

Interdisciplinary Humanities Graduate Group

Ph.D. and M.A. Degree Requirements
Revised: Fall 2018

Graduate Council Approval: August 14, 2018



UNIVERSITY OF CALIFORNIA
MERCED

About the Program

Interdisciplinary Humanities (IH) is an innovative master's and doctoral program that incorporates anthropology, critical race and ethnic studies, global arts, history, languages, literature, world heritage and writing studies. An Interdisciplinary Humanities education is comprehensive, and also may include disciplinary specialization within integrative concepts and methods, that enrich all cultural research. The program exposes students to many humanities professions and prepares students to engage the public in scholarly activities.

The Interdisciplinary Humanities Graduate Group program offers courses of study leading to either a Masters of Arts (M.A.) or Doctor of Philosophy (Ph.D.) degree. Drawing on the expertise and interests of affiliated faculty, both M.A. and Ph.D. students develop coursework- based and research-based courses of study that encompass traditional seminar instruction and independent research. Students may either define their research around an interdisciplinary topic, or in primarily disciplinary terms with a comprehensive lens. This scholarship engages a variety of methods, ranging from fieldwork, narrative, hermeneutics, qualitative and quantitative analysis, to curation. Thus, the program offers a unique framework in which to approach core disciplines of scholarly study, while emphasizing an understanding of how similar issues and topics are addressed in multiple fields.

The IHGG is the marquee graduate program of a single interdisciplinary department. All of our faculty and graduate students read work from every one of our disciplines, and all of us utilize each other's frames of understanding. An interdisciplinary orientation allows IHGG faculty and students to illuminate grand challenges, within the World at Home/At Home in the World framework, since the task of humanists, artists and anthropologists is to explain and express cultural complexity and contingency. Our brief is the human condition as it has existed at all times and at all places, and our insights apply to problems also addressed by scientists and engineers. The IHGG challenges students to ask:

- How do social power, exploitation and hegemony function, from intimate to social scales, and how do individuals and groups resist and restructure power?
- What are individual and collective identity? What kinds of communication across identities create new and hybrid identities, while other kinds of interactions reify difference?
- How do states and other entities control territory, what are the limits of state power, and how do people, goods and ideas cross borders?
- What are creativity and transcendence? What do people find valuable, meaningful, sacred or beautiful, and what do they find ugly, worthless, profane, or distasteful?
- How does the human experience vary over time and across space, shaped by various structures of power and hierarchy, and how are slow processes of change disrupted by contingent events?
- How do humans interact with other life forms and the inanimate world in ways that are exploitative, sustainable, or resilient?

Students address these questions using methods that include fieldwork, description, narrative, hermeneutics, qualitative and quantitative analysis, curation, and an orientation toward ethics and politics.

In short, the IHGG Program is premised upon the conviction that the humanities and allied fields are an intellectually, historically, and institutionally coherent tradition. Humanities scholars utilize a range of methods, but have enough in common to allow for shared insights and discourses.

Master's Degree Requirements

Admissions Requirements

Applicants must demonstrate a B.A. with minimum 3.0 average in a humanities discipline or allied field, or other preparation commensurate with that accomplishment. They must demonstrate a level of English language proficiency adequate for success in graduate level coursework in English. While we evaluate applications holistically, we will generally prefer a GRE verbal score above 180 (86th percentile). The IHGG GRE requirements and TOEFL requirements follow the Graduate Division guidelines as detailed in the Graduate Advisor's Handbook. Among qualified applicants, we will identify those who demonstrate a commitment to the interdisciplinary humanities approach and the World at Home/At Home in the World theme. We will seek to admit each class of students as a coherent cohort of individuals with complementary interests, who can peer-educate and reinforce the interdisciplinary character of the program. We will then evaluate whether we have appropriate faculty to support the proposed programs of study of the qualified students.

Degree Plan

The master's degree is attained by a Thesis option or a Comprehensive Examination option. A minimum of two semesters in academic residence is required prior to the award of a master's degree. All master's degrees have a capstone element that is satisfied by the requirement of thesis or comprehensive examination.

- **Thesis Option.** This plan requires a minimum of 42 semester units in approved graduate-level courses and other credit bearing activities as detailed in the Course Requirements, including completion of one article-length research paper in addition to an M.A. thesis followed by an oral defense.
- **Comprehensive Examination Option.** This plan requires a minimum of 50 semester units in approved graduate level courses and other credit bearing activities as detailed in the Course Requirements, including completion of at least one article-length research paper. A comprehensive oral and written examination in the major subject is required of each candidate. No thesis is required.

Students demonstrate breadth and emphasis by taking four or more Readings in the Interdisciplinary Humanities courses. At least two must be in one cross-disciplinary focus area, and at least one must be in another cross-disciplinary focus area. The three focus areas are:

- **Past Worlds (IH210).** This focus area emphasizes content and approach typical of history and archaeology course
- **Social and Spatial Dynamics (IH220).** This focus area emphasizes content and approach typical of cultural anthropology, linguistics, and geography courses.
- **Expressive and Imaginative Works (IH230).** This focus area emphasizes content and approach typical of literature, art, music, and religion courses.

All courses in the program follow a standard 4 credit hours. IHGG courses are extremely time-consuming classes that are intended to move students toward proficiency and independence in reading and writing, which are the core practices of the humanities. IHGG classes will generally meet for three hours per week, and will require at least 12 hours per week of outside preparation. IHGG Readings courses will typically require students to read one or two books per week or the equivalent in articles (a total of 250 to 500 pages of reading per week), to write weekly response papers analyzing what they have read, to prepare class presentations throughout the semester, and to write extensively. Instructors may require a 25- to 30-page seminar paper or a larger number of shorter writing exercises that allow students to practice various modes of scholarly communication. IHGG Methods and Research courses will require students to identify, acquire, read, critique and synthesize scholarship together with creative or archival works, to present their work in progress, and to offer an end-of-term presentation of their semester of work.

In addition to the breadth and emphasis offered by the Readings in Interdisciplinary Humanities requirement, students may optionally declare a specialization. The specializations are areas of significant student interest and a depth of faculty expertise. They showcase areas of interdisciplinary strength in the IHGG and are consistent with the vision of the program.

Students who wish to declare a specialization must take 16 credits in classes designated for the specialization, have a committee chair who is affiliated with the specialization, and have at least one other committee member affiliated with the specialization.

- The Multicultural Luso-Hispanic World (MLHW). Latina/o, Latin American and Iberian Studies is an interdisciplinary concentration that examines the linguistic, literary, social, and cultural continuum of peoples and communities in the United States and in Spanish- and Portuguese-speaking countries, including Spain, Portugal, Brazil, and all the hispanophone countries of Latin America and the Caribbean. In addition, it encompasses the cultural production in the Spanish and Portuguese languages from areas and countries such as Morocco, the Philippines, Equatorial Guinea, Angola, Mozambique, and Macao. Students explore topics and themes related to these populations from an interdisciplinary perspective which links the approaches of the humanities, fine arts, and social sciences with special attention to such themes as colonialism and post-colonialism, race, ethnicity and nation, identities, border crossing, transculturation, diasporas and migrations.
- Transnational Americas Studies (TAS). The Transnational Americas Studies concentration offers multidisciplinary approaches to studying the connections between migration, identity, culture, and economy with a geographic focus on the radiating links between California, the North American West, the Americas, and their Pacific and Atlantic connections. We welcome students with research foci based in the Americas, Pacific Rim, or Atlantic World in archaeological, historical, and contemporary contexts. We offer students the opportunity to investigate the intersectionality of race, gender, class, space, and cultural production as they dovetail with contests regarding belonging, boundaries, nations, politics, and citizenship. The M.A. and Ph.D. concentrations in Transnational Americas Studies create a framework within which to connect material, representational, and discursive analytical methods to bear on both academic production and civic engagement. Merced and the Central Valley are located at a geographic, cultural, and economic crossroads. Rather than a fringe area, Merced and the Central Valley have been critical nodes in layered and overlapping human migrations and interrelated economic, spatial, and cultural transformations during pre-colonial times and since the nineteenth century. Consequently, U.C. Merced offers an ideal vantage from which to explore in multidisciplinary ways notions of intersection, power, history, language, migration and movement within California and the Americas, and throughout the Pacific and Atlantic worlds.

Courses that can be used to fulfil the MLHW specialization will carry a “Z” suffix. Courses that can be used to fulfil the TAS specialization will carry a “Y” suffix.

Course Requirements - Core and Electives (42 total units for Thesis Option students and 50 total units for Comprehensive Examination Option Students)

The IHGG program will train both M.A. and Ph.D. students, but will distinguish between standards of mastery for the two groups. M.A. students will learn the methods and practices by which knowledge is created in the humanities and will be able to communicate about the content and methods of the humanities in many organizational and institutional settings.

M.A. and Ph.D. students share a general set of Program Learning Outcomes:

1. Become proficient in selected theories and research methods appropriate to the study of the humanities.
2. Understand and apply both disciplinary and interdisciplinary approaches to humanities research.
3. Achieve domain expertise in a particular disciplinary or interdisciplinary field of the humanities.
4. Demonstrate proficiency in research, analysis, and critique in the humanities through exams, papers, and theses.
5. Display commitment to the research ethics and professional standards of the humanities and to the particular field of expertise.

The IHGG Program Learning Outcomes are aligned with the Learning Outcomes approved by the UC Merced Graduate Division, which appear in the UC Merced General Catalog.

The Standards of Mastery for the M.A. are:

1. Develop communication skills and strategies appropriate for explaining the content and methods of the humanities to a wide range of audiences.
2. Demonstrate proficiency in using one or more established research methods to address existing topics in a humanities field.

a. Core Courses (total 20 units)

Course Number	Course Name	Units
IH 201A	IH Theories and Approaches (A)	4
IH 201B	IH Theories and Approaches (B)	4
IH 203*	Pedagogy in IH*	4*
IH 205	Humanities in the World	4
IH 206	Methods and Research in IH	4

*IH 203 is required for Ph.D. students and for M.A. students who are serving as teaching assistants, and is strongly recommended for all M.A. students.

b. Elective Courses (total 22 units for Thesis Students or 30 units for Comprehensive Examination Students)

Course Number	Course Name	Units
IH 202*	Study Plan Design*	2*
IH 210	Readings in IH: Past Worlds	4
IH 220	Readings in IH: Social and Spatial Dynamics	4
IH 230	Readings in IH: Expressive and Imaginative Works	4
IH 291	Seminar Series in the Humanities	1-4
IH294	Individualized Study in Pedagogy	1-4
IH 295	Graduate Research	1-12
IH 296	Research for M.A. Thesis	1-12
IH 298	Directed Group Study	1-12
IH 299	Directed Independent Study	1-12

*IH202 is required for Ph.D. students and strongly recommended for M.A. students.

c. Summary

All M.A. students are required to complete 20 units of core coursework. Thesis students are required to complete an additional 22 required units and Comprehensive Examination students are required to complete an additional 30 units, for a total of 42 or 50 units respectively. Full-time students must enroll for 12 units per semester including research, academic and seminar units. Courses that fulfill any of the graduate group course requirements may not be taken S/U.

All M.A. students are required to enroll in IH 201A, IH 201B, IH 203, and IH 206. IH 201A, IH 201B, and IH 203 are generally taken concurrently during the fall of the first year of matriculation. IH 205 and IH 206 may be taken at any time during matriculation. All M.A. students are also required to take four Readings in IH courses (selected from IH 210, IH 220, and IH 230). All Readings in IH courses are repeatable; themes will vary based on instructor expertise. Students must take at least two versions of one Readings course number and must take at least one Readings course of another number. M.A. students are strongly encouraged to take IH 202, although this course is a requirement only for Ph.D. students.

Additional credits may be used at a student's discretion for research, exam preparation, thesis writing, courses outside of IHGG, or deeper exploration of an area of interest.

Students who wish to seek an exemption to any IHGG requirement must: a) write a memo of justification explaining the proposed exception, a proposed substitution for the requirement, and the educational rationale for the request, and b) obtain a letter of support from their major advisor. The Graduate Advising Committee will review student petitions for exemption and make determinations about them.

Independent study courses should be kept to a minimum, and are not available to first year students who are expected to be actively engaging with fellow graduate students in small seminars, settings in which they can best develop the intellectual skills needed to continue in the program. Only students beyond the first year, who are in good academic standing, who are making timely progress toward their degrees, and

who have fulfilled progress reporting requirements may take independent study classes. Independent study courses also may not substitute for the classes required by the curriculum.

The same rules apply to enrollment in courses outside of the IHGG program, either in other UC Merced programs or on other campuses. Given the interdisciplinary orientation of the IHGG program, students beyond the first year are encouraged to take courses and work with faculty in other programs at UC Merced and beyond.

Students in the first year who wish to enroll in independent study courses or courses outside of the program must obtain a letter of support from their advisor and petition to the Graduate Advising Committee. Students beyond the first year may freely use elective credits for courses outside of the program.

1. Special Requirements

All IHGG M.A. students are required to complete an article-length research paper. This may be completed at any time prior to advancement to candidacy. The student's major advisor will select a journal in the student's field that offers a model for the length, format, and standards of the research paper. The paper should be appended to the annual progress report for advisor approval and Graduate Advising Committee ratification.

2. Committees

The Graduate Group Chair will govern the business of the graduate group. The Executive Committee, the Graduate Advising Committee, the Curriculum Committee and the Admissions and Fellowships Committee are the standing committees of the IHGG. The chair of each standing committee is also a member of the Executive Committee, and the committees will generally have two additional members. The Chair and the Executive Committee, at their discretion, may constitute additional ad hoc or standing committees to recommend actions to the Executive Committee. The Executive Committee will review committee formation and appointments on an annual basis. The committees that are relevant to graduate education are:

a. Graduate Advising Committee

Graduate advising functions are performed by a standing Graduate Advising Committee with members appointed by the Executive Committee to staggered two year terms. Its responsibilities include advising students on initial enrollment, serving as interim major professors as needed, assisting students in identifying their major professor(s), approving programs of study, monitoring progress toward degree, reviewing the results of oral and final examinations, and making recommendations to the Dean of Graduate Studies in cases requiring adjudication. All student petitions and progress reports must be reviewed by the Graduate Advising Committee as well as by the student's own committee.

b. Educational Policy Committee

The Educational Policy Committee evaluates and guides the educational programs of the Group: reviewing programs, determining changes in programmatic requirements of the graduate group, reviewing applications for new courses and new specializations, guiding required annual and periodic assessment practices under the guidance of the relevant university committees, and managing course rotation.

c. Admissions and Fellowship Committee

The Admissions and Fellowship Committee develops recruiting materials for the Group, reviews applications for admissions, makes recommendations for admissions to the Vice Provost and Dean of Graduate Education, explores graduate student support mechanisms, and allocates intramural financial assistance. Admissions procedures are as follows. Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions and Fellowship Committee for consideration based on the criteria described above. Based on a review of the entire application, a recommendation is made to accept or decline an application's request for admission. That recommendation is forwarded to the Vice Provost and Dean of Graduate Education for final approval of admission. Notification of admissions decisions will be sent by the Office of Graduate Studies. The IHGG Admissions and Fellowships Committee will assign each admitted student a faculty advisor based upon student and faculty interest and faculty availability. The committee will provide a first-year advisor of record to assure that each student is effectively acculturated into the program.

d. MA Thesis and Examination Committees

By the end of the second semester of matriculation, each M.A. student, in consultation with his or her graduate advisor and (as needed) the Graduate Group Chair and members of the Graduate Advising Committee, is required to nominate a Thesis and Examination Committee.

The student's committee will consist of a minimum of four members and is chaired by the student's advisor. At least three members must be core or affiliate members of the IHGG faculty. The committee must be chaired by an IHGG core faculty member. The Examination Committee will consist of three examiners who are proficient in each of three examination topics, and one who can examine the student's proficiency in the breadth of the World at Home/At Home in the World focus. Recommended committee membership is reviewed by the Chair of the Graduate Group and sent to the Vice Provost and Dean of Graduate Education for final approval.

e. Advising Structure and Mentoring

The Graduate Advisor is the faculty member who supervises the student's research and thesis. Each student's Graduate Advisor, who is appointed by Graduate Group Chair, is a resource for information on academic requirements, policies and procedures, and registration information and is the Chair of the Thesis and Examination Committees. The Admissions and Fellowships Committee will assign each admitted student a faculty advisor based upon student and faculty interest and faculty availability. The program will provide a first-year advisor of record to assure that each student is effectively acculturated into the program. Students may subsequently switch advisors. The IHGG takes the Faculty Senate Graduate Council Mentoring Guidelines as the framework for an effective student-advisor relationship.

The Graduate Advising Committee and the Graduate Group Chair are additional resources for answering academic questions and for resolving conflicts between students and advisors. The Graduate Group Staff assists students with identifying appointments and general university policies.

The Mentoring Guidelines are appended to this document as Appendix C. Appendix B describes other entities that can provide useful advice and resolution to problems in various areas.

A graduate student is expected to maintain satisfactory progress toward the academic objectives defined by the IHGG and must do so in accordance with the Policies and Procedures of the IHGG and the policies of the Graduate Council and the University.

Students will write annual Progress Reports for approval by their advisors. The Progress Reports will indicate whether students are progressing toward their degrees and whether they are doing so within normative time. Students whose progress is behind normative time will be required to develop a plan, with advisor approval, to get back on track, and/or an explanation, also with advisor approval, of their slow progress. Students who do not meet these requirements will have the lowest priority for campus resources. For M.A. students, satisfactory progress is also determined on the basis of grades.

During the spring semester, the student and his or her advisor should meet to discuss the progress report. The student is responsible to submit the progress report, signed by the advisor, to the Graduate Advisory Committee. Students who do not submit a Progress Report will have the lowest priority for campus resources.

It is the responsibility of each student's advisor, committee members, and other supervising faculty to be attentive to student progress and to communicate expeditiously with the student and with the Graduate Advising Committee about potential problems.

Advisors and other supervising faculty should communicate with the Graduate Advising Committee as soon as they become concerned about a student's progress. The Graduate Advising Committee will determine appropriate steps, which may include heightened scrutiny, an informational warning, or a request that Graduate Division determine whether a formal communication of unsatisfactory progress is necessary on the basis of the criteria outlined in the Graduate Advisor's Handbook.

Communication about potentially unsatisfactory progress between IHGG faculty and IHGG students is strictly advisory. It is the responsibility of the Graduate Division to make a formal determination of unsatisfactory progress.

f. Advancement to Candidacy

In accordance with University of California policy, students must be advanced to candidacy for their degree prior to the beginning of the final semester of enrollment. An Application for Advancement to Candidacy initiated by the student and approved by the Graduate Group should be submitted to the Vice Provost and Dean of Graduate Education before (preferably 30 days before) the opening of the semester in which the degree is expected. The Application must be accompanied by petitions for any course credits that have not already been approved by the Vice Provost and Dean of Graduate Education. If the master's degree requires a thesis (Plan I), membership of the thesis committee must be included, and the graduate group chair, and the graduate student must sign the Statement of Conflict of Interest form, which is included in the Application. Deadlines for submission and approval of the Application for Advancement to Candidacy are published each semester on the Graduate Division website. Students must pay the current Advancement to Candidacy in the Master's Degree fee. If the student has not advanced to candidacy before the beginning of the semester in which all requirements are completed, the

degree will not be conferred until the end of the following semester. When the student is formally advanced to candidacy, the student and the Graduate Group are notified.

3. Comprehensive Examination and Thesis Requirements

a. Thesis Requirements (Plan I)

The candidate should plan to form a thesis committee and submit all required documents ratifying committee composition by the third semester of matriculation. The candidate and advisor should meet at least once a year with the other members of the thesis committee to discuss progress and any changes in research objectives.

Research for the Master's thesis is to be carried out under the supervision of a core member of the program faculty and must represent an original contribution to knowledge in the field. As a general guideline, an M.A. thesis is typically between 50 and 100 pages long. An outstanding thesis is a well written work that shows a deep knowledge of a topic and mastery of all the relevant prior work on a subject. It displays insightful thinking and makes important breakthroughs. It is the product of well-designed research and thorough work. Quality and care are evident in the analyses and presentation. The argument is focused, logical, rigorous, and sustained. A successful M.A. thesis includes a clear and cogent explanation of a significant question and a review of prior scholarship about it. It effectively applies an appropriate theoretical framework and research method to illuminate an original project and a body of source material associated with it.

The thesis research must be conducted while the student is enrolled in the program. The thesis is submitted to the thesis committee at least one month before the scheduled defense. All committee members must approve the thesis in its entirety and sign the title page before the thesis is submitted electronically to the Office of Graduate Studies for final approval. Should the committee determine that the thesis is unacceptable, even with substantial revisions; the student's capacity to succinctly synthesize the entire thesis into a brief and clear presentation, and displays the student's ability to respond extemporaneously and persuasively to questions about the content, methods, and context of the thesis. If a student passes the defense, it means that he or she is ready to file the thesis, potentially following minor revisions.

The defense is a two hour exam that includes a public component open to all IHGG faculty and students, and a closed component limited to committee members. Students are advised to submit the thesis for committee review at least six weeks prior to the scheduled defense date.

The fully revised thesis must be submitted by the deadline in the semester in which the degree is to be conferred. Those students who complete requirements and submit the thesis after the end of the semester and prior to the start of the subsequent semester will earn a degree for the following semester, but will not be required to pay fees for that semester. Instructions on preparation of the thesis are available in the UCM Thesis and Dissertation Manual and a schedule of dates for filing the thesis in final form are published on the Graduate Division website in the calendar and deadlines section.

b. Comprehensive Examination (Plan II)

The M.A. Comprehensive Examination is based upon extensive and intensive reading. Each member of the student's committee will generally assign a list of between approximately 15 and 25 books and/or the equivalent quantity of reading in the form of articles, though these numbers should be considered as a general guideline, and will vary case by case.

For the written examination, each member of the committee will design a written question to prompt two hours of open-note writing resulting in an essay of approximately two to four pages. The exam may be spread over multiple days. For the written exam, each member of the committee will design a series of oral questions prompting approximately 30 minutes of give- and-take. The questions should be based upon the assigned readings, and, in the case of the oral exam, the answers to the written exam.

In order to pass the examinations, students will have to demonstrate that they are familiar with the history and development of scholarship on each examination topic, the major theories and methods that its practitioners utilize, and the current questions and literature about it. In a successful comprehensive exam, a student will be able to:

- Accurately recall the titles, authors, methods, arguments, approximate dates of publication, details and contributions of a large number of works.
- Perform precise, sophisticated, original, and evidence-based analysis and critique of individual works.
- Synthesize information and ideas from multiple works to illustrate a concept or support an original idea.
- Demonstrate breadth and depth of knowledge and domain expertise regarding the content and methods of several disciplinary and/or interdisciplinary fields of the humanities.
- Display commitment to the research ethics and professional standards of the humanities and to a specific field of expertise.
- Communicate fluently, persuasively, clearly, and confidently.
- Demonstrate appropriate preparation for his or her readiness for the independent and creative work required to complete an M.A. thesis on a particular topic.

Students whose committees unanimously deem that their exams demonstrate exemplary recall of information and knowledge, exceptional written and oral communication, and highly creative analysis and synthesis will receive a Pass with Distinction.

The results of the examination must be reported to Graduate Studies using the Final Report for the Master's Degree Form found on the Graduate Division website. When students take the exam, they must be registered or in current filing fee status.

1. Timing: Students may take the comprehensive examination once they have advanced to candidacy. However, it is important that the timing of the exam satisfy the regulations as noted in the CCGA handbook ¹, which indicates that the capstone requirement be completed at or near the end of the coursework for the Master's degree.
2. Outcome: Examinations can result in either a pass, fail, or partial pass by unanimous consensus of the Qualifying Examination Committee. The categories are described below.

¹ <http://senate.universityofcalifornia.edu/committees/ccga/CCGAHandbook2012-13FinalDraft.pdf>

- a. A student has passed when the Qualifying Examination Committee unanimously votes that the student passed the entire examination with scholarship that is at least acceptable. The committee must report to the Graduate Council via the Vice Provost and Dean of Graduate Education within 30 days. If agreed unanimously by the committee the student may be allowed to make minor modifications prior to submitting the results of the examination.
- b. A student has failed when the Qualifying Examination Committee votes unanimously that the student failed the entire examination. The second examination may have a format different from the first, but the substance should remain the same. A student whose performance on the second attempt is also unsatisfactory, or who does not undertake a second examination within a reasonable period of time, is subject to academic disqualification. A third examination may be given only with the approval of the Graduate Group committee and the Vice Provost and Dean of Graduate Education.
- c. A student has partially passed when the Qualifying Examination Committee votes unanimously that the student passed some components but failed others. In this instance, the following apply:
 - 1) The student has the option of taking a second examination as detailed in above on the components failed; and
 - 2) The chair of the committee must write a letter to the student, with a copy to the Graduate Division, conveying the information about the student's performance (pass, fail, or partial pass) on each of the components covered during the examination.

4. Normative Time to Degree

Normative Time is the elapsed time (calculated to the nearest semester) that a student would need to complete all requirements for the degree, assuming that they are engaged in full-time study and making adequate progress. The student must advance to candidacy and complete the degree within the limitations established by the Graduate Group and approved by the Graduate Council. Normative time for the M.A. with an exam option is two years, and normative time for an M.A. with a thesis option is three years.

5. Typical Time Line and Sequence of Events

Year One	Fall	Spring
	IH201A Methods and Approaches (1)	IH210 Readings in IH: Past Worlds
	IH201B Methods and Approaches (2)	IH205 Humanities in the World
	IH203 Pedagogy in IH	IH206 Methods and Research
Year Two	Fall	Spring
		(Comprehensive Exam completed)
	IH220 Readings in IH: Social and Spatial	IH210 Readings in IH: Past Worlds
	IH230 Readings in IH: Expressive and Imaginative Works	IH206 Methods and Research
	Non – IH elective	IH 299 Directed Independent Study

6. Sources of funding

Teaching assistantships have historically been readily available to all IHGG students in need of funding. Additional support is available through internal sources such as the Center for the Humanities and through USAP funds. Research assistantships have been available to students through the Center for Research on Teaching Excellence, extramural faculty grants, and faculty start-up grants. A number of our students receive UC system wide and extramural fellowships and grants, and we are committed to assisting students in identifying and completing applications for such funding.

The IHGG has thus far been able to offer teaching assistantships and fellowship opportunities to both M.A. and Ph.D. students without regard for degree program. If resources become limited, the program will give preference to Ph.D. students. M.A. and Ph.D. students will be placed in a single pool for consideration as teaching assistants. In general we will seek to offer positions in rank order to: a) Ph.D. students in the first and second year, b) up to two M.A. students within normative time who are recent UC Merced B.A. graduates, c) advanced Ph.D. students within normative time, d) M.A. students within normative time, e) Ph.D. students beyond normative time, f) M.A. students beyond normative time. At the same time, we note that some courses require teaching assistants with particular subject expertise, and this consideration will also play a role in prioritization for student assignments. Ph.D. students will receive also priority for internal fellowship nominations, while also taking into account funder criteria and applicant merit.

7. PELP, In Absentia, and Filing Fee Status

Information about PELP (Planned Educational Leave Program), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Group Policies and Procedures available on Graduate Division website.

Ph.D. Degree Requirements

1. Admissions Requirements

Applicants must demonstrate a B.A. with minimum 3.0 average in a humanities discipline or allied field, or other preparation commensurate with that accomplishment. They must demonstrate a level of English language proficiency adequate for success in graduate level coursework in English. While we evaluate applications holistically, we will generally prefer a GRE verbal score above 180 (86th percentile). The IHGG GRE requirements and TOEFL requirements follow the Graduate Division guidelines as detailed in the Graduate Advisor's Handbook. Among qualified applicants, we will identify those who demonstrate a commitment to the interdisciplinary humanities approach and the World at Home/At Home in the World theme. We will seek to admit each class of students as a coherent cohort of individuals with complementary interests, who can peer-educate and reinforce the interdisciplinary character of the program. We will then evaluate whether we have appropriate faculty to support the proposed programs of study of the qualified students.

2. Dissertation Plan

In accordance with University of California policy, a minimum of four semesters in academic residence is required prior to awarding the Ph.D. Typically, a longer period of study, five to six or more years, is required for completion of all degree requirements. It is the responsibility of the Graduate Group to inform the student upon admission to the program of the expected degree time. All graduate students are considered resident graduates, not candidates for a degree, unless admitted to candidacy after completion of all candidacy requirements and approval by the Graduate Division after formal application. A student advances to candidacy for the Ph.D. upon successfully demonstrating a high level of scholarship at the Ph.D. level, and upon completing all preparatory work and demonstrating readiness to proceed to the dissertation phase.

Students demonstrate breadth and emphasis by taking four or more Readings in the Interdisciplinary Humanities courses. At least two must be in one cross-disciplinary focus area, and at least one must be in another cross-disciplinary focus area. The three focus areas are:

- Past Worlds (IH210). This focus area emphasizes content and approach typical of history and archaeology courses.
- Social and Spatial Dynamics (IH220). This focus area emphasizes content and approach typical of cultural anthropology, linguistics, and geography courses.
- Expressive and Imaginative Works (IH230). This focus area emphasizes content and approach typical of literature, art, music, and religion courses.

All courses in the program follow a standard 4 credit hours. IHGG courses are extremely time-consuming classes that are intended to move students toward proficiency and independence in reading and writing, which are the core practices of the humanities. IHGG classes will generally meet for three hours per week, and will require at least 12 hours per week of outside preparation. IHGG Readings courses will typically require students to read one or two books per week or the equivalent in articles (a total of 250 to 500 pages of reading per week), to write weekly response papers analyzing what they have read, to prepare class presentations throughout the semester, and to write extensively. Instructors may require a 25- to 30-page seminar paper or a larger number of shorter writing exercises that allow students to practice various modes of scholarly communication. IHGG Methods and Research courses will require students to identify, acquire, read, critique and synthesize scholarship together with creative or archival works, to present their work in progress, and to offer an end-of-term presentation of their semester of work.

In addition to the breadth and emphasis offered by the Readings in Interdisciplinary Humanities requirement, students may optionally declare a specialization. The specializations are areas of significant student interest and a depth of faculty expertise. They showcase areas of interdisciplinary strength in the IHGG and are consistent with the vision of the program.

Students who wish to declare a specialization must take 16 credits in classes designated for the specialization, have a committee chair who is affiliated with the specialization, and have at least one other committee member affiliated with the specialization.

- The Multicultural Luso-Hispanic World (MLHW). Latina/o, Latin American and Iberian Studies is an interdisciplinary concentration that examines the linguistic, literary, social, and cultural continuum of peoples and communities in the United States and in Spanish- and Portuguese-speaking countries, including Spain, Portugal, Brazil, and all the hispanophone countries of Latin America and the Caribbean. In addition, it encompasses the cultural production in the Spanish and Portuguese languages from areas and countries such as Morocco, the Philippines, Equatorial Guinea, Angola, Mozambique, and Macao. Students explore topics and themes related to these populations from an interdisciplinary perspective which links the approaches of the humanities, fine arts, and social sciences with special attention to such themes as colonialism and post-colonialism, race, ethnicity and nation, identities, border crossing, transculturation, Diasporas and migrations.
- Transnational Americas Studies (TAS). The Transnational Americas Studies concentration offers multidisciplinary approaches to studying the connections between migration, identity, culture, and economy with a geographic focus on the radiating links between California, the North American West, the Americas, and their Pacific and Atlantic connections. We welcome students with research foci based in the Americas, Pacific Rim, or Atlantic World in archaeological, historical, and contemporary contexts. We offer students the opportunity to investigate the intersectionality of race, gender, class, space, and cultural production as they dovetail with contests regarding belonging, boundaries, nations, politics, and citizenship. The M.A. and Ph.D. concentrations in Transnational Americas Studies create a framework within which to connect material, representational, and discursive analytical methods to bear on both academic production and civic engagement. Merced and the Central Valley are located at a geographic, cultural, and economic crossroads. Rather than a fringe area, Merced and the Central Valley have been critical nodes in layered and overlapping human migrations and interrelated economic, spatial, and cultural transformations during pre-colonial times and since the nineteenth century. Consequently, U.C. Merced offers an ideal vantage from which to explore in multidisciplinary ways notions of intersection, power, history, language, migration and movement within California and the Americas, and throughout the Pacific and Atlantic worlds.

Courses that can be used to fulfil the MLHW specialization will carry a “Z” suffix. Courses that can be used to fulfil the TAS specialization will carry a “Y” suffix.

3. Course Requirements - Core and Electives (total 54 units)

The IHGG program will train both M.A. and Ph.D. students, but will distinguish between standards of mastery for the two groups. Ph.D. students will combine and extend multiple research practices, apply them to novel topics, and produce new insights about the humanities. They will be prepared to anticipate possible directions of change in an evolving knowledge economy, to play many roles in it, and to adapt methods and activities to meet both current and future needs.

M.A. and Ph.D. students share a general set of Program Learning Outcomes:

1. Become proficient in selected theories and research methods appropriate to the study of the humanities.
2. Understand and apply both disciplinary and interdisciplinary approaches to humanities research.
3. Achieve domain expertise in a particular disciplinary or interdisciplinary field of the humanities.
4. Demonstrate proficiency in research, analysis, and critique in the humanities through exams, papers, and theses.
5. Display commitment to the research ethics and professional standards of the humanities and to the particular field of expertise.

The IHGG Program Learning Outcomes are aligned with the Learning Outcomes approved by the UC Merced Graduate Division, which appear in the UC Merced General Catalog.

The Standards of Mastery for the Ph.D. are:

- Create scholarly and creative works that use multiple and diverse methods for communicating about the content and methods of the humanities with any audience.
- Identify original topics in a humanities field and demonstrate proficiency in combining, modifying, expanding and critiquing existing research methods and theories in order to address them in an imaginative way.

Please note that courses taken toward a graduate degree at another institution cannot be transferred for credit toward a Ph.D. at UCM. However, a course requirement may be waived if a similar course was taken at another institution. The General Petition form should be used for all requests for waivers of course work.

Core Courses (total 22 units):

Course Number	Course Name	Units
IH 201A	IH Theories and Approaches (A)	4
IH 201B	IH Theories and Approaches (B)	4
IH 202	Study Plan Design	2
IH 203	Pedagogy in IH	4
IH 205	Humanities in the World	4
IH 206	Methods and Research in IH	4

Elective Courses (total 30 units):

Course Number	Course Name	Units
IH 210	Readings in IH: Past Worlds	4
IH 220	Readings in IH: Social and Spatial Dynamics	4
IH 230	Readings in IH: Expressive and Imaginative Works	4
IH 291	Seminar Series in the Humanities	1-4
IH294	Individualized Study in Pedagogy	1-4
IH 295	Graduate Research	1-12
IH 297	Research for Ph.D. Dissertation	1-12
IH 298	Directed Group Study	1-12
IH 299	Directed Independent Study	1-12

Summary

A total of 52 units is required: 22 units of core courses, 16 units of Readings in the Interdisciplinary Humanities (4 courses) of which at least two are in one interdisciplinary area and at least one is in another interdisciplinary area, and 14 additional units of credit bearing activities. A minimum course load is 12 units each academic semester, and per UC regulations students cannot enroll in more than 12 units of graduate level courses per semester.

All Ph.D. students are required to enroll in IH 201A, IH 201B, IH 202, IH 203, IH 205, and IH 206. IH 201A and IH 201B and IH 203 are generally taken concurrently during the fall of the first year of matriculation, and IH202 is generally taken during the spring of the first year. IH 205 and IH 206 may be taken at any time during matriculation.

All Ph.D. students are also required to take four Readings in IH courses (IH 210, IH 220, and IH230). All Readings in IH courses are repeatable; themes will vary based on instructor expertise. Students must take at least two versions of one Readings course number and must take at least one Readings course of another number.

Additional credits may be used at a student's discretion for research, exam preparation, thesis writing, courses outside of IHGG, or deeper exploration of an area of interest.

Students who wish to seek an exemption to any IHGG requirement must: a) write a memo of justification explaining the proposed exception, a proposed substitution for the requirement, and the educational rationale for the request, and b) obtain a letter of support from their major advisor. The Graduate Advising Committee will review student petitions for exemption and make determinations about them.

Independent study courses should be kept to a minimum, and are not available to first year students who are expected to be actively engaging with fellow graduate students in small seminars, settings in which they can best develop the intellectual skills needed to continue in the program. Only students beyond the first year, who are in good academic standing, who are making timely progress toward their degrees, and who have fulfilled progress reporting requirements may take independent study classes. Independent study courses also may not substitute for the classes required by the curriculum.

The same rules apply to enrollment in courses outside of the IHGG program, either in other UC Merced programs or on other campuses. Given the interdisciplinary orientation of the IHGG program, students beyond the first year are encouraged to take courses and work with faculty in other programs at UC Merced and beyond.

Students in the first year who wish to enroll in independent study courses or courses outside of the program must obtain a letter of support from their advisor and petition to the Graduate Advising Committee. Students beyond the first year may freely use elective credits for courses outside of the program.

4. Special Requirements

a) Language Examination

All Ph.D. students must demonstrate reading proficiency in at least one language other than English. Students demonstrate proficiency by taking a language examination. The language exam is a two-hour open-dictionary written test in which students translate a page of scholarly writing in the humanities from the target language into English. If the examiner is not a member of the IHGG core faculty, the student must write a petition of explanation for approval by the student's major advisor and confirmation by the Graduate Advising Committee. Following the exam, the examiner must complete the Language Exam Reporting Form (Appendix B) for review by the student's advisor and the Graduate Advising Committee. The language exam is pass/fail, and may be taken repeatedly. The Graduate Division will be advised in writing about the date passed.

5. Committees

The Graduate Group Chair will govern the business of the graduate group. The Executive Committee, the Graduate Advising Committee, the Curriculum Committee and the Admissions and Fellowships Committee are the standing committees of the IHGG. The chair of each standing committee is also a member of the Executive Committee, and the committees will generally have two additional members. The Chair and the Executive Committee, at their discretion, may constitute additional ad hoc or standing committees to recommend actions to the Executive Committee. The Executive Committee will review committee formation and appointments on an annual basis. The committees that are relevant to graduate education are:

Graduate Advising Committee

Graduate advising functions are performed by a standing Graduate Advising Committee with members appointed by the Executive Committee to staggered two year terms. Its responsibilities include advising students on initial enrollment, serving as interim major professors as needed, assisting students in identifying their major professor(s), approving programs of study, monitoring progress toward degree, reviewing the results of oral and final examinations, and making recommendations to the Dean of Graduate Studies in cases requiring adjudication. All student petitions and progress reports must be reviewed by the Graduate Advising Committee as well as by the student's own committee.

Educational Policy Committee

The Educational Policy Committee evaluates and guides the educational programs of the Group: reviewing programs, determining changes in programmatic requirements of the graduate group, reviewing applications for new courses and new specializations, guiding required annual and

periodic assessment practices under the guidance of the relevant university committees, assigning teaching assistant appointments, and managing course rotation.

Admissions and Fellowship Committee

The Admissions and Fellowship Committee develops recruiting materials for the Group, reviews applications for admissions, makes recommendations for admissions to the Vice Provost and Dean of Graduate Education, explores graduate student support mechanisms, and allocates intramural financial assistance. Admissions procedures are as follows. Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions and Fellowship Committee for consideration based on the criteria described above. Based on a review of the entire application, a recommendation is made to accept or decline an application's request for admission. That recommendation is forwarded to the Vice Provost and Dean of Graduate Education for final approval of admission. Notification of admissions decisions will be sent by the Office of Graduate Studies. The IHGG Admissions and Fellowships Committee will assign each admitted student a faculty advisor based upon student and faculty interest and faculty availability. The committee will provide a first-year advisor of record to assure that each student is effectively acculturated into the program.

Ph.D. Dissertation and Examination Committees

By the end of the second semester of matriculation, each Ph.D. student, in consultation with his or her graduate advisor and (as needed) the Graduate Group Chair and members of the Graduate Advising Committee, is required to nominate a Dissertation and Examination Committee. Selecting a committee is generally conducted as part of the IH 202 Study Plan Design course. The student's committee will consist of a minimum of four members and is chaired by the student's advisor. At least three members must be core or affiliate members of the IHGG faculty. The committee must be chaired by an IHGG core faculty member. The Examination Committee will consist of three examiners who are proficient in each of three examination topics, and one who can examine the student's proficiency in the breadth of the World at Home/At Home in the World focus. Recommended committee membership is reviewed by the Chair of the Graduate Group and sent to the Vice Provost and Dean of Graduate Education for final approval.

Advising Structure and Mentoring

The Graduate Advisor is the faculty member who supervises the student's research and dissertation. Each student's Graduate Advisor, who is appointed by Graduate Group Chair, is a resource for information on academic requirements, policies and procedures, and registration information and is the Chair of the Dissertation and Examination Committees. The Admissions and Fellowships Committee will assign each admitted student a faculty advisor based upon student and faculty interest and faculty availability. The program will provide a first-year advisor of record to assure that each student is effectively acculturated into the program.

Students may subsequently switch advisors. The IHGG takes the Faculty Senate Graduate Council Mentoring Guidelines as the framework for an effective student-advisor relationship.

The Graduate Advising Committee and the Graduate Group Chair are additional resources for answering academic questions and for resolving conflicts between students and advisors. The Graduate Group Staff assists students with identifying appointments and general university policies.

The Mentoring Guidelines are appended to this document as Appendix C. Appendix B describes other individuals and entities that can provide useful advice and resolution to problems in various areas.

A graduate student is expected to maintain satisfactory progress toward the academic objectives defined by the IHGG and must do so in accordance with the Policies and Procedures of the IHGG and the policies of the Graduate Council and the University.

Students will write annual Progress Reports for approval by their advisors. The Progress Reports will indicate whether students are progressing toward their degrees and whether they are doing so within normative time. Students whose progress is behind normative time will be required to develop a plan, with advisor approval, to get back on track, and/or an explanation, also with advisor approval, of their slow progress. Students who do not meet these requirements will have the lowest priority for campus resources. For Ph.D. students who have not yet advanced to candidacy, satisfactory progress is also determined on the basis of grades.

During the spring semester, the student and his or her advisor should meet to discuss the progress report. The student is responsible to submit the progress report, signed by the advisor, to the Graduate Advisory Committee. Students who do not submit a Progress Report will have the lowest priority for campus resources.

It is the responsibility of each student's advisor, committee members, and other supervising faculty to be attentive to student progress and to communicate expeditiously with the student and with the Graduate Advising Committee about potential problems.

Advisors and other supervising faculty should communicate with the Graduate Advising Committee as soon as they become concerned about a student's progress. The Graduate Advising Committee will determine appropriate steps, which may include heightened scrutiny, an informational warning, or a request that Graduate Division determine whether a formal communication of unsatisfactory progress is necessary on the basis of the criteria outlined in the Graduate Advisor's Handbook.

Communication about potentially unsatisfactory progress between IHGG faculty and IHGG students is strictly advisory. It is the responsibility of the Graduate Division to make a formal determination of unsatisfactory progress.

6. Advancement to Candidacy, Qualifications

Advancement to candidacy is the culmination of a process, involving area papers, a qualifying exam (written and oral), and a dissertation prospectus.

1. To advance to candidacy a student must:
2. Satisfy all requirements set by the graduate program, including coursework and language exam
3. Maintain a minimum GPA of 3.0 in all course work undertaken
4. Have passed unanimously the Qualifying Examination before their committee
5. Presented and defended the dissertation prospectus
6. File the appropriate paperwork (Advance to Candidacy for the Degree of Doctor Philosophy Form and Conflict of Interest Form) with the Office of Graduate Studies and pay the candidacy fee in order to be officially promoted to Ph.D. Candidacy

As a pre-requisite to completing the qualifying exam, all course requirements and the Language Examination must be completed. The qualifying exam should be taken by the sixth semester and no later than the end of the eighth semester after admission to the Ph.D. program.

Passing this exam makes the student eligible for advancement to candidacy, with successful completion of the dissertation prospectus as the final step in this comprehensive process.

When, by unanimous vote, the Committee decides the student is qualified for the dissertation phase, it shall recommend advancement to candidacy to the Vice Provost and Dean of Graduate Education. The student must pay the current advancement to candidacy fee to the campus Cashier's Office that will validate the advancement to candidacy form. The student must then submit the advancement to candidacy form to the Graduate Division. The candidate and graduate program will be notified of formal advancement and the appointment of a Doctoral Committee.

Advancement to Candidacy begins with the first academic term following completion of all requirements (including submission of all forms).

Successful completion of the advanced to candidacy process in the Interdisciplinary Humanities graduate program means that students will have demonstrated familiarity with the history and development of scholarship on each examination topic, the major theories and methods that its practitioners utilize, and the current questions and literature about it.

Those skills and abilities include:

- Accurately recall the titles, authors, methods, arguments, approximate dates of publication, details and contributions of a large number of works.
- Perform precise, sophisticated, original, and evidence-based analysis and critique of individual works.
- Synthesize information and ideas from multiple works to illustrate a concept or support an original idea.
- Demonstrate breadth and depth of knowledge and domain expertise regarding the content and methods of given interdisciplinary and/or disciplinary fields of the humanities.
- Display commitment to the research ethics and professional standards of the humanities and to a specific field of expertise.
- Communicate fluently, persuasively, clearly, and confidently.
- Demonstrate appropriate preparation for his or her readiness for the independent and creative work required to complete a Ph.D. dissertation on a particular topic.

a. Qualifying Exam components

The Qualifying Examination has three parts: Area Paper(s), a Written Examination, and an Oral Examination.

A core component of the qualifying exam are two to three area papers, which may be developed from seminar papers, study planning materials, independent study, exam reading lists, and humanities research projects.

Area papers are about 15-20 pages in length and reflect the theory and methodologies of interdisciplinary and/or disciplinary humanities research. Unlike a dissertation prospectus, which would outline one future project, area papers should reflect a sustained analysis of study, which could be specific or wide-ranging in scope. These area papers should reflect the reading list.

The written examination is a take home exam as reflection on the area papers, and is based upon the reading lists compiled in consultation with each member of the committee. Each member of the committee will design a written question to prompt two hours of open-note

writing resulting in an essay of approximately two to four pages. The exam may be spread over multiple days.

An Oral Examination. The two-hour oral examination is held following committee approval of the written examination. Each committee member will ask questions based upon the area papers, reading lists, and the written examination reflection responses.

b. Conduct of the Exam

The student's examining committee will consist of a minimum of four members. At least three must be core or affiliate members of the IHGG faculty. The committee must be chaired by an IHGG core faculty member. While enrolled in the Study Plan class, the student will constitute a committee and identify committee members to develop Examination Topics supported by reading lists that represent the breadth and depth of knowledge in a particular area. The student's committee will consist of one examiner from each of the three Examination Topics, and one who can examine the student's proficiency in the breadth of interdisciplinary humanities.

Prior to convening a student committee for advancement to candidacy exam, the Faculty Advisor, the Graduate Group Chair, and the graduate student must sign the Statement on Conflict of Interest form that is included in the Advancement to Candidacy for the Degree of Doctor of Philosophy form.

The Committee follows the procedures of the IHGG to conduct the Qualifying Examination for candidacy. The Committee is subject to the rules of the program and those specified below:

- Administration of the Candidacy Examination must conform to the policies established by the Graduate Council.
- The Committee must meet to decide upon examination topics, protocol and scheduling, within program expectations (see above).
- The Committee must notify the students of these policies and the examination format, with adequate notice for the student to provide commentary.
- Note: The program's annual progress reporting is one important and routine process to communicate timelines and process, with mentoring support.

In partnership with their committee members, students determine their reading list. Each member of the student's committee will generally offer a list of between approximately 10- 20 (for an external member) and 40-50 (for the major advisor) books and/or the equivalent quantity of reading in the form of articles, though these numbers should be considered as a general guideline, and will vary case by case.

Graduate Council policy specifies that although the formal oral Qualifying Examination for candidacy ordinarily is conducted in a single day, the Committee may meet intermittently over a longer period, and may decide to reexamine the student on one or more topics after a specified interval.

When the Committee meets to conduct the oral Qualifying Examination, it must report to the Graduate Council via the Vice Provost and Dean of Graduate Education within 30 days. Upon completion of the Qualifying Examination and all other Graduate Group requirements for Advancement to Candidacy, the results should be submitted to the Graduate Division on the Qualifying Examination Report form. The Qualifying Examination Report Form must be signed by all committee members at the time the candidacy examination is concluded and submitted even if the student failed the examination.

c. Outcome of the Exam

Before voting upon its recommendation for or against candidacy, the Committee as a whole shall meet with the student, and any member of the Committee will have the right to pose appropriate questions to the student. The Committee must conclude its examination when convened with the student present. The committee, having reached a unanimous decision, shall inform the student of its decision to:

- Pass with Distinction: Students whose committees unanimously deem that their exams demonstrate exemplary recall of information and knowledge, exceptional written and oral communication, and highly creative analysis and synthesis will receive a Pass with Distinction.
- Pass: A student has passed when the Qualifying Examination Committee unanimously votes that the student passed the entire examination with scholarship that is at least acceptable. The committee must report to the Graduate Council via the Vice Provost and Dean of Graduate Education within 30 days. If agreed unanimously by the committee the student may be allowed to make minor modifications prior to submitting the results of the examination.
- Fail: A student has failed when the Qualifying Examination Committee votes unanimously that the student failed the entire examination. The second examination may have a format different from the first, but the substance should remain the same. A student whose performance on the second attempt is also unsatisfactory, or who does not undertake a second examination within a reasonable period of time, is subject to academic disqualification. A third examination may be given only with the approval of the Graduate Group committee and the Vice Provost and Dean of Graduate Education.
- •Pass with Conditions: A student has partially passed when the Qualifying Examination Committee votes unanimously that the student passed some components but failed others. In this instance, the following apply:
 - i. The student has the option of taking a second examination as detailed in above on the components failed; and
 - ii. The chair of the committee must write a letter to the student, with a copy to the Graduate Division, conveying the information about the student's performance (pass, fail, or partial pass) on each of the components covered during the examination.

If a unanimous decision takes the form of "Pass with Conditions" or "Fail", the Chair of the Candidacy Committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision and must inform the student of its decision.

d. Dissertation Prospectus

Before advancing to candidacy, Ph.D. students must constitute a four- person dissertation committee including at least three core or affiliate IHGG faculty members and chaired by a core IHGG member, and must complete and defend a 5- to 10- page dissertation prospectus. The dissertation prospectus should include: 1) a brief explanation of the dissertation topic, 2) its significance and likely impact on the field, including a brief literature review, 3) the research methodology and the student's readiness to conduct the needed research, and 4) a timeline for completion. The student should present the prospectus in a one-hour meeting with the entire dissertation committee. The meeting should take the form of a formal presentation followed by a Q & A session. The committee must unanimously vote to approve the prospectus, disapprove it, or request revisions. Following approval of the prospectus, the committee completes the Prospectus Approval Reporting Form for submission to the Graduate Group Chair and notification of Graduate Division.

e. The Dissertation

The dissertation is the culminating task of the Ph.D. student, and as such, a successful Ph.D. dissertation demonstrates that the student has achieved mastery in every Program Learning Outcome and is prepared for an independent professional career in the humanities. As a general guideline, a Ph.D. dissertation is typically 200 pages long or more.

Outstanding dissertations are well written works that show deep knowledge of a topic and mastery of all the relevant prior work on a subject. They display insightful thinking and make important breakthroughs. They are the product of well-designed research and thorough work. Quality and care are evident in the analyses and presentation. The argument is focused, logical, rigorous, and sustained.

The hallmark of a successful Ph.D. dissertation is its originality and significance. An original contribution asks a new research question or answers an old question in a new way. It may use novel sources or methods. It is of interest and importance to an entire specialist community. It pushes a field's boundaries and influences the field by changing the way people think about a question, method, or body of material.

Upon completion of the final examination and approval of the dissertation, the Doctoral Committee recommends, by submission of the Report on Final Examination of the Ph.D. Degree Form, the conferral of the Ph.D. subject to final submission of the approved dissertation for deposit in the University Archives. The Committee recommendation must be unanimous.

1. Final Examination

The dissertation defense is the culmination of the graduate program. The student delivers a formal presentation about his or her dissertation and fields questions about it from his or her committee. A successful defense demonstrates exceptional verbal communication skills, reveals the student's capacity to succinctly synthesize the entire dissertation into a brief and clear presentation, and displays the student's ability to respond extemporaneously and persuasively to questions about the content, methods, and context of the thesis or dissertation. If a student passes the defense, it means that he or she is ready to file the dissertation, potentially following minor revisions.

The defense includes a public component open to all IHGG faculty and students, and a closed component limited to committee members. The format is as follows: 1) Student presents his/her work in a formal 30 minute talk open to all IHGG faculty and students. This is followed by 2), a 30 minute Q & A open to IHGG faculty and students, and then 3), a 60 minute closed session for committee questions, critique, and discussion. The student may request a waiver of the open session by submitting a memo and a letter of support from his/her advisor to the Graduate Advising Committee for evaluation at least one month before the scheduled examination date.

2. General Requirements

The submission of the dissertation is the last step in the program leading to the award of an advanced degree. All dissertations submitted in fulfillment of requirements for advanced degrees at UCM must conform to certain University regulations and specifications with regard to format and method of preparation. The UCM Thesis and Dissertation Manual is available at the Graduate Division website.

The Doctoral Committee certifies that the completed dissertation is satisfactory through the signatures of all Committee members on the signature page of the completed dissertation. The doctoral committee chair is responsible for the content and final presentation of the manuscript.

Filing instructions are found in the UC Merced Thesis and Dissertation Manual.

3. Dissertation:

The research conducted by the student must be of such character as to show ability to pursue independent research. The dissertation reports a scholarly piece of work of publishable quality that solves a significant problem in the field and is carried out under the supervision of a member of program while the student is enrolled in the program. The chair of the doctoral committee must be a member of the program and must be immediately involved with the planning and execution of the work done to formulate the dissertation.

Students should meet regularly with their dissertation committee. The dissertation must be submitted to each member of the dissertation committee at least one month before the student expects to make the defense. Informing committee members of progress as writing proceeds helps the members to plan to read the dissertation and provide feedback. The dissertation must be approved and signed by the dissertation committee before it is submitted to Graduate Studies for final approval.

7. Normative Time to Degree

Normative Time is the elapsed time (calculated to the nearest semester) that students need to complete all requirements for the degree, assuming that they are engaged in full-time study and making adequate progress. There are two parts to Normative Time: Normative Time to Advancement to Candidacy and Normative Time in Candidacy. The first represents the number of semesters needed to complete all of course requirements and pass any required Qualifying Exams. This may be different for students entering with master's degrees versus those who pursue the Ph.D. directly after the bachelor's degree. The second represents the remaining semesters that are recommended for completion of the dissertation.

The normative time for the IHGG Ph.D. is six to eight years. The long end of this range is slightly below the nationwide average for the humanities, while the short end is significantly below the nationwide average. This represents the commitment of the IHGG to join the emerging national effort to gradually "bend the curve" of humanities Ph.D. education toward shorter times to degree, while recognizing the need to adhere to existing nationwide norms.

UC rules mandate a maximum of 12 semesters of TA employment for graduate students. UC rules also prohibit the campus from receiving a state subsidy for Ph.D. students who have advanced to candidacy more than three years previously. While this stipulation reinforces the desirability of efficient degree completion, it does not impose a specific mandate upon UC graduate programs.

8. Typical Time Line and Sequence of Events

Year One	Fall	Spring
	IH 201A Methods and Approaches	IH 210 Readings in IH: PW
	IH 201B Methods and Approaches	
	IH 203 Pedagogy in IH	IH 205 Humanities in the World
Year Two	Fall	Spring
	IH 202: Study Plan	IH 206 Methods and Research
	IH 220 Readings in IH: SS	IH 210 Readings IH: PW
	IH230 Readings in IH: EIW	IH 299 Independent Study

Year Three	Fall	Spring
	IH 295 Graduate Research	IH 295 Graduate Research
	IH 299 Independent Study	IH 297 Research for Dissertation
	Language Exam Qualifying Exams	Prospectus Submission
Year Four- Six	Dissertation	

Sources of Funding

Teaching assistantships have historically been readily available to all IHGG students in need of funding. Additional support is available through internal sources such as the Center for the Humanities and through USAP funds. Research assistantships have been available to students through the Center for Research on Teaching Excellence, extramural faculty grants, and faculty start-up grants. A number of our students receive UC system wide and extramural fellowships and grants, and we are committed to assisting students in identifying and completing applications for such funding.

The IHGG has thus far been able to offer teaching assistantships and fellowship opportunities to both M.A. and Ph.D. students without regard for degree program. If resources become limited, the program will give preference to Ph.D. students. M.A. and Ph.D. students will be placed in a single pool for consideration as teaching assistants. In general we will seek to offer positions in rank order to: a) Ph.D. students in the first and second year, b) up to two M.A. students within normative time who are recent UC Merced B.A. graduates, c) advanced Ph.D. students within normative time, d) M.A. students within normative time, e) Ph.D. students beyond normative time, f) M.A. students beyond normative time. At the same time, we note that some courses require teaching assistants with particular subject expertise, and this consideration will also play a role in prioritization for student assignments. Ph.D. students will receive also priority for internal fellowship nominations, while also taking into account funder criteria and applicant merit.

PELP, In Absentia, and Filing Fee Status

Information about PELP (Planned Educational Leave Program), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Group Policies and Procedures available on Graduate Division website.

Awarding of M.A. Degrees within the Ph.D. Program

Ph.D. students are qualified to receive an M.A. upon advancement to candidacy and achievement of Candidate of Philosophy status. M.A. students who wish to continue for the Ph.D. will need to go through the application procedure and be admitted to the Ph.D. program. However, M.A. coursework completed in the IHGG program may be used to satisfy Ph.D. requirements.

Appendix A: Graduate Student Reporting Forms

Interdisciplinary Humanities Graduate Group

Annual Progress Report

This annual progress report is mandatory and due by February 28th. Steps 1 through 5 need to be completed by the student. The advisor completes Step 6. Both the student and the advisor complete Step 7 together when they meet to go over the annual progress report and feedback. After the student obtains their advisor's feedback and signature, they should retain a signed copy for their records. The annual progress report signed by the student and the advisor is submitted by the student.

STEP 1: Complete Student Information

Name UC Merced Student ID

UCM email @ucmerced.edu Advisor

Year entered the program Degree objective Current GPA

Last Semester/Year completed

If advanced to candidacy: Semester/Year advanced

Working title of dissertation

Expected date of completion End date of normative time to degree

STEP 2: IHGG Requirements

	Completed	Planned	Semester/Year
Language Exam (PhD only)			
Qualifying Exam (PhD/MA)			
Research Paper (PhD only)			
Dissertation Prospectus			
Dissertation/Thesis defense			

STEP 3: Committee and Fields

Fields	Area of Study	Faculty Member	Title	Consent
Dissertation Field				
General Field				
Field 3				
Field 4				

STEP 4: Coursework –Completed previous two years and planned for spring and fall

Course	Completed	Grade	Planned	Semester/Year

Course	Completed	Grade	Planned	Semester/Year

STEP 5: Additional Information

Provide any additional information regarding completed courses and grades.

Provide information regarding teaching and/or teaching assistant activities during the past two semesters (spring and fall).

Provide information regarding any conference you attended during the past two semesters and note if your presented.

Provide information regarding any funding opportunities during the past two semesters.

STEP 6: To be completed by the Advisor

YES NO

Have you met and communicated with the student on a regular basis throughout the academic year?

Is the student meeting the highest scholarly standards?

Is the students making timely satisfactory progress in the program towards the degree?

Does the student's choice of fields constitute a rational course of study?

Are there any special circumstances you are aware of which have affected the student's performance the past two semesters (spring and fall) and should be noted? (e.g. illness, bereavement, financial difficulties)

If there are problems with the student's course of study, level of performance, or timeliness of satisfactory progress towards the degree, indicate how these have been communicated to the student and how the student plans to address them.

Comments

Step 7: Student's Signature and Advisor's Signature

My signature on this form indicates this is a true representation of my academic work.

Student Signature

Date

I have read this progress report, discussed the report with the student and I have no concerns about this student's academic progress.

Advisor Signature

Date

**Interdisciplinary Humanities Graduate Group
Language Examination Report**

Name:

UCM email:

Examiner:

Title and Institutional Affiliation:

(Examiners not part of IHGG core or affiliate faculty, please attach a current CV)

Examiner's email:

Language of Examination:

Exam Date:

Start Time:

End Time:

Pass:

Fail:

Retake:

Comments:

REQUIRED: SCAN THE TRANSLATION AND THE EXAM DOCUMENT AND ATTACH TO THIS REPORT. RESULTS WILL NOT BE RECORDED WITHOUT THE EXAM ATTACHED.

--

	Printed Name	Signature	Date
Examiner			
Major Advisor			
Grad Group Chair			

Interdisciplinary Humanities Graduate Group

Dissertation Prospectus Reporting Form

This form must be completed immediately following the dissertation prospectus defense and submitted within 30 days of the defense, along with a copy of the prospectus, to the IH Graduate Specialist.

STEP 1: Complete Student Information

Name UC Merced Student ID
UCM email @ucmerced.edu Advisor
Year entered the program Degree objective Current GPA
Working title of dissertation
Dissertation Prospectus defense date
Expected date of completion End date of normative time to degree

STEP 2: Report of the Committee

PASS FAIL

Report of the Committee including details of the voting to pass or fail the student. (Attach additional sheet if necessary).

STEP 3: Committee

Name	Member	Signature	Title	Pass/Fail

Interdisciplinary Humanities Graduate Group

Constitution of Committee Form

STEP 1: Complete Student Information

Name UC Merced Student ID

UCM email @ucmerced.edu Advisor

Year entered the program Degree objective Current GPA

STEP 2: Committee

Name	Member	Signature	Title	Academic Department

STEP 3: Graduate Group Chair Approval

IH Graduate Chair

IH Graduate Chair Signature

Date

Interdisciplinary Humanities Graduate Group

General Petition Form

STEP 1: Complete Student Information

Name

UC Merced Student ID

UCM email

@ucmerced.edu

STEP 2: Check requested action

Exception

Waiver

Deferral

STEP 3: Identify affected semester

Fall

Spring

STEP 4: Justification

Please write a brief statement below. Be concise and specific. Attach supporting documentation if applicable.

Student's Signature

STEP 5: Obtain required approvals and send to the IHGG Chair for final approval.

Year entered the program

Degree objective

Current GPA

Approved

Denied

Signature

Date

Graduate Advisor

IH Ex Comm Chair

IHGG Chair

Instructor (when required)

Comments