Graduate Student Handbook 2025-2026

DEPARTMENT OF COMPARATIVE LITERATURE

UNIVERSITY OF CALIFORNIA, BERKELEY

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

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Introduction

COMPARATIVE LITERATURE GRADUATE PROGRAM

University of California, Berkeley

Our graduate program is recognized as one of the leading Comparative Literature programs in the country. The Department is a vibrant place for the research and study of literatures and cultures in an interdisciplinary framework, from transnational and cross-cultural perspectives. Our faculty and graduate students develop new historical and theoretical frameworks, and rethink those we have inherited, opening new perspectives on social and cultural forms and relations. Comparative Literature provides students with tools for engaging, analyzing, and interpreting texts; and for writing, editing, translating, and thinking across disciplinary and national boundaries. Our graduates take up various literary traditions, historical periods and genres, modalities, forms, and contexts, from, for example, Latin American concrete poetry, to discourses of political and race theory, to Yiddish experimental fiction. The Department offers rigorous training in numerous areas that high- light the expertise of our internationally recognized faculty, including Classics, East Asian Literatures and Arts, English, French, German, Italian, Hebrew Studies, Hispanophone Literatures, and Slavic Literatures and Cultures, as well as Critical Theory, Early Modern and Renaissance Studies, Film and Media, Gender and Sexuality Studies, Performance Studies, Comparative Poetry and Poetics, and Postcolonial Theory. All members of the Department are deeply invested in the academic development of our students and value you as an integral part of the Comparative Literature community at UC Berkeley. The Department aims to develop your creative and intellectual interests and talents. Graduate students receive the opportunity to pursue rigorous research in a variety of literary and cultural fields, undertake team-based projects, participate in discussions about political, aesthetic, and social issues, and develop a nuanced cross-cultural understanding of historical and social processes. Many graduate students present and publish scholarly writings in the most prestigious venues, as well as producing translations, literary writings, or works of theater. All our students work closely with leading scholars in their fields in small seminars that coordinate individual and collective work. Comparative Literature graduate students play a significant role in the Department's intellectual life from their first year at Berkeley; many also participate in the First Years Graduate Research Conference and the Comparative Literature Graduate Committee. Students also participate in the Designated Emphasis Programs on campus, including Critical Theory, Film and Media, Gender and Women's Studies, Jewish Studies, Medieval Studies, and Renaissance and Early Modern Studies. Students have opportunities to design and team teach courses on topics of interest to them. Comparative Literature students form a well-integrated community, and also have access to the resources of the entire Berkeley campus, including departments, programs, and faculty; in fact, our program requires that students take seminars in other departments for interdisciplinary training. Our department has one of the most successful placement records of any program in the U.S. or internationally. Our doctoral graduates have become prominent Comparative Literature and national literature faculty across the country and internationally.

Comparative Literature Faculty

Mohamed Wajdi Ben Hammed (Ph.D., Columbia University)
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Modern Arabic literature and thought, postcolonial thought, Classical Arabic literary theory, and North African literatures in Arabic and French.

Karl Britto (Ph.D., Yale University)
Associate Dean, Arts & Humanities
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French; Francophone colonial and postcolonial literatures of Vietnam, Africa and the Caribbean; 19th and 20th century French novel and poetry; theories of gender and identity.

Anthony Cascardi (Ph.D., Harvard University)
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Spanish; The Renaissance, the modern period, rhetoric, drama, the novel, literary theory, philosophy and literature.

Anne-Lise François (Ph.D., Princeton University)
453 Wheeler
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English; Nineteenth century British literature, narrative, lyric poetry, philosophical writing.

Timothy Hampton (Ph.D., Princeton University)
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French; 16th and 17th century, humanist discourse, literature, and politics.

Victoria Kahn (Ph.D., Yale University)
4317 Dwinelle
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English; Renaissance literature, early modern political theory, history and theory of rhetoric.

Robert Kaufman (Ph.D., UC Berkeley)
2025-26 Head Graduate Advisor
4407 Dwinelle
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Comparative Literature; 20th-21st-century American poetry and its dialogues with modern Latin American, German, French, and British poetry; romantic and 19th-century poetry and poetics; philosophical aesthetics, literary theory, and the history of criticism (esp. since Kant and romanticism); and Frankfurt School critical theory and the arts (poetry and the other literary genres; music; cinema; painting, etc.).

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

Niklaus Largier (Ph.D., Universität Zürich)
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German; medieval and early modern German literature; literature and philosophy; the intersections of literary and religious imagination; rhetoric and the history of emotions.

Michael Lucey (Ph.D., Princeton University)
4210 Dwinelle
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French; the modern period, literary theory, the novel, lesbian, gay and gender studies.

Tadiwa Madenga (Ph.D., Harvard University)
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African and Black diasporic literature, gender and sexuality, and print cultures.

Roni Masel (Ph.D., New York University)
4315 Dwinelle
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Hebrew and Yiddish literatures in the context of modern Jewish history and culture in Eastern Europe, the history of reading and history of the book, and queer and postcolonial theory.

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

Ramsey McGlazer (Ph.D., UC Berkeley)
2025-26 Admissions Committee Chair
4405 Dwinelle Hall
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Twentieth-century European and Latin American literature, film, and critical theory.

Eric Naiman (Ph.D., UC Berkeley)
Department Chair
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Slavic (Russian); The modern period, literature and culture.

Ellen Oliensis (Ph.D., Harvard University)
7233 Dwinelle
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Roman literature and literary culture.

Beth Piatote (Ph.D., Stanford University)
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Native American literature, Native American/Aboriginal literature and federal Indian Law in the United States and Canada, Ni:mi:pu: (Nez Perce) language and literature, American literature and cultural studies, history, law and culture.

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

Mario Telo (Ph.D., Scuola Normale Superiore di Pisa)
7233 Dwinelle Hall
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Ancient and modern drama, psychoanalysis, queer theory, political theory.

Sophie Volpp (Ph.D., Harvard University)
2025-26 Undergraduate Advisor
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East Asian Languages and Cultures (Chinese); Chinese literature of the 17th through 19th centuries. Interests include material culture and the history of consumption, gender theory, the history of sexuality, performance studies, and autobiography.

Dora Zhang (Ph.D., Princeton University)
2025-26 Equity Advisor
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English; 20th century modernist fiction (British, American, French, German), philosophy and critical theory, history of science, visual culture, linguistics and literature.

Advising and Registration

Like all academic programs designed to develop students' expertise and gain them accreditation for their professional careers, our Ph.D. program works with a baseline set of regulations and requirements. This handbook contains information about the principal procedures and practices governing the Ph.D. program in Comparative Literature. It is intended to be a supplement to the policies put forward by the Graduate Division.

The Department recognizes that academic advising is an integral component of a successful graduate program. To this end, not only is it imperative that faculty advisors be informed and available, but also that students take responsibility for initiating and maintaining contact with an advisor at each stage of their academic careers.

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

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

Class enrollment will take place via Cal Central. Phased enrollment appointments are scheduled for you in the system which begin near the middle of the semester for the following term. **You are required to meet with your advisor to discuss your chosen courses each semester until you advance to doctoral candidacy.** You should bring a copy of your unofficial transcript and the appropriate Advisor Interview Form (which can be found in the Comp Lit Graduate Office) to the meeting with your advisor. There are three versions of the form: First Year, Second Year, and Pre-QE. The advisor must certify that this meeting took place by either signing the form or emailing the graduate office. Forms should be submitted to the graduate office. In general, it is advisable that no more than three graduate seminar courses (and in the first semester, two) be taken at one time.

Requests for variances from departmental requirements can only be authorized by the Head Graduate Advisor. Students wishing to ask for a variance should first discuss the matter with a faculty advisor, and then submit a petition in writing to the Head Graduate Advisor (Appendix 1A).

International Students

All international students should be aware that ongoing changes in government rules and regulations make it absolutely imperative to consult the Berkeley International Office (BIO) well in advance of any planned changes (of any kind) in registration status, such as address, travel or academic plans, periods of withdrawal from the University, etc. BIO advisors are available at International House, 510-642-2818 or internationaloffice@berkeley.edu. They have all the most current and accurate information and can help you avoid any difficulties or mix-ups with your visa status.

Ph.D. Program

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

Ph.D. Program Requirements

1. Coursework
    a. Participation in a first semester Proseminar (CompLit 201) in which new students are introduced to the Comparative Literature faculty and their research interests in a series of hour-long weekly meetings.
    b. Comparative Literature Seminars (4): Comparative Literature 200 and three additional graduate courses in Comparative Literature, taken at Berkeley.
    c. Major and Minor Literature Seminars. Option #1 requires a total of 10 seminars (including Comparative Literature seminars) and Option #2 requires a total of 12 seminars (including Comparative Literature seminars), taken at Berkeley.

        Option #1 — One Major and Two Minor Literatures:

        - Four graduate courses in the major literature
        - One graduate course in each of the two minor literatures (minor literature graduate courses must be taken for a letter grade)

        Option #2 — Two Major Literatures

        - Four graduate courses in EACH of the major literatures

    Per Graduate Division Policy, students must carry 12 units of coursework each semester.

2. Completion of the Second Year Review. In their fourth semester (or earlier, if the student enters the program with an MA), students meet with a committee of three faculty members to review progress toward the degree and plan the remaining work required for the Ph.D.
3. Proficiency in 3 languages other than English. Competence in one language must be demonstrated through a translation exam, and in another, through graduate-level coursework. Competence in the third language may be satisfied through either a translation exam or graduate-level coursework.
4. A Qualifying Examination for Advancement to Candidacy for which the student prepares reading lists for one major literature and two minor literatures or two major literatures, and indicates an area of focus via a Statement of Interest. The examination has both a written and an oral component.
5. A doctoral dissertation based on a prospectus presented the semester following successful completion of the Qualifying Examination.

Grades

The Graduate Division encourages enrollment in courses for letter grades. Per Graduate Division policy, graduate students must be in good standing to take courses on a Satisfactory/Unsatisfactory (S/U) basis, and may do so only with the approval of the Head Graduate Advisor. Requests to take courses S/U should be emailed to the Head Graduate Advisor (cc'ing the GSAO) before the 10th week of the semester. When making a request, please provide a brief explanation of the circumstances. Please be aware that **you may only receive credit for courses graded S (satisfactory) up to a limit of one third of the total units taken and passed while registered at the Berkeley campus**, including any units completed in the Education Abroad Program, the UC Intercampus Visitor or Exchange Program, or a Joint Doctoral program. Grades of S assigned in courses numbered 299 and in the 300, 400, or 600 series are excluded from this computation. You may not repeat on an S/U basis any course in which you previously received a letter grade. Courses offered exclusively on a letter or non-letter graded basis cannot be changed. Note that a Satisfactory (S) grade implies work of B minus quality or better. Sources graded S/U are not included in the grade-point average.

Important Considerations

All students must carry 12 units of course work each semester (even after advancing to doctoral candidacy) in order to be considered full-time students.

- The department expects that as students fulfill their major and minor literature seminar requirements, they will read relevant texts in their original languages whenever possible, and that they will write seminar papers.
- Creative writing workshops may NOT count toward the literature coursework requirement. Final approval of coursework for major and minor literatures is determined by the Head Graduate Advisor.
- The graduate courses satisfying the two minor literature requirements must be graduate (200-level) seminars. With the approval of the Head Graduate Advisor, one major literature seminar requirement may be satisfied by a 100-level, an undergraduate course, or, on occasion, a graduate-level independent study. This type of course substitution requires agreement by the course instructor, and virtually always requires that the student write a graduate seminar paper for the course. See Appendix 1B for the course substitution policy.
- Students admitted from graduate programs elsewhere will have their courses evaluated by an advisor and, if appropriate, may have up to **two** approved by the Head Graduate Advisor for credit toward the ten or twelve seminar requirement. Previous graduate coursework may also be used to satisfy historical coverage requirements.

Progress toward the Ph.D. Degree

The Graduate Council has established a Normative Time of fourteen semesters for completion of the Ph.D. degree in Comparative Literature. A recommended timetable follows:

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

While students are urged to stay within this timetable, the Department recognizes that there may be legitimate reasons for varying from it. Students are required to review their progress with their advisors each semester.

First Two-Year Phase of the Doctoral Program

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

Second Year Review

In the fourth semester after entrance into the Ph.D. program, students will be reviewed by a committee identified by them and approved by the Head Graduate Advisor. The Second Year Review Committee should include three faculty members, two of whom should be members of the Department. One member should be the student's advisor, although the Head Graduate Advisor may approve a substitute on a case by case basis.

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

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

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

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

Committee's report. Refusal to follow the Committee's recommendations in a satisfactory way will constitute grounds for probation, and could eventually lead to dismissal from the program.

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

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

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

Permission To Proceed To The Ph.D.

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

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

Historical Coverage

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

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

Reading List. Students should feel free to consult with their advisors and the HGA about coverage at any time.

Language Competency

Doctoral students are expected to work in three literatures. They are expected to demonstrate competence in at least three languages other than English. We recommend that you choose languages according to your research interests. You may wish to learn the language of the scholarship in your field, to gain historical knowledge of your primary language, to strengthen your profile as a comparatist, to gain exposure to a culturally remote body of literature, or to broaden the cultural range of your literary knowledge. For example, if you are a classicist, you may wish to learn German because much of the scholarship in your field is written in this language. If you are studying Russian, you may wish to learn another Slavic language. If you are working in the medieval or early modern period, we strongly recommend that you learn Latin. If you are studying Modern Arabic, you may wish to learn Classical Arabic. Students of Modern Hebrew should learn Biblical Hebrew. If you are working on European modernism, you may wish to learn a non-European language in order to study contemporary literary developments in other cultures. Students should consult with their advisors during the first year of the program to discuss their language preparation in relation to their proposed course of study.

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

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

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

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

Students should plan to take their Qualifying Examination no later than their eighth semester in the program. The exam scheduling is coordinated with the GSAO. Qualifying Exams must be scheduled during the Spring or Fall semesters. Summer Qualifying Exams will be permitted only by exception and only with the agreement of all Committee members, in absolutely urgent situations such as serious illness that has prevented the student from scheduling the Qualifying Exam in the spring, or in a case where an absolutely vital faculty member was on leave and unavailable in the spring semester.

The Committee of Examiners consists of five members: a minimum of two (including the committee Chair) must hold appointments in Comparative Literature. All other members may be either from Comparative Literature or outside the department. The Chair of the Examination Committee (who may not serve as the Chair of the student's subsequent dissertation committee) is responsible for collecting, editing, or sometimes even writing the questions for the written portion of the examination.

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

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

The written portion of the Q.E. consists of two parts: a Statement Essay and a List Essay. For the Statement Essay, the student will choose one of two essay questions composed by faculty Q.E. Committee members and based on the student's Statement of Interest. For the List Essay, the student will choose one of two questions composed by Committee members and based on the student's Reading List. (These two List questions will ask the student to consider the student's literatures in ways distinct from the approach articulated in the student's Statement.) The questions for each portion (Statement and List) are emailed from the Graduate Office to the examinee at an agreed upon time, completed remotely (at home or offsite), and returned to the Graduate Office 48 hours later.* Each submitted essay should be **15 or fewer pages double-spaced**.

*Students with disabilities may apply for additional time or other accommodations, as appropriate. Contact the Disabled Students' Program.

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

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

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

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

Students are allowed two attempts at any one section of the Qualifying Written Exam. If the first attempt at the examination is unsuccessful, the student may take the exam a second time, but this must be done in the semester immediately following. If a student fails the second attempt at the exam this constitutes failure to pass the requirements for Doctoral degree, and the student will not be permitted to continue in the graduate program. In the case of a failed oral examination, the committee may elect not to recommend a re-examination.

Reading List and Statement of Interest for the Qualifying Examination

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

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

There should be 15 items from the major literature on an exam Reading List. Items from the Historical Coverage List for this literature may be excluded from the Q.E. Reading List if a student has written an M.A. Exam or taken courses that include those items, but a total of 15 items in this section of the Reading List must always be included. In almost all cases, the 15 items include both items from the historical coverage list and elective items. There is no historical coverage requirement for the 15 items devoted to the minor lists. Students should consult with the Exam Committee Chair and relevant members of the committee as they put together the minor literature lists.

Please note that an "item" is generally construed as a body of work read in the original language, rather than a single text (e.g. three novels by Achebe, four plays by Chikamatsu Monzaemon, the complete poetry and selected letters of Keats, three Gothic novels, four screwball comedies, three critical works on canon formation). The first two sections of the Reading List should include a broad range of literary forms or genres.

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

Advancement to Candidacy

Within one semester of passing the Ph.D. Qualifying Examination, the Application for Advancement to Candidacy for the Ph.D. should be submitted by the student via Cal Central. It is important for both the student and the Department that this form be submitted soon after the Qualifying Exam. The form will be routed to the Head Graduate Advisor for approval. Students should consult with their advisors about the makeup of the Dissertation Committee ahead of the Qualifying Exams. This Committee normally consists of three members, one of whom must hold an appointment in the Department of Comparative Literature, with the other two being Berkeley Academic Senate members (i.e., tenure track faculty) from either Comparative Literature or another UC Berkeley national literature department. Students may add a fourth committee member, but committees of 5 or more may only be approved, by exception, at the discretion of the Graduate Dean. Committees of greater than five are discouraged.

There is a $90 fee assessed for advancement to candidacy. Please contact the GSAO when you have been assessed this fee.

The Dissertation Prospectus

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

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

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

The final Dissertation is approved and signed by the entire Dissertation Committee and turned in to the Graduate Division for the awarding of the Ph.D. degree. The Graduate Division has set guidelines for the format of the Dissertation and deadlines for submission of the final version of the thesis for each degree date. Students must visit the Graduate Division's webpage on **Dissertation Writing and Filing** well in advance of the completion of their dissertations to ensure that their work conforms with Graduate Division requirements.

Normative Time

The Graduate Division recognizes that the normative time to degree for the completion of the Ph.D. degree in Comparative Literature is fourteen semesters. However, the Graduate Division allows for a four semester grace period after normative time within which a student may complete the degree by filing the dissertation. After this grace period, a student’s candidacy will lapse. Should this lapse occur, the student

will need to consult with the Comparative Literature Graduate Office, Head Graduate Advisor, and/or the Graduate Division to learn what actions may be taken to extend or reinstate their candidacy.

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

Doctoral students who experience substantial parenting responsibilities can be granted additional time to meet established deadlines for passing Qualifying Examinations and/ or completing their dissertations, and for calculating Normative Time for purposes of qualification for certain fellowships. Please contact the Grad Office to learn more.

Graduate Division's Dissertation Completion Fellowship

The Dissertation Completion Fellowship (DCF) provides an incentive for students in certain graduate programs to make timely progress toward degree completion. Specifically, it is geared to aid students who will file the dissertation near or within Normative Time. DCF is offered to all incoming students upon admission as part of their funding package. A student using DCF may supplement the two semester fellowship with up to an average of 25% GSI or GSR position, i.e. 25% both semesters or 50% one of the semesters.

Eligibility for the Doctoral Completion Fellowship

To be eligible for the DCF students must:

- Be advanced to candidacy
- Be in good academic standing with a minimum GPA of 3.0
- Have a satisfactory online Doctoral Candidacy Review for the most recently completed academic year
- Have participated in PhD completion activities or in other requirements, as directed by their program
- Have applied to at least one external fellowship (International students are exempt from this requirement)

Eligible students may activate and receive the fellowship at any time after their advancement to candidacy through the end of Normative Time to Degree plus one year (NT+1); in Comparative Literature, this means by the end of the 16th semester. Students should consult with their advisors on advisable timing for use of the Fellowship.

Eligible students wishing to activate the DCF must have initiated the online Doctoral Candidacy Review during the previous year. The Doctoral Candidacy Review form can be found on Cal Central.

Filing Fee

Filing Fee status is a reduced fee (one-half of the Student Services Fee), for Doctoral students who have completed all requirements for the degree except for filing the dissertation. (It is also available to Master's

students with no requirements remaining except for taking the final Master's Examination.) Filing Fee status is available for Fall and Spring semesters only. It is not a form of registration. Students on Filing Fee status are not eligible to hold academic appointments or receive University funding because they are not registered. Filing Fee status may be used only once during a student's career. *Note: If a student does not complete the final degree requirements (i.e. filing the dissertation) during the semester for which Filing Fee status is approved, the student must apply for readmission and pay regular registration fees during a subsequent semester to complete the requirements.*

Filing Fee status is only available for students registered in the immediately previous term: Fall semester to be on Filing Fee in Spring; Spring semester or Summer Session (registered for at least one unit) to be on Filing Fee in Fall. Filing Fee status is not currently available for Summer Sessions. Filing Fee status applies for the length of the semester, up to the last working day of the term, which is the deadline for filing the dissertation.

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

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

The Master's Degree

In order for the M.A. degree to be conferred, students must complete the Ph.D. coursework outlined below with at least a 3.70 GPA, and also successfully complete a written M.A. exam.

Students who enter the Ph.D. program without an M.A. can elect to take the exam. The timing of the exam should be discussed with a faculty advisor and GSAO.

Students may also be required to take the M.A. exam for diagnostic use if their Second Year Review Committee determines that such a diagnostic exam is needed for the Committee to grant Permission to Proceed in the Ph.D. program.

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

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

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

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

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

Course Selection for the M.A.

There are no specific Departmental course requirements for the M.A. except those listed above. These also satisfy the requirements set by the Graduate Division. However, the Comparative Literature Department currently offers its M.A. degree only as part of its Ph.D. program. Courses taken by students wishing to receive an M.A. degree should be planned with the requirements for the Ph.D. in mind, since courses chosen for the M.A. also count toward the 10‑12 graduate courses required for the Doctorate.

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

Semester Course Load for M.A. Students

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

The M.A. Reading List

The M.A. Examination is based on a Reading List of 20 items approved by the Chair of the student's M.A. committee. Thirteen items demonstrate historical coverage in the major literature, and seven items are devoted to the minor literature. Please note that an "item" is generally construed as a body of work read in the original language, rather than a single text. Should a candidate wish to present two minor literatures, five items in each minor must be specified in addition to the 13 items in the major literature. Further, each item on the entire List must be accompanied by a secondary source on the subject (book, article or chapter of the student's choosing). Students should plan their Lists at least one semester before taking the M.A. Examination.

Samples of the Lists stipulating 13 items for each major literature may be obtained from the Graduate Office. Each List contains, in addition to required readings for Historical Coverage, a number of slots for electives. The electives in the major literature and all the items in the minor literature(s) are chosen by students in consultation with their faculty advisors. An item represented in a minor literature should

conform in scope to the requirements for an item in the major literature. For example, students choosing English as a minor literature should consult the English List in selecting their minor items. Copies of the Reading List, approved by the student's faculty advisor, should be submitted to members of the student's Exam Committee and the Department Graduate Office **by the end of the semester prior to the term in which the examination will be taken.**

The M.A. Examination

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

Students wishing to take the M.A. Examination must notify the Department **the semester prior to the term in which the Examination will be taken.** The GSAO must confirm that the student is eligible and add the degree goal to their record. The Examination takes place during a one-week period approximately ten weeks into the Examination semester. Please consult the Graduate Office to arrange your Exam dates. At the time of notification, students need to indicate which major and minor literatures they will present for examination. Students may not take the M.A. and Q.E. Examinations in the same academic year.

Students may suggest which faculty members they would prefer to have on their Examining Committees, although the final Committee appointments are made by the Head Graduate Advisor. The Committee of Examiners consists of three faculty members, two of whom must hold appointments in Comparative Literature. In addition, two of the Committee Members should specialize in the student's major language and one in the minor language. Exceptions to these guidelines will be considered on an individual basis.
The M.A. Examination is a written examination designed to test historical and critical coverage of the materials studied. It consists of two essays, each written in a five-hour period. One of the essays will deal with the major literature only; the other will address both the major and the minor literatures and is comparative in nature. The Chair of the Committee is responsible for the gathering of the essay questions for the Examination. Students who fail the M.A. Examination may take it a second time, before the end of the following semester.

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

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

Timing and Repetition of Exams

Students are allowed two attempts at the Examination. If the first attempt is unsuccessful, the student may take the Exam a second time, but this must be done by the end of the semester immediately following. If the exam was required for diagnostic purposes, and the student fails the second attempt at the Exam, this constitutes failure to pass the requirements for the M.A. degree, and the student will not be permitted to

continue in the graduate program. The student may also pass the M.A. Exam, and still be denied permission to proceed in the Ph.D. program, if the performance in the exam satisfies the standards for an M.A., but is not indicative of future promising work on the Ph.D. level. Such a low or marginal pass on the M.A. Exam will result in the awarding of the M.A. without permission to proceed to the Ph.D.

Funding and Employment

University Fellowships

Each year, the university awards a limited number of competitive fellowships to incoming graduate students. Qualified students in all literatures may apply for Foreign Language and Area Studies (FLAS) fellowships, administered through the language centers and the Graduate Division. Students are strongly encouraged to consult the Graduate Division's Fellowships website, which lists various fellowships and outside grants, e.g., the Mentored Research Award, Townsend/Humanities Fellowships, Fulbright awards (both IIE and Department of Education programs), U.C. Dissertation Year Fellowships, in addition to a number of area-specific fellowships.

Departmental Fellowship Funds

Each year the Department receives a block grant of fellowship funds from the Graduate Division's Fellowships Office. The amount of this block grant is determined annually by the Graduate Division. These funds are then used by the Department to pay for summer funding, including summer language courses and research awards, as well as fellowships for first- and second-year students.

Graduate Student Employment

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

**By exception, students may teach up to 12 total semesters. By UC system-wide regulation, students may never teach more than 12 semesters.*

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

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

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

Students are allowed to teach for eight semesters without receiving exceptional permission. Departmental exceptions are required for students wishing to teach in the 9th and 10th semesters. Appointments offered for semesters 11–12 of teaching are official and binding only after approval by the Dean of the Graduate Division has been received. ***By UC system-wide regulation, no GSI appointments will be approved for students to teach more than twelve semesters.***

GSI Observations

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

Financial Aid

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

Summer Funding

The Department awards fellowship funding for summer research and language study, as well as maintenance funding for students who do not have guaranteed summer support. Language study funding is primarily intended for students in the early years of their program, but may be awarded to advanced students if need is demonstrated in a strong proposal.

Travel Grants

Travel grants are available to students who are attending a conference to present a paper. Students are eligible for up to $1000 in travel grant funding from the Department during their tenure at Berkeley. Unless travel is within California, students must first use their two Graduate Division Travel Grants prior to applying for departmental grant funds. Applications are available from the graduate office and on the Comparative Literature website, and must be submitted electronically **in advance of the planned travel** to the Department Chair for approval, with a copy to the GSAO. Students who are on the job market may request travel grant funding to attend the MLA; this counts against their total allotment of $1000.

Appendices

APPENDIX 1: POLICIES

1A. APPEALS, VARIANCES AND GRIEVANCES

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

1B. COURSE SUBSTITUTION POLICY

The course requirements are four Comparative Literature seminars, four seminars in the major literature and one seminar in each of the other two literatures. Requests for substitutions in satisfying the requirement of one graduate seminar in each minor literature are virtually never given. Courses must be regularly scheduled graduate seminars in the department where the minor literature is taught. If the campus does not offer graduate seminars in the student's minor literature, the student should consult the Graduate Office.

The four Comparative Literature courses should be **comparative** courses taught in the Comparative Literature Department or, occasionally, by Comparative Literature Department faculty in those faculty members' other departments. These courses expose the student to a variety of work in comparative literature; that is, these courses should help students focus and broaden their already established intellectual/literary interests. They are also intended to familiarize students with the Department faculty and their research. In exceptional cases an independent study or a course in another department may be substituted for **one** of these four Comparative Literature Department seminars. Likewise, as an exception, students may substitute **one** of the four seminars in the major literature, but only one, with an independent study. Additionally, under exceptional circumstances (such as a lack of graduate seminars in the student's major literature) and with the approval of the professor and the Head Graduate Advisor, students may be allowed to use an undergraduate course for which they have done additional work to fulfill one of the four major literature seminar requirements. All coursework that fulfills seminar requirements should include a graduate-level seminar paper.

When requesting an exception to the course requirements, please address an email to the Head Graduate Advisor, explaining the exceptional circumstances and providing a syllabus for the substitute course or independent study. In the case of an independent study or an undergraduate course for which a student does additional work, the email should also clearly state that the professor involved has agreed to the arrangement, and the professor should be cc'ed. In order to fulfill a departmental seminar requirement, the syllabus for an independent study or for a supplemented undergraduate course should be as ambitious as the syllabus of a typical graduate seminar, and students are expected to write a graduate-level seminar paper.

Graduate courses taken at another institution—as either a graduate or undergraduate student—may be allowed to count toward the historical coverage or language requirements when procedures for obtaining permission are followed. *No undergraduate courses* taken previously will be allowed to count as

satisfying any graduate program requirements. *The Department strongly encourages students to take as many of their graduate requirements at U.C. Berkeley as possible, since developing working relationships with UC faculty, and doing coursework here, are both generally greatly beneficial to students' professional development.*

APPENDIX 2: DISABILITIES

The Berkeley campus has an active Disabled Students' Program (DSP). One of its important responsibilities is to work with students who may require accommodations as they complete departmental requirements. *All requests for accommodation must come to the Department by way of the DSP*. Students who would like to request an accommodation must first visit the DSP so that their request can be evaluated and formally presented to the Department.

Students seeking accommodations related to their employment (for example, as a GSI or GSR) should consult Disability Management instead of DSP.

APPENDIX 3: DEPARTMENT OF COMPARATIVE LITERATURE STAFF CONTACT INFORMATION

Graduate Office
Emma Bilski, Graduate Student Affairs Officer
4205 Dwinelle Hall
complitga@berkeley

Reading and Composition Coordinator
Karina Palau
4116 Dwinelle Hall
rpalau@berkeley.edu

Undergraduate Office
Nina Rennert Cohen, Undergraduate Advisor
4118 Dwinelle Hall
complituga@berkeley.edu

Academic Personnel/Human Resources
Darlene Alvarez, Academic HR Analyst
4209 Dwinelle Hall
clfa_apc@berkeley.edu

Administration
Rita Lindahl-Lynch, Department Manager
4120 Dwinelle Hall
clfamanager@berkeley.edu

APPENDIX 4: EMERGENCY CONTACT INFORMATION

Life-Threatening Emergency:
9-911 from a campus telephone
911 from a public telephone
(510) 642-3333 from a cell phone, to reach UCB campus emergency services

Non Life-Threatening Emergency:
University Police (510) 642-6760
Environment, Health & Safety (510) 642-3073
Facilities Services (510) 642-1032 x1

Medical Facilities:
Tang Center Clinic, 2222 Bancroft Way (510) 642-2000
Tang Center Urgent Care (510) 642-3188
Tang After Hours Assistance: (510) 643-7197
Tang 24/7 Counseling Line: (855) 817-5667
Alta Bates Hospital, 2450 Ashby Avenue (510)204-4444 Open 24 hours, 7 days a week
Counseling and Psychological Services (510) 642-9494
Path to Care Center (510) 642-1988
24/7 Care Line (510) 643-2005