Science & Medicine	2
South Asia	2
Middle East	2

Your specific choices should be discussed and reviewed with your Major Professor. Extraordinary choices are subject to approval by the GPC. Of course, some dissertation topics may require learning additional languages, as determined in consultation with your Major Professor. Students are generally expected to fulfill this language requirement before taking their Preliminary Exams, and students may not apply for the Qualifying Exam until after the requirement is met.



The foreign language certification is normally fulfilled by completing a two-hour hand-written exam in the chosen language. With the use of a print dictionary, you must accurately translate roughly the first three hundred words of an assigned piece of historical writing—a text or an article—into English. You must then accurately summarize in English the subsequent argument in the balance of the piece. Sample language exams are available in the graduate program coordinator's office. No computers or computer dictionaries are allowed in the exam (your answers will be hand-written).

Only language exams taken at UC Davis may meet this requirement.

By petition to the GPC, alternatives for the exam may be accepted, although the mere completion of language coursework is usually not sufficient.

Alternative Research Skill: By petition to the GPC, you may request certification in an alternative, theoretical research skill as a substitute for ONE foreign language. Examples include: anthropology, economic theory, critical literary theory, psychology, demography, statistics, and political theory. Such petitions are approved only in special and persuasive cases and typically require taking two letter-graded courses in the field (with a minimal grade of B+) and writing a substantial research paper that applies the alternative research skill to historical research and interpretation. Your Major Professor will evaluate the paper and certify its quality to the GPC.

## 7. Minor Field Certification

You must complete two graded reading seminars and receive written approval from your Minor Field Advisor of a detailed syllabus for a one-quarter 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. It should be between 15 to 20 pages long. You must complete your minor field certification before you may take your comprehensive examination or defend your dissertation prospectus.

The World History Minor Field requires 201X and another 201 or 202 accepted by the Graduate Program Committee as explicitly world historical and comparative.

The Women's and Gender History Minor Field requires a core seminar, HIS 201Q, and another graded reading seminar (201, 202, or individual study) outside your major field, permitting you to examine a particular topic in cross-cultural perspective. You should choose a minor field adviser to direct your WGH program on completion of the first year of course work. The minor field adviser must work in a geographic region outside of your major field.

## 8. Preliminary Examination (also called the major field comprehensive exam)

The examination consists of 1) a four-hour written exam followed by 2) a one-hour oral exam, involving three examiners, all from your major field.

1. The written exam usually consists of two questions from each member of your committee, from which you will choose one to answer, for a total of three questions. Students may type their answers on their own laptop computer.
2. The oral exam should then take place within a week after the written portion, when your committee has had sufficient time to assess your written answers. Your committee members will thoroughly question you on both questions they provided, not just the question you elected to answer on the written portion of the test, as well as any other topics they deem necessary.

With the written consent of your committee chair, you may be allowed to reference an unmarked copy of the reading lists you used to prepare for the exam, during the written and/or oral portions of the exam.

During your first two years you should identify, and regularly consult with the three faculty members you choose for your preliminary examination committee. You should strongly consider taking your graded reading seminars from faculty members who you plan to ask to serve on your committee. Each committee member will develop with you a list of books and articles that will serve as the basis for the exam.

When you and your committee feel you are prepared to take the preliminary exam, please work with the graduate program coordinator to schedule your exam. The coordinator will contact your committee to solicit their questions and will administer the written exam. The coordinator will collect your answers and distribute them to your committee members for review, and record the result of the exam after the oral portion.

The preliminary exam is administered at the department level and does not require any paperwork to be filed with the Office of Graduate Studies.

#### 9. Qualifying Examination (also called the dissertation prospectus certification)

The qualifying exam (QE), usually taken shortly after the preliminary exam, is the last major step before the student advances to candidacy, and should only be taken once you have completed all other degree requirements aside from the dissertation\*. When you are ready to schedule your qualifying exam, you will need to initiate a QE application at the Office of Graduate Studies. The graduate program coordinator can help you secure signatures of your committee members and the Graduate Program Chair. The online form called the “Qualifying Application for a PhD” may be found via GradSphere at this link: <https://gradsphere.ucdavis.edu/>

You should file the application on Gradsphere at least 30 days before the date of the oral portion of the exam; failure to do so may result in exam postponement. At the same time, you should work with the graduate program coordinator to schedule a date, time, and room for the oral portion.

The exam consists of two parts:

1. The written portion of the exam is a dissertation prospectus. The prospectus should be about 15-20 pages long and should define a dissertation problem and method, identify the major sources, and situate the project in the relevant historiography. Once your Major Professor has provisionally approved the prospectus, you should provide copies to the other members of your QE Committee.
2. The oral portion of the exam is a defense of the prospectus. The committee will examine you on all aspects of your prospectus for up to two hours to ensure that you are adequately prepared to undertake the specialized research proposed.

At the conclusion of your exam, the committee may decide on one of three outcomes: Pass, Retake (in which case the student can retake some, or all, of the exam), or Fail. The result of the exam will be recorded by your QE committee chair directly on GradSphere. Once the exam result is recorded, the next step is to initiate an Advancement to Candidacy Form on GradSphere. The program coordinator helps you secure the necessary signatures.

\*You may decide on the date of your QE prior to completing the preliminary exam, but the QE should only take place after you have completed the preliminary exam.

## 10. Dissertation Completion

Upon your completion of your dissertation, you will submit it to the members of your Dissertation Reading Committee. The committee should be given four weeks to read the final draft. They will review it and may either certify its acceptance or require such revisions as they deem necessary. Upon receipt of this certification, the GPC will normally recommend the award of the Ph.D. degree.

In order to file your dissertation and receive your degree, you will need to make an appointment (in person or remotely) with the Student Affairs Officer (SSA) for History at the Office of Graduate Studies. The SSA will go through the checklist of requirements for submission of your dissertation. Detailed information on the filing process can be found here:

[https://grad.ucdavis.edu/sites/default/files/upload/users/g303\\_doctoraldegreecompletionist.pdf](https://grad.ucdavis.edu/sites/default/files/upload/users/g303_doctoraldegreecompletionist.pdf)

## 11. Optional Designated Emphasis Certification

In the place of or in addition to the minor field, you may choose to seek a “Designated Emphasis” certification. Unlike the minor field, the DE is specified in your transcript and may be of benefit in securing employment upon the awarding of your degree. More information about the various Des can be found here:

<https://grad.ucdavis.edu/designated-emphases>

The Graduate Program in History participates in DEs in the following areas:

- African American and African Studies
- Classics and Classical Reception
- Environmental Humanities
- Program in Critical Theory
- Feminist Theory and Research
- Human Rights
- Native American Studies
- Science and Technology Studies
- Study of Religion

If you are pursuing a designated emphasis, a representative of the DE must participate in your qualifying exam committee.

## 12. Developing classroom and other professional skills

In addition to training in the substance and methods of history, your graduate program should also include experience and mentoring as a teaching professional. To that end, you must take a 1-unit course in becoming an effective Teaching Assistant (History 389) during your first year. In the first year, students must also complete the Teaching Assistant Orientation administered by the Center for Educational Effectiveness, usually held in the days before instruction begins for Fall Quarter. Registration information will be sent by the program coordinator.

All international graduate students are required to enroll in an English language course (“ESL course”) in the University Writing Program: UWP 225 or UWP 226 or equivalent, i.e. one course from the UWP 102 or 104 series or UWP 298) during their first academic year, **unless they meet any of the following conditions:**

1. The student has an undergraduate or graduate degree from an approved English-medium institution, as confirmed by the UC Davis Office of Graduate Studies; OR
2. The student has a TOEFL (iBT) score of 105 or higher or IELTS score of 7.5 or higher; OR
3. The student scored 24 or higher on the TOEFL (iBT) writing and 23 or higher on the TOEFL (iBT) speaking portion of the test.

Students will also typically be offered positions as Readers or Teaching Assistants, academic student employee positions which carry full payment of resident tuition and fees, student health insurance, as well as salary. A Reader attends a specified undergraduate history course and assists the professor by grading work of the students in that course. A Teaching Assistant attends a specified undergraduate history course and assists the professor by teaching the recitation sections of that course each week. Teaching Assistants also grade the work of the students in their sections as well as assist students during fixed office hours during the term. Some students may be offered a position as a Graduate Student Researcher (GSR). A GSR performs research under the

direction of a specified member of the faculty. An application will be made available for any GSR positions funded by the department.

Appointments are made by the GPC in the context of the department's budget and teaching needs and are subject to the eligibility policy for student employment set forth by the Office of Graduate Studies. More information can be found on the OGS website:

<https://grad.ucdavis.edu/student-employment>

Please note that OGS limits graduate students to a maximum of 15 quarters of employment as a TA, Reader, or Associate Instructor; extensions to 18 quarters can be granted with approval from OGS. Similarly, graduate students are limited to a maximum of 18 quarters of employment as a GSR, with extensions granted to 21 quarters.

### 13. Financial Aid

While each student is responsible for his or her own tuition, fees and living expenses, the GPC will work closely with you, in conjunction with the University's Financial Aid Office, to offer you a package to meet those needs.

You are urged to take advantage of a wide variety of financial aid resources, both internally and externally. The department awards fellowships as well as the appointments noted above. Fellowships, grants and loans are also available from UC Davis, the University of California and externally. If you apply for a departmental fellowship, you must inform the GPC immediately about any external grants you receive. These can be combined with financial support from the department up to a sum not to exceed the amount of a one-year departmental fellowship. Students should refer to the Office of Graduate Studies for specific guidelines for financial aid and fellowships.

The GPC and the Office of Graduate Studies also offer graduate student travel awards for travel to deliver papers at professional meetings. More information about funding and financial aid is available on the departmental website at:

<https://history.ucdavis.edu/financial-aid>

### 15. East Asian History

If your major field is in East Asia, you will be encouraged to follow the standard program requirements, 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, 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 adviser 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 would 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 two East Asian languages shall be held to the timetable expected of students in fields without a comparable language requirement. A reasonable timetable based on your language proficiency at the time you enter the graduate program should be assessed and tentatively mapped by the beginning of the third year of graduate work, in conjunction with your Major Advisor. This plan (and any modifications) for course work, language exams, qualifying exams, and so forth, will be placed on file with upon approval by the GPC. Please note, a student has four calendar years from the date of the qualifying exam to complete the dissertation.
3. You should expect to take, in lieu of a 201, a required course in Research Methods and Materials (presently History 291C). This course will prepare you to use the standard reference works required for doctoral research in these fields.
4. You will generally begin with the following basic courses: For China: Han through Yuan, Ming and Ch'ing (to 1890) and 20th-century (1890 to the present): for Japan: Early Japanese History and Modern Japanese History.

## 16. Additional Information

Coursework Norms: All entering Ph.D. students are required to register each quarter until completion of their degrees unless granted a leave of absence. The minimum course load for full-time students is twelve units; part-time status is six units. Failure to maintain continuous enrollment status results in loss of good academic standing or removal from the program, requiring a formal readmission process,

Transfer: If you wish to transfer from another University of California campus or another department at Davis and complete degree requirements here, you must file a complete application for admission along with all required documents.

Inter-campus Exchange: Once you have completed at least one quarter in residence at Davis, you may apply to study temporarily at another University of California campus. The Intercampus Exchange Program requires the approval of your Major Professor, the chair of the department or group in which the course is offered on the host campus, and

the Deans of Graduate Studies on both the home and the host campus. This is intended to provide you with the opportunity to enroll in occasional courses not available at Davis. It is not intended as a substitute for inter-campus transfer.

Transfer Credit: All work for the degree is normally completed in residence at UC 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 course work, or up to one-half of the unit requirement from approved courses on the UC 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 Program Chair 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.

PELP: Graduate students are eligible for Planned Educational Leave (PELP) for periods ranging from one quarter to one year. PELP allows students to suspend their studies for good cause. Examples of good cause, as defined by the Office of Graduate Studies, include medical, financial or personal problems. Research leave is not considered to be good cause (see “In Absentia” below). The Graduate Program Chair and the Dean of Graduate Studies must approve your application. The leave of absence will normally entail departure from 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 beyond one quarter. For details of the Planned Educational Leave Program, please consult the Graduate Studies website. A student on Planned Educational Leave is guaranteed readmission at the time specified on the approved plan.

In Absentia: Graduate students should apply for in absentia registration when they will be outside of the state conducting research for the entire quarter. Students must be advanced to candidacy and an In Absentia Registration Application must be filed on GradSphere, to be signed by the Major Professor and the Graduate Program Chair. Students will pay reduced fees and retain access to UCSHIP. In absentia registration can be used for up to six quarters, but students must re-apply each year. For more information on regulations for in absentia, please refer to: <https://grad.ucdavis.edu/absentia>  
For current in absentia fee structures rates, please visit:  
<https://financeandbusiness.ucdavis.edu/student-resources/tuition-fees/graduate/in-absentia>

Filing Fee: Those who have completed or will soon complete their dissertation can opt to pay a filing fee, in lieu of the usual registration fee. This fee is assessed to 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. If students fail to file their dissertation by the end of the 8<sup>th</sup> week of the quarter student will be automatically enrolled in that same term and be charged full tuition and fees unless the delay in filing is due to the committee, the Major Professor, and/or the program will be responsible for paying the tuition and fees. The student will then be allowed to apply for filing fee the following quarter and will not need to pay a second Filing Fee payment. Access to university resources, including health insurance, is limited while on filing fee status. Please refer to filing fee policies listed here:

<https://gradstudies.ucdavis.edu/filing-fee>

Readmission: 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. Similarly, a student who withdraws from the program must also apply for readmission to the program.

NOTE: All forms mentioned are available on Gradsphere at:

<https://gradsphere.ucdavis.edu/suite/sites/eforms> All policies and guidelines relevant to the governance and administration of UC Davis graduate education are located here:

<https://grad.ucdavis.edu/policies>

Rev. 07/2024