

Department of History

University of California, Berkeley

Graduate Program Guide

2023-24



ASE Acknowledgement

Please note that all Graduate Student Instructors will become Teaching Assistants starting Oct 1, 2023; all policies stating "GSI" within this handbook can be assumed to be taking this policy into consideration. All GSI language will be removed effective AY 2024-25.

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The University of California, Berkeley

Department of History

The University of California Statement of Non-Discrimination

<https://ophd.berkeley.edu/policies-and-procedures/students - openberkeley-collapsible-container-0-target>

The University of California, in accordance with applicable Federal and State Law, does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access, and treatment in University programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment.

The University of California, Berkeley - Principles of Community

<https://diversity.berkeley.edu/principles-community>

These principles of community for the University of California, Berkeley, are rooted in our mission of teaching, research and public service. They reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

- We place honesty and integrity in our teaching, learning, research and administration at the highest level.
- We recognize the intrinsic relationship between diversity and excellence in all our endeavors.
- We affirm the dignity of all individuals and strive to uphold a just community in which discrimination and hate are not tolerated.
- We are committed to ensuring freedom of expression and dialogue that elicits the full spectrum of views held by our varied communities.
- We respect the differences as well as the commonalities that bring us together and call for civility and respect in our personal interactions.
- We believe that active participation and leadership in addressing the most pressing issues facing our local and global communities are central to our educational mission.
- We embrace open and equitable access to opportunities for learning and development as our obligation and goal.

The University of California, Berkeley - Campus Code of Student Conduct

http://sa.berkeley.edu/sites/default/files/Code%20of%20Conduct_January%202016.pdf

The University of California, Berkeley is a community of scholars committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it, including established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. Members of the University community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a scholarly environment.

The Berkeley Honor Code

<https://teaching.berkeley.edu/berkeley-honor-code>

“As a member of the UC Berkeley Community, I act with Honesty, Integrity, and Respect for Others.”

The Department of History - Graduate Academic Handbook

- As this is a renovation of the previous Graduate Academic Handbook, there are certain to be some inconsistencies. Any matters that may arise must be brought to the attention of the Director of Student Services, and in consultation with the Department Chair, a final decision will be made on any matter in question.
- The information in this guide is subject to modification; students will be notified via email of significant changes throughout the year.
- A new version is released each year and the website is updated accordingly.
- This guide complements Graduate Division’s Guide to Policy, found here: grad.berkeley.edu/policy; students should familiarize themselves with both of these critical resources.
- Being informed of University or Department policies is the responsibility of each student and failure to be aware of a policy/ of policies does not constitute an exception.

The Department of History

<https://history.berkeley.edu/>

The Berkeley History Department represents a rich spectrum of research interests, collaborations, and approaches spanning sixteen established fields of history: Africa, Ancient Greece and Rome, Byzantium, Early Modern Europe, East Asia: China, East Asia: Japan, Global, Jewish, Late Modern Europe, Latin America, Medieval Europe, Middle East, North America, Science, South Asia, and Southeast Asia. The Department is composed of approximately 50 full-time ladder faculty members, a number of distinguished emeriti and visiting professors and lecturers, approximately 115 graduate students, and 12 support staff. The depth and breadth of our program and the strengths of our faculty members, students, and other professionals provide a stimulating and congenial setting for graduate training.

History Department Statement of Shared Values

- Berkeley seeks to provide and sustain an environment conducive to sharing, extending, and critically examining knowledge and values and to furthering the search for wisdom. In the History department, we strive to improve our collective and diverse understanding of the past through a complex process of critical dialogue—with each other, with the wider public, and with the historical record. In doing so, we explore former lives and diverse worlds in search of answers to the most compelling questions of our own time and place.
- These answers do not come easily. Just as our historical subjects often disagree with one another about fundamentals, so too do historians disagree, at times vehemently, about how to understand the past. These disagreements enrich our discipline and are the source of its liveliness and its scholarly improvement. Professional historians recognize that the contest over interpretation can deepen and enrich historical understanding by generating new questions, new arguments, new lines of investigation, and new observations.
- These commitments to dialogue and engagement underpin the most important shared values that define the professional conduct of historians. Key among these is respect. We celebrate above all an intellectual community governed by courtesy, constructive criticism, and reasoned discourse—the continuous colloquy among historians holding diverse points of view who learn from each other as they pursue topics of mutual interest. Only such a community—balancing fair and honest criticism with absolute respect for those expressing different ideas—makes possible the fruitful exchange of views, opinions, and knowledge.
- No less essential to the practice and ethos of our professional community are diversity and inclusivity. Multiple, conflicting perspectives are among the truths of history. To understand them and to ensure the integrity of our scholarship, our historical practice must be pursued from many points of view. Indeed, the vitality of our profession depends on its willingness to admit new, previously undervalued or overlooked, voices into its collective conversation. Diverse perspectives must be welcomed into a common discourse, and accorded fair hearing in the forum of historical learning. At its limit, the study of history often can demand engagement with views and values that at best conflict with, and at worst are repugnant to our common sensibilities. Conversations around these are among the most

challenging to navigate and demand that we hew most closely to these values of respect, diversity, and inclusion. In short, a robust and inclusive pluralism—of methods, religious and political views, sexual orientations, racial and gender identities, and socioeconomic status, among others—is a cornerstone of our collective scholarly practice and crucial to the success of our collective mission.

- These three values are intertwined, not only in our common intellectual endeavors but also in all the work that we perform together. Although of necessity we labor, as students, staff, and faculty, under very different and often unequal circumstances, we nonetheless hold that a shared culture of respect, diversity, and inclusion are essential to our flourishing as both a workplace and a community of learning.

History Department Statement Code of Conduct

The code of conduct describes how these shared values can and should organize the various activities of our collective professional life. It lays out a set of expectations that we believe, if met, will create a rich, diverse, and vigorous community of learning. Additional resources about remedies, reporting, and further important reading can be found here.

A. Advising and Supervision

- The advisor-advisee relationship is both rewarding and challenging. On the one hand, it creates an intellectual, professional, and personal dialogue that can last a lifetime; on the other, it necessarily unfolds in a context of hierarchy and asymmetry that can, if ignored or abused, have serious negative impacts on both parties. For the relationship to flourish, it needs to be closely coordinated with the values we hold essential in our community. To that end, both advisors and advisees must be treated with respect and professionalism in their advising relationships. Lines of communication between advisor and advisee should be kept open. Advisors should be fair and objective, responsive and prompt in giving feedback. Advisees should receive equal treatment and mentorship, and see affirmative leadership by example in navigating professional lives and concerns. Both advisors and advisees share the responsibility of addressing problems that arise when we fall short of these shared values. At the same time, these relationships can be complex; in cases of confusion or conflict, the department is committed to assisting in resolution. Departmental leaders such as the Chair, Head Graduate Advisor, Graduate Student Affairs Officer (GSAO), and Director of Student Services can all provide guidance and resources to both faculty and students in case it is needed.
- Serving as a GSI is part of the professional development of graduate students, as well as an opportunity for our undergraduates to receive excellent instruction and guidance in their own study. The collaborative Faculty-GSI relationship should be governed by the same standards of professional conduct, respect, and inclusivity stipulated in the previous paragraph.

B. Classrooms

- In order to transform the classroom into a space for both generating and imparting historical knowledge, we must make a habit of communicating and modeling respect. Whether in the

role of faculty member, GSI, or student, let us express our ideas and opinions in ways that are professional and respectful. If and when we disagree, let it be with a careful eye toward presenting criticisms in a constructive manner aimed at creating productive discussion.

- In a small classroom setting, the responsibility for maintaining an inclusive environment where every member of our community feels invited to contribute lies with each of us. Every member of the class should be provided with an equal opportunity to speak without interruption. Each of us possesses a different approach to professional interactions, and we should be alert to signs that others would like to contribute. In terms of physical space, respect should be shown for personal boundaries.
- Each of us should pledge our commitment to a diversity of perspectives and ideas. Rather than clinging to our assumptions and guarding our long-cherished beliefs, let us challenge ourselves to consider controversial topics from multiple points of view. This commitment to intellectual diversity should similarly be applied to the ways in which we interact with others in attendance. Do not assume that the perspectives and lived experiences of anyone can be understood solely based on race, gender, religion, age, sexual orientation, or ability. Remember, too, that personal experiences affect the way people respond to and make sense of historical material. Engage in meaningful conversation and listen carefully to what others have to say.
- Finally, when individual members of our department encounter challenges or barriers, we must work collectively to address them. In cases where these standards of respect, diversity, and inclusion fail, it is the shared responsibility of all to confront the issue directly and work toward a solution. If words or actions are deemed hurtful or disrespectful, our first response should be to start a dialogue within the classroom. In any setting where people with different values, beliefs, and lived experiences engage in critical debate, there is a potential for misunderstanding. Many of these misunderstandings can be resolved, however, by extending the benefit of the doubt to others, maintaining an open mind to diverse viewpoints, and empathizing with expressed concerns. Should this attempt at resolving disputes in the classroom fail, there are resources available to our students and faculty to seek departmental support.

C. Shared Spaces

- The department's expectation of a culture characterized by respect, diversity, and inclusivity extends also to the shared spaces used by History graduate students. These spaces are important for graduate student learning and community, and their use is a privilege of all graduate students in the department. As these spaces comprise a shared work environment, all members of the department are expected to use them in a professional manner; please adhere to posted expectations regarding cleanliness and noise, and be mindful of whether conversations could have an adverse impact on those who might hear them. An inclusive and respectful manner will help to ensure that all feel welcome to work and interact in these areas.
- Graduate student spaces include, but are not limited to, the Graduate Lounge, the Library, GSI Offices, and the Computer Lab. Access to and participation in activities in these spaces is moderated administratively by the Director of Student Services, Ricky Vides with assistance from the Spaces Coordinator, a position held by a graduate student. Graduate students are

required annually to agree, sign, and return a Graduate Spaces policy agreement. Questions about the policy and its implementation should be directed to the Student Services Coordinator or the Spaces Coordinator.

D. Workshops, Colloquia, Conferences

- When you are attending an academic event on or off campus, remember that as a speaker or attendee you are a representative of this department and university. You are expected to conduct yourself with professionalism and to treat your colleagues with consideration and courtesy. Pose your questions in polite and respectful ways, even if you are expressing disagreement or disbelief. While this is a skill that requires practice and will be honed over time, it is one that we value as a community and as part of your professional development.
- Such events can be occasions to renew old acquaintances and may be accompanied by events that feel more social than professional. Boundaries between professional and social contexts often blur in these circumstances, but we should conduct our interactions in the most professional manner possible by treating other attendees first and foremost as our respected colleagues.

E. Social Events and Social Media

- We are an inclusive and respectful community, both on and off campus, whenever members of our community interact even for non-academic purposes. This means that social gatherings off campus that include members of our community are expected to be characterized by inclusion, respect, and professional behavior toward all individuals.
- Many members of our community will choose to use social media. Should you do so in any way that identifies your role in the University of California, Berkeley and in the Department of History, your posts and comments are expected to reflect these commitments to respect, diversity, and inclusion. Keep in mind the following:
- Think before you post. There is no such thing as privacy in social media. Posts made on social media are indexed by search engines; can be replicated widely and quickly; can be taken out of context; and will remain in the public domain for an indeterminate length of time. Posts made even on what may be personal pages could follow you professionally for years to come. Remember, too, that your posts may affect others; the harm caused by thoughtless and unkind remarks can be long-lasting and difficult to repair. If your posts have the potential to affect others in any way, you should secure the prior permission of those who will be affected as a matter of course out of respect for your friends, colleagues, and interlocutors.
- Use good judgment. Be respectful of others and their opinions. Do not post personal information about or images of another person without their explicit consent.
- Respect confidentiality. Be careful not to reveal confidential or proprietary information about Berkeley students, employees, or alumni. Adhere to all applicable University, federal and NCAA privacy and confidentiality policies. All employees of UC Berkeley, including graduate students, are subject to [FERPA](#), [HIPAA](#), and other laws mandating the non-disclosure of personal information.
- Be mindful of the fact that social media platforms are built to connect people. This means that they almost necessarily blur boundaries between personal and professional lives. Special challenges can arise when, for example, professors, GSIs, and/or students share social media

connections. Department members should think carefully about how best to maintain the integrity of the student-teacher relationship in these contexts.

Even when we follow these guidelines, others may not. The result is that some members of our community may experience harassment and threats, and may be the targets of abusive, intolerant, and disrespectful language. The department will support to the best of its ability any of its members who are targeted in this way.

History Department and Campus Resources

The Code is meant to deepen and specify the standards to which we think the History department should aspire. That said, implementation, enforcement, complaint, and redress are crucial issues. Policies and responsibilities for these are distributed in complex ways, however, with a number of them outside of the department. The following annotated list of resources is offered in hopes of charting this complex terrain so that problems, if and when they arise, can be addressed as swiftly and effectively as possible.

Department Resources

Any or all of the below are resources available to the wider departmental community to discuss incidents, raise concerns, and seek advice about general and specific issues related to climate.

- Graduate Student Affairs Officer: Julie Aranda (history-gradadvisor@berkeley.edu)
- Director of Student Services: Ricky Vides (history-ssc@berkeley.edu)
- Head Graduate Advisor: Carlos Noreña (norena@berkeley.edu)
- Department Chair: Cathryn Carson (clcarson@berkeley.edu)
- For ANONYMOUS reporting to the department, please see the Feedback Form [here](#).

Campus Resources - Confidential

- Graduate Student Assembly Ombudperson: <https://sa.berkeley.edu/ombuds>
- PATH to Care Center: <https://sa.berkeley.edu/dean/confidential-care-advocate>
- Confidential support for victims and survivors of sexual harassment, sexual violence, sexual assault, dating and intimate partner violence, stalking, and sexual exploitation.
- University Health Services (UHS) - Social Services: <https://uhs.berkeley.edu/socialservices>

Campus Resources - Non-Confidential

- All faculty and staff not mentioned in Confidential Resources are considered to be Mandated Reporters, and therefore required to report any concerns brought to their attention.
- Division of Equity and Inclusion: <https://diversity.berkeley.edu>
- Office for Prevention of Harassment and Discrimination: <https://ophd.berkeley.edu>
- Campus office for investigating allegations of discrimination and harassment on the basis of categories including race, color, national origin, gender, age, sexual orientation/identity, including allegations of sexual harassment and sexual violence.

History Department Administrative Details and Resources

Communication

- In order to maintain the highest level of security in electronic communication, the department will only send e-mail to your official @berkeley.edu address. It is your responsibility to check your e-mail on a consistent basis and respond in a timely fashion. Failure to install a forwarding program is not an excuse for the consequences of missed communication from the department.
- history-gradstudents@lists.berkeley.edu: This is an administrative list used to forward official departmental communication to all graduate students in the community. All graduate students must be on this list. Examples for this list include University and departmental reminders, opportunities for funding, grant information, and facility updates.
- history-gradforum@lists.berkeley.edu: This is an open and unmoderated form of communication between graduate students within the department. Examples for this list would include looking to sublet your apartment, wanting to get a group together for an activity etc. You will be automatically added to this list and can choose to remove yourself at any time.

History Library, Computer Lab, and Graduate Lounge

- Currently the History Department allocates a portion of the department space for Graduate Student use; these spaces include the History Library (room), Computer Lab (room), and Graduate Lounge (room). The primary use of these spaces is for graduate student support and access is considered to be a privilege, on a campus where space is at such a premium. In the Library, students will be assigned a shelf on which to store their books and a locker is available in the Lounge in which to securely store any personal and/or FERPA-protected items. The Lounge also contains a refrigerator and microwave for use of the graduate students.
- The Library, Lab, and Lounge are available to graduate students who have signed the space agreement from 7:30 am to 10:00 pm during the fall and spring semesters. During University curtailment and Summer Sessions, the Library, Lab, and Lounge are closed and students should plan for the lack of access accordingly.
- In order to be granted access to these spaces, all students must complete a yearly space agreement with the Graduate Student Affairs Officer. All spaces are routinely monitored by the Department to ensure appropriate use of the facilities. Use of the space without completing the agreement and misuse of/inappropriate activity in the space as outlined in the agreement are considered a violation of the Honor Code and may result in removal of privileges to said spaces and/or reporting to the Center for Student Conduct.

Academic Student Employee Offices (GSI/TA and Reader)

- GSIs/TA's will be assigned shared offices to hold their office hours. Your office assignment and key will be available from the front office no sooner than the start of the academic semester. Keys MUST be returned at the end of the semester; fees will be charged for any rekeying or replacement of lost keys.

- Readers are not assigned to offices and are expected to arrange with the course instructor for use of their office should you need to hold any office hours.

Copy Codes

- To support research, teaching, and education, students are issued a copy code at the start of each academic year. This is for personal academic use of the department copiers and printers, it is not to be used for any Academic Student Employee (GSI/Reader) needs.
- Students working as a GSI or Reader, a separate code will be issued to them in order to complete the administrative responsibilities of their appointment.

Key Faculty and Staff

Department Chair

Professor Cathryn Carson
clcarson@berkeley.edu
3303 Dwinelle Hall

Vice Chair for Graduate Affairs and Director of Graduate Studies/Head Graduate Advisor

The Director of Graduate Studies (DGS) chairs the Graduate Advisors Committee (GAC) and is the Department's officially designated faculty liaison for the graduate program. In this capacity, the Director of Graduate Studies signs all correspondence sent by the Department to the Graduate Division, including everything from routine petitions (such as the Advancement to Doctoral Candidacy forms) to special requests for exceptions to policy.

Professor Carlos Noreña
2222 Dwinelle Hall
norena@berkeley.edu

Faculty Equity Advisor

The Faculty Equity Advisor is approved by the Vice Chancellor of Equity and Inclusion. Among their functions, they consult with the DGS and the other Graduate Advisors in the program to ensure that diversity is considered in the recruitment and selection of graduate students and that equity is observed in the department's work to retain them and employ them as Graduate Student Instructors (GSI) and Readers.

Professor Stephanie Jones-Rogers
2315 Dwinelle Hall
sejr@berkeley.edu

Gender Equity and Climate Advisors

The Gender Equity and Climate Advisors were created to help ensure that the department fosters a climate of respect for all students and faculty. This means working to ensure that current attitudes, behaviors, and standards concerning the access for, inclusion of, and respect for individual and group needs, abilities, and potential are in alignment with Berkeley's Principles of Community, the Student and Faculty Codes of Conduct, and the departmental Code of Conduct. Their role is to help devise and implement solutions not necessarily involving formal investigations and to serve as points to campus resources for conflict resolution and emotional and mental health. Among other things, they can help to address problems related to curriculum bias, classroom interactions, advisor-advisee relationships, the mentoring of minorities, women, and LGBTIQQ students, and the needs of birth mothers. Every year there are two Gender Equity and Climate Advisors.

Professor David Henkin

2226 Dwinelle Hall
marhevka@berkeley.edu

Professor Christine Philliou
2205 Dwinelle Hall
philliou@berkeley.edu

Advisor for Graduate Student Instructor (GSI) Affairs

The Advisor for GSI Affairs functions as a liaison among the Graduate Division, department faculty, and Academic Student Employees (ASE); provides information concerning policies relating to GSIs to faculty and GSIs in the program; and raises issues on their behalf with the administration.

Professor Sandra Eder
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Career Development and Diversity Officer

The Career Development and Diversity Officer is responsible for the development and delivery of programming designed to help prepare students for careers within and beyond the academy. This officer works closely with the Career Development and Diversity Coordinator and the AHA Career Development Fellow and chairs the Career Development Task Force.

Professor Caitlin Rosenthal
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Graduate Advisors Committee (GAC)

The Director of Graduate Studies chairs the Graduate Advisors Committee (GAC), which is appointed yearly by the Department Chair to administer the graduate program. Collectively, the GAC considers student petitions, reviews students for continuation in the program, and makes recommendations to the Department concerning the graduate program. After the first year, students are expected to consult with the faculty in their field for advice.

Key Graduate staff and administration

Graduate Students Affairs Officer (GSAO)

The GSAO is responsible for the day-to-day administration of the graduate program and is the primary point of contact for students.

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Career Development and Diversity Coordinator and Graduate Admissions Advisor

The Graduate Admissions Advisor is responsible for managing the Department's admissions and recruitment process.

The Career Development and Diversity Coordinator is responsible for assisting with developing the Department's program relating to advancing the careers of students within and beyond the academy.

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Director of Student Services

The Director of Student Services supervises the student services team (Graduate Student Affairs Officer, Admissions and Career development advisor, Undergraduate Major Advisor, and the departmental Scheduler), as well as the Graduate Student Spaces Coordinator. Working alongside the Vice Chair of Curriculum, the Manager of Student Affairs directs the planning of the undergraduate and graduate curricula.

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Librarian for History, History of Science & Technology, and Interdisciplinary Studies

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Registration

Normative Time

<https://grad.berkeley.edu/policy/degrees-policy/-f29-normative-time-and-calculation-of-normative-time-in-candidacy>

- All doctoral programs of the University of California system have an established length of time for completion of a doctoral program, which is called Normative Time. The Graduate Division monitors a student's Normative Time.
- There are two components of Normative Time: Normative Time to Advancement (NTA) begins from the time a student first enrolls as a graduate student at Berkeley until advancement to Doctoral Candidacy; and Normative Time in Candidacy (NTIC) which begins the semester after advancement to candidacy and ends when the degree is awarded.
- The six-year normative time fields are: Early Modern Europe, Global, Late Modern Europe, Latin America, North America, Science, and Southeast Asia. Students spend three years in coursework and completing language requirements, one year engaged in dissertation research, and two years writing their dissertations.
- The seven-year normative time fields are: Africa, Ancient Greece and Rome, Byzantine, East Asia: China, East Asia: Japan, Jewish, Medieval, Middle East, and South Asia. Students spend four years in coursework and completing language requirements, one year engaged in dissertation research, and two years writing their dissertations.
- Students in certain circumstances may request and be granted modifications in the calculation of normative time. These circumstances include:
 - Students who are parents: The Graduate Council Student Parent Policies allow certain modifications to Normative Time calculations for parents.
 - Students with disabilities: Modifications in normative time are provided to students who have received appropriate letters of accommodation from the Disabled Students Program (DSP).
 - Students previously enrolled in master's programs at Berkeley: the normative time clock may be "reset" for a student in the following circumstances:
 - A student who was enrolled at Berkeley for a master's degree and later pursues a doctoral degree in a distinctly different field.
 - A student who had completed a master's degree at Berkeley, did not pursue further study immediately thereafter, and returns to Berkeley for doctoral study at least one year later.

Enrollment

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d1-registration>

- All graduate students are subject to policies concerning registration that are administered by the Graduate Division, through the Degrees office. Deadlines and contact information for many specific registration issues are set by the university Registrar.
- Once a student matriculates, they are required to maintain continuous enrollment. They must register full-time (twelve graduate units) during the academic year (Fall and Spring semesters) until their degree is awarded.

- Failure to enroll for the academic year semesters will result in your discontinuation from the program. Once a student has been discontinued, readmission is not guaranteed and Departmental financial obligations are no longer guaranteed.
- Students must be registered whenever they are using University facilities or faculty time. Students satisfy the continuous registration requirement by enrolling during regular academic semesters (fall and spring); registration during the spring semester maintains graduate status until the beginning of fall semester.
- Students may not register and enroll the semester after the award of the degree for which they were admitted unless they have been approved for a new degree goal or major.
- The Office of the Registrar considers a student officially registered for the semester once they:
 - have enrolled in at least 12 units
 - have paid either full fees or at least 20 percent of assessed registration fees; and
 - have no registration blocks.

How Students Enroll

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d12-how-students-register>

- Students enroll in classes via the CalCentral Dashboard.
- Enrollment in courses is controlled by the Office of the Registrar. Specific “Appointment” dates and times will be identified for each student and will be updated in your CalCentral. There are two phases of enrollment, followed by an adjustment period. Phase I has a 12-unit cap and phase II has a 20.5 unit cap (both caps include waitlisted units).
- If students fail to enroll through CalCentral by the end of the third week of instruction, the student must file a Petition for Late Enrollment/Registration to enroll in classes. The petition with instructions for submission is available from the Office of the Registrar.
- International students with F or J visas who fail to enroll in at least one class by the end of the third week of classes must consult with an adviser at the Berkeley International Office (BIO) as soon as possible. Not doing this could result in invalidation of the student’s immigration status and lead to deportation and ineligibility to reenter the United States. A Petition for Late Enrollment/Registration must also be submitted but it is essential that the Berkeley International Office be consulted immediately.

Adding and Dropping Classes

- Students may add or drop classes through CalCentral without a fee during Phases I and II or the Adjustment Period, which ends the third week of instruction. Students may also petition to change the grading option for classes during that time.
- Students must have a final course enrollment no later than the eighth week of classes. This is a Departmental deadline and is earlier than the Registrars Office published deadline.

Changing Enrollment After the End of the Semester

- An eForm to Change Class Schedule to the Graduate Division, endorsed by the Head Graduate Adviser, must be submitted to the the Graduate Division. A letter of explanation by the student must accompany the petition.

Cancellation of Registration

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d17-cancellation-of-registration>

- The Registrar's Office will discontinue a student's registration by the end of the eighth week of classes if there are no course enrollments regardless of whether fees have been paid, either by the student or by some form of financial assistance.
- Students who have paid fees and then cancel their registration before the first day of classes may be reimbursed for all fees paid, except for a processing fee.
- Only students can cancel their registration via CalCentral.
- International students in F or J status who plan to cancel their registration must first discuss their plans with an adviser at the Berkeley International Office (BIO). Not doing so could result in invalidation of the student's immigration status that may result in deportation and ineligibility to re-enter the United States.
- A program is not obligated to readmit any student who has canceled their registration or been discontinued for failure to enroll. Students should be advised that readmission is not guaranteed.

Withdrawal

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d18-withdrawal>

- If instruction has already begun and a student wishes to discontinue study, a withdrawal must be formally requested and processed by the student's program. Withdrawing results in dropping enrollment in all classes and the student will no longer be able to attend for that semester or any future semester until readmitted.
- Graduate students who withdraw may not use any University facilities except those available to the general public, nor may they make demands on faculty time.
- Students initiate withdrawal requests through CalCentral.
- Students may withdraw up to and including the last day of a given semester. The withdrawal covers the entire semester.
- Students who withdraw will be responsible for some or all of their registration fees, prorated according to the effective date of the withdrawal.
- To register for subsequent semesters, students who have withdrawn must obtain the approval of the Head Graduate Adviser in their program and apply for readmission through the GSAO.
- A program is not obligated to readmit any student who has withdrawn. Students should be advised that readmission is not guaranteed.

Medical Withdrawal

<https://uhs.berkeley.edu/counseling/social-services/academic-adjustments-and-medical-withdrawals>

- Any students considering a medical withdrawal requests should reach out to Graduate Student Affairs Officer for the Department, and Social Services' (SOS) office, Rm 2280 at University Health Services.
- Medical withdrawals are considered for the current or previous semester. To be eligible for a medical withdrawal you must have registered and paid a percentage of your fees for the semester. If a semester hasn't started yet, you may cancel your registration through Cal Central.
- Students should keep in mind that failure to maintain eligibility for residency in the state of California, may subject them to Non-Residential Supplemental Tuition, for which the student will be financially responsible.
- Students should refer to the Residency Requirement – Obtaining and Maintaining Residency, as well as the Readmission and Re-enrollment portion of this handbook for additional information.

Retroactive Withdrawal

- Students who want to withdraw after the semester has ended must complete a “Notice of Withdrawal” form available from the Registrar. The form must be signed by the Head Graduate Adviser.
- It must be accompanied by a memo of explanation and support from the Head Graduate Adviser addressed to the Associate Dean for Degrees.
- The student submits the form to the GSAO. If the request is approved, the withdrawal form will be forwarded to the Registrar's Office for processing.
- A program is not obligated to readmit any student who has withdrawn. Students should be advised that readmission is not guaranteed.

International Students (F and J status)

- International students are expected to remain registered at all times. Continuing students may be able to withdraw for extremely limited reasons and still remain in compliance with the federal Students and Exchange Visitors Information System (SEVIS) requirements.
- Before applying for withdrawal through their program, international students must meet with an adviser at the Berkeley International Office (BIO). If an international student fails to register or withdraw without consulting with BIO, his or her visa will be in jeopardy, which could result in deportation and denial of re-entry to the United States.

Voluntary Termination of Ph.D. Studies

- Should a student voluntarily decide to terminate their Ph.D. program, they must do so in writing and may petition to the Head Graduate Advisor to request the M.A. degree, if eligible. Once a Ph.D. degree is terminated, there is no possibility to reinstate the degree program without a student reapplying to the academic program. Only candidates eligible for the M.A. degree, and that have met the following requirements may be considered to be awarded the degree.

- The M.A. degree is not a Duplication of Degrees as stated in the Graduate Division Handbook.
 - Twelve units in the first field (three courses of four units each): two graduate seminars in any combination of 275s and 280s, and one 285.
 - Twelve units in any combination of 275, 280, 285 in History graduate courses.
 - Completion of one Foreign Language requirement of your specific field.
 - Successful completion of the Third Semester Exam.
 - To be considered for the degree, all courses must have a GPA of 3.5 or higher and must have been completed at UC Berkeley.

Special Enrollment Requests

Independent Study – History 299

Students wishing to take a faculty-led directed reading course can enroll in HISTORY 299 with approval of the History faculty member leading the Directed Reading.

- Students should e-mail the faculty member to inquire as to their ability and interest to take on an Independent Study for the semester.
- Once a topic and suggested course objective(s) has/have been developed and approved by the faculty, it should be routed to the Graduate Student Affairs Officer via [the General History Petition](#) in order to coordinate the enrollment.
- Faculty should e-mail the Graduate Student Affairs Officer to either approve or deny the request.
- Students cannot enroll directly in HISTORY 299.

Filler Units – History 601

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/> - e14-600-level-courses

This is a Special Enrollment Request administered at the Department Level HISTORY 601. Individual Study for Master's Students

- Individual study courses give students credit for preparing for the Third Semester Exam and language exams (601) and must be taken on a Satisfactory/Unsatisfactory (S/U) basis.
- Units of 601 do not count toward academic residence requirements for a graduate degree.
- With some limitations, these courses count toward a full course load. Students may request to enroll up to a maximum of 4 units of 601 per semester.
- All enrollment requests for filler units are to be reviewed by the Head Graduate Advisor prior to enrolling.
- To request filler units, students must submit a request to the Director of Graduate Studies prior to the start of the semester in which the student intends to enroll in filler units.

Qualifying Examination Enrollment – History 299

- As students are required to have completed all degree requirements the semester prior to their Qualifying Examination, they should plan to enroll in 4 QE units with the HGA and 8 602

filler units in the semester they plan to take their Qualifying Examination. Any adjustments should be communicated to the Graduate Student Affairs Officer prior to the start of the semester.

- The passing status of the History HGA 299 course in that semester will be at the discretion of the HGA, and based upon the results of the examination only. The Prospectus and Advancement to Candidacy are separate and should NOT be taken into consideration when being evaluated for this enrollment.

Suggested grading: 299 units taken for the purpose of the QE should be graded as S/U

In Absentia – Graduate Division

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d13-registration-fees>

- *In-Absentia* status is a form of registration available to students who are advanced to doctoral candidacy and undertaking dissertation research outside of California for an entire semester. Students undertaking research within California but outside the surrounding counties of the Bay Area may petition the Dean of the Graduate Division for in absentia status.
- Students registered *In-Absentia* are only assessed 15% of the combined tuition and student services fees, plus the entire health insurance fee. Students apply for *In-Absentia* via CalCentral, in the “Student Resources” title under the “Special Enrollment Petition” link. Deadlines vary; students are encouraged to check the Graduate Division website for exact dates. The application requires the electronic sign-off of the student’s dissertation chair, so students are strongly advised not to wait until the last minute to complete the form.
- Students may hold University fellowships and GSR appointments during the *In-Absentia* period, but may not hold GSI, Reader, or Tutor appointments. Students may use *In-Absentia* status a maximum of four semesters.
- Students must register for twelve units of History 296 each semester of *In-Absentia* registration.

Filing Fee – Graduate Division

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d2-filing-fee>

- The Filing Fee is a reduced fee, one-half of the Student Services, for doctoral students who have completed all requirements for the degree except for filing the dissertation. Filing Fee is available for the fall and spring semesters only.
- The Filing Fee is not a form of registration. If students wish to use University services that are supported by registration fees, they must pay those fees. Students on Filing Fee status are not eligible to receive university funding or hold academic appointments because they are not registered.
- The Filing Fee may be used only once during a student’s career. If a student does not file their dissertation during the semester for which the Filing Fee 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.
- The Filing Fee applies for the length of the semester for which Filing Fee status has been approved, up to the last working day of the term, which is the deadline for filing a thesis or dissertation.
- In most cases, Filing Fee status can satisfy the SEVIS registration requirement for F-1/J-1 international students. 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 use the Filing Fee.
- U.S. resident students may purchase Student Health Insurance Plan (SHIP) coverage for the semester they are on approved filing fee status if they have not already purchased SHIP during a period of withdrawal.

Readmission and Re-enrollment

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d19-readmission-and-re-enrollment>

- Students who were previously admitted to the History Department that were discontinued or chose to withdraw for a period of time, and wish to return within five years are eligible to request re-enrollment at the Department level.
- [Re-enrollment](#) is recommended at the judgment of the program, which assesses the strength of the student's academic record in weighing its approval. A program is not obliged to re-enroll a student who has withdrawn for any reason, including an official medical withdrawal with exception of students on official parental leave or internship leave status. Some programs weigh petitions for re-enrollment against their pool of new applicants for admission, who may be stronger candidates, even if the student withdrew having made satisfactory academic progress.
- Re-Enrollment and Re-admission are only available during Fall and Spring semesters; Summer Session is not an eligible period for either option.
- Students who wish to register in a subsequent semester must apply to the Department GSAO for review by the Director of Graduate Studies.
- The readmission application must contain:
 - a letter from the applicant explaining the request for readmission and how they have maintained their education and knowledge in the field.
 - a letter of support from the student's intended or primary advisor.
 - a timeline for degree completion including any outstanding milestones, a well dissertation committee composition, and a projected timeline to degree completion.
- Students who have not registered for more than five years must submit all the documentation required from applicants for initial admission to the program. At the department's discretion, students may be required to apply via the [Online Application for Admission](#). Typically, only students with a completed dissertation and the support of their primary advisor will be considered for readmission.

Academic Progress

Grading Options

All coursework towards the Ph.D. degree must be taken for a letter grade. For those courses that do not offer the letter grade option, students can request the grading option of Satisfactory / Unsatisfactory.

Satisfactory/Unsatisfactory Grades (S/U)

- A Satisfactory grade implies work of B minus quality or better. Courses graded S/U are not included in the grade-point average. Units from a course graded U may not be counted toward fulfillment of a student's degree program requirements. For these reasons, the Graduate Division encourages enrollment in courses for letter grades. Graduate students in good standing may take courses on a Satisfactory/Unsatisfactory (S/U) basis only with the consent of their faculty Graduate Adviser (before advancement to candidacy, the departmental faculty Graduate Adviser; after advancement to candidacy, the chair of the doctoral committee and its members). No more than one-third of a student's total units may be graded S/U.
- Academic Senate regulations limit credit for courses taken on an S/U basis to one-third of a student's total units (excluding courses numbered 299 and those in the 300, 400, or 600 series). Units completed in an Education Abroad Program, a UC intercampus exchange program, or course work undertaken at the institutional partner of a Berkeley joint doctoral program are included in this one-third calculation.

In Progress Grades

- Courses that extend over more than one semester are graded at the end of each intervening term with the provisional grade of In Progress ("IP"). At the end of the final term, the instructor reports a letter grade for both semesters to the Office of the Registrar.
- The IP grade is not included in the grade-point average. Students who do not complete a course sequence may petition to drop the course retroactively without academic penalty.

Incomplete Grades

- Instructors can give an Incomplete grade ("I") when a student's work is of passing quality but is incomplete because of circumstances beyond the student's control, such as sudden illness. The Registrar will automatically change an IP grade to an Incomplete grade if the student has a break in a course sequence.
- Students that intend to end the semester without completing all course requirements must develop a binding timeline with the faculty member that granted the Incomplete grade indicating the expected completion date of the required work. While the timeframe is at the discretion of the faculty member, it is recommended that no incomplete last longer than one semester.
- While there is no Graduate Council time limit for resolving Incompletes, the following academic penalties apply to graduate students with Incompletes:

- students who have three or more Incompletes are academically ineligible to hold a student academic appointment (e.g. GSI, GSR)
- doctoral students are not eligible to apply for the Qualifying Examination or advancement to candidacy if they have more than two Incomplete grades
- programs may implement regulations stating that a student with more than two Incompletes is not considered in good academic standing and may face probation and dismissal.

Changes in Grading Option

- Students may petition to change from a letter grade option to Satisfactory/Unsatisfactory or from S/U to a letter grade with the approval of the Head Graduate Adviser.
- Changes made after the last day of instruction must be approved by the Graduate Division.
- The Graduate Division will not approve a retroactive petition to change grading option simply because the student anticipates a low grade or wants to convert a letter grade to S/U if the student did not earn at least a B minus in the course.

Program Review of Student Progress

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e16-program-review-of-student-progress>

- Programs are responsible for monitoring their students' overall progress toward graduate degrees. Programs should let students know—by published program descriptions, by written evaluations, or both—what the faculty considers to be satisfactory progress.
- Programs should evaluate graduate students at the middle and end of their first year of graduate study and annually thereafter. The yearly evaluation gives faculty an opportunity to review the performance of each student and, more importantly, to provide students with timely information about the faculty's evaluation of their progress and performance. The Graduate Division advises that the results of all evaluations be sent to students in writing. A negative evaluation may be considered a letter of warning if it includes the information required by the Graduate Council (see "Warning Letters," below). A copy should be sent to the Graduate Division Degrees Office.
- The Graduate Council requires that all students advanced to candidacy meet a minimum of once a year with their dissertation committee members and complete the Doctoral Candidacy Review (DCR) annually. Graduate Council policy states that at least two members of the committee, including the chair, must meet with the student. The Graduate Division provides the DCR for committees to fulfill this Graduate Council requirement, through CalCentral. The DCR is initiated by the student in CalCentral. The committee chair (in the case of co-chairs, the chair inside the department) completes the DCR based on consultation with at least one other member of the dissertation committee and discussion with the student. The DCR is accessible to Graduate Division and via the GSAO to the program Faculty Graduate Advisors.

Academic Standing

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e15-academic-standing>

Graduate students are identified as being in good academic standing, on probation, or subject to dismissal.

Good Academic Standing

- All graduate students are expected to be in good academic standing and making "sufficient academic progress" during their time at UC Berkeley. The following examples of sufficient academic progress are intended as examples only and does constitute a complete list of factors used to evaluate academic progress:
- Completing coursework on time and within the scheduled semester it was assigned;
- Earning no lower than an "A-" or "S" in all courses within the History Department;
- Maintaining a minimum overall 3.0 GPA in the University;
- Maintaining a minimum overall 3.5 GPA in all History graduate coursework;
- Successfully completing degree milestones on time;
- Advancing to candidacy on time;

- Completion of a dissertation within the period of Normative Time In Candidacy.

Academic Probation

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e17-academic-probation>

- Probation is intended to provide a student whose performance is less than satisfactory with a period in which to address deficiencies and to raise his or her performance to a level consistent with the minimum standards set by the Graduate Division in consultation with the program.
- Students on probationary status may register and enroll, but they may not hold academic appointments, receive graduate fellowships, or be awarded advanced degrees.
- Students may be placed on probation by the Graduate Division for failing to meet uniform requirements.
- Programs may recommend probation and dismissal on the basis of a written evaluation of the student's progress, including program specific requirements.
- Programs may choose to issue warning letters to apprise students that they are not making satisfactory progress rather than request formal probation.
- Only the Dean of the Graduate Division has the authority to place a student on probation, to remove probationary status, and, if necessary, to dismiss a student from graduate standing.
- It is the Department's goal for all students to maintain sufficient academic progress at all times; on occasion, however, this proves not possible. If a student is not maintaining sufficient academic progress, the following steps will typically be undertaken:
 - Students will be advised in writing of the concern regarding their academic progress. In addition, the contributing factors to the lack of progress will be identified and recommendations for improvement be provided.
 - Should the academic progress not improve, the student will be placed on probation.
 - Finally, if sufficient academic progress cannot be ascertained and the above measures have not led to improvements that satisfy sufficient academic progress requirements, the Department will request the student to be dismissed from their graduate program.

Probation for GPA Below Graduate Division Requirements

- At the end of each semester, the Graduate Division reviews the records of all registered graduate students. Following this review, students whose grade-point average is below 3.0 will receive a letter from the Graduate Division informing them that they have been placed on probation and are subject to dismissal if their GPA at the end of the following semester remains below the minimum 3.0 requirement, or below the program's requirement, whichever may be the higher ones. A copy of the letter will be sent to the program.
- In most instances, if a student begins a program in a new field of study, or is readmitted to a new major, only the grades in the current program will be included in the computation of GPA by the Graduate Division. However, courses taken in an "old" major that are directly relevant to the new major (e.g., English courses for a graduate student in Comparative Literature) will be included in the overall grade-point average.

Probation for Incompletes

- If a program wishes to put a student on probation for not complying with its own Incompletes policy, it can recommend to the Dean of the Graduate Division that the student be placed on probation until the deficiencies are rectified.
- The Graduate Division does not place students on probation for having more than two Incompletes, but such students will not be approved to hold a GSI or GSR appointments.

Probationary Period

- The probationary period is normally for one semester, during which the student is expected to remove academic deficiencies.
- Probation may be extended based on departmental recommendation.
- Students may not remain on probation indefinitely.
- Graduate Advisers should inform students that, while on probation, they cannot take courses on an S/U basis unless the course is required for the degree and is offered only on an S/U basis.

Termination of the Degree of Study

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e18-dismissal>

There are generally two reasons a graduate student may be dismissed:

1. Dismissal for disciplinary reasons due to violations of the Code of Student Conduct, or for academic deficiencies. Violations of the Code of Student Conduct are determined by the Vice Chancellor, Division of Student Affairs at the recommendation of the Office of Student Conduct and with the concurrence of the Dean of the Graduate Division.
2. Dismissal for academic reasons is the purview of the Dean of the Graduate Division, under the auspices of the Graduate Council.

Academic Dismissal

A student is subject to academic dismissal based upon any of the following circumstances:

- the student's academic deficiencies as determined by the program and the Graduate Division were not corrected after a reasonable, established period of probation.
- the student failed the Third Semester exam, or Qualifying Exam.
- the student failed to formulate a Dissertation committee in accordance with department requirements, thus failing to Advance to Candidacy.
- a program assesses that a student's academic progress, although sufficient for the award of a master's degree, was insufficient to merit the student's proceeding to the doctoral level.

Dismissal for Failed Examinations

- The Graduate Council requires that students who fail the Preliminary – Third Semester Exam on the first attempt be given an opportunity for reexamination following a reasonable delay for additional preparation. A student permitted to undertake a second examination is not placed on probation while preparing to retake the exam.

- In the case of a comprehensive or Qualifying Examination, the examining committee, with the concurrence of the Head Graduate Adviser, can recommend that no second examination be given and that the student's status in that program be terminated. Programs must appropriately inform students before the examination that the program's policy includes the possibility to not recommend a second examination, and that a student may be subject to dismissal if the committee does not recommend a second attempt.

How A Student is Dismissed

- After the student's record and the program's recommendations, if applicable, are reviewed by the Graduate Division, the Dean of the Graduate Division sends a letter of dismissal to the student and so informs the program, and the Office of the Registrar. The Graduate Degrees Office requests the Registrar's Office to block the student from further registration and the Registrar's Office notates his or her transcript with the following: "Further registration subject to the approval of the Dean of the Graduate Division."
- A student dismissed for academic deficiencies is ineligible to apply for re-enrollment to the program from which he or she has been academically dismissed. However, he or she is not excluded from applying to another graduate program. In this case the alternative program has the right to review the student's academic records in his or her earlier program to inform its decision on whether or not to admit the student.
- When a student is dismissed for reasons of misconduct, he or she is not allowed to apply for any program in the UC system, unless with the express permission of the Chancellor of the UC campus to which the former student wishes to apply.

Appeals Process – at the History Department Level

- The purpose of this procedure is to afford graduate students in the History Department an opportunity to resolve complaints about dismissal from graduate standing, placement of probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic degree goals.
- The scope of this procedure is limited to the matters listed above, and excludes complaint regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluation of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.
- Before the student may appeal any decision of the Department to the Graduate Division, students seeking unit-level resolution are strongly encouraged to seek the advice of the Ombuds for Students and should consult with the Assistant Dean for Degrees.

A. Informal Resolution Procedures

- A student may pursue informal resolution of a complaint by scheduling a meeting with the Head Graduate Advisor to discuss the complaint and explore possible avenues of resolution.

If informal resolution is pursued, it must be initiated, and should be completed, within 30 days.

- At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

B. Formal Resolution Procedures

- A written complaint must be submitted within 30 calendar days from the time at which the student knew or could reasonably be expected to have known of the action being appealed. The correspondence must include information regarding the action in question and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:
 - Procedural error or violation of official policy by academic or administrative personnel;
 - Judgments improperly based upon non-academic criteria, including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability
 - Specific mitigating circumstances beyond the student's control not properly considered in a decision affecting the student's academic progress.
- Upon receipt of a written complaint, the Department Chair will appoint a faculty committee who will investigate the complaint.
- The department will complete its investigation and notify the student of the outcome of the complaint within 60 days of the date it was received.
- All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.
- The faculty committee appointed will notify the student in writing of the outcome of the complaint.

Appeals Process – at the Graduate Division Level

<https://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e19-graduate-student-appeal-procedure>

- If the student is not satisfied with the outcome of the complaint under the department's procedure, the student may bring the complaint to the Formal Appeal Procedure of the Graduate Appeals Procedure.
- The formal appeal must be received in the Office of the Dean of Graduate Division, 424 Sproul Hall, within 15 days of the date of the written notification of the result of the unit level procedure.
- Through the Graduate Appeal Procedure, graduate students have the right to appeal academic or administrative decisions that have resulted in termination or have interfered with their progress toward a degree if the decision is alleged to have been based on the following criteria:
 - Procedural error or violation of official policy by academic or administrative personnel.
 - Judgments improperly based upon nonacademic criteria including, but not limited to, discrimination or harassment on the basis of race, color, national origin, religion, sex

(including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

- Special mitigating circumstances beyond the student's control not properly considered in a decision affecting the student's academic progress.
- Please note that the Graduate Appeal Procedure is distinct from the Berkeley Campus Student Grievance Procedure. The Grievance Procedure also addresses discrimination complaints but not in relation to alleged interference with a student's academic progress. For information concerning the Berkeley Campus Student Grievance Procedure, please see Division of Student Affairs webpage.
- To pursue an appeal, students must follow the [Graduate Appeal Procedure](#) (PDF), which is available from the Graduate Degrees Office and on the Graduate Division website.

Complaints Involving Discrimination

- If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department will consult appropriate campus compliance officers prior to commencing informal or formal resolution.
- The names, phone numbers, and campus addresses of these individuals may be obtained from the Office of the Dean of Graduate Division (510-642-5472) or the Academic Compliance Office at (510) 642-2795.

Other Complaint Procedures

- Graduate students may contact the office of the Ombudsman for Students, the Title IX Compliance Officer, or the 504/ADA Compliance Office for assistance with complaint resolution.
- There are also other complaint resolution procedures listed in the Graduate Appeals Procedure for use regarding complaints that do not fall under this procedure. Students are also encouraged to avail themselves to the Ombuds Office for Students and Postdoctoral Appointees. The office offers confidential support through a conflict. For more information, please see sa.berkeley.edu/ombuds.

Funding

- All support is contingent upon satisfactory progress as assessed yearly by the Department. Students must maintain a minimum overall 3.0 GPA and a minimum 3.5 GPA in History graduate coursework.
- All departmentally guaranteed support years (i.e., not the DCF year, which is a Graduate Division supported year) must be completed by the end of the fifth year.
- Departmentally guaranteed support years cannot be deferred or otherwise rearranged, except when a student advances to doctoral candidacy and leaves for dissertation research earlier than the prescribed time for their field or when a student is approved by the Graduate Division for a medical withdrawal; the Director of Student Services must additionally approve the exception.
- The Department's fellowship package is funded in large part by endowments. These funds are used, inter alia, to cover stipends, tuition and fees, NRST, and even occasionally wages. As part of the effort to keep donors informed as to how their money is being utilized, the Department, the Development Office, and/or the Graduate Division may send you an email identifying the specific fund(s) from which your award was made and asking you for information regarding your academic progress. As a recipient of these funds, you are required to comply with any reasonable requests from campus offices in order to maintain strong ties with donors.

CalCentral Account

<https://sis.berkeley.edu/calcentral/calcentral-students>

- This is your financial account and should be treated as such. All students are encouraged to check their finances daily and to report any problems to either CalCentral (non-departmental expenses), or to the GSAO (tuition, fees, and stipend), immediately. Due to some system irregularities there may be expenses that appear or disappear without warning. Any issues not addressed within a timely fashion will be the student's individual responsibility.
- For those students under "Department Obligated Funding", Tuition, Fees, and Stipends should be paid by the first day of classes. Following the disbursement of those funds, any additional expenses on your account are your responsibility.
- You may find a "Task" in your CalCentral homepage related to an agreement to the Financial Aid Terms and Conditions, your acknowledgement and agreement to this is required in order to disburse any University funds. Any payments delayed by your failure to accept the terms will result in your payment of any unpaid fees or expenses resulting from late fees.
- If the Tuition, Fees, or Stipends do not disburse correctly, you must contact the GSAO no later than the end of week 5. Following that week, any adjustments will require a petition to Graduate Division and will be the student's responsibility to initiate any petitions and make any payments until the issue is rectified.

Funding Transaction Types

Fellowships:

<https://studentbilling.berkeley.edu/payments-and-refunds/about-direct-deposit>

- payments issued to students with no employment requirements. Fellowships that should be issued no later than the first day of classes, include:
- Students must have set up an EFT agreement with the University to receive these funds electronically. If no agreement is in place, the funds will be mailed to your permanent address and risks delays and being lost in the mail.

GSI and Reader Salary:

- Students holding an Academic Student Employee (ASE) appointment as a Graduate Student Instructor (GSI), or Reader (Reader) will be issued five paychecks each semester.
 - Fall payroll will be issued on or about September 1, October 1, November 1, December 1, and January 1.
 - Spring payroll will be issued on or about February 1, March 1, April 1, May 1, June 1.
- Please consult your ASE Agreement for specific pay amounts. Students must be enrolled and have completed their on-boarding paperwork with Campus Shared Services for these funds to be disbursed.
- Students must have set up an EFT agreement with the University to receive these funds electronically. If no agreement is in place, the funds will be mailed to your permanent address and risks delays and being lost in the mail. This agreement is in addition to any EFT paperwork used for a student's CalCentral account funding.

Partial Fee Remission and Un-remitted Fees:

- During the semesters in which a student serves as a Graduate Student Instructor (GSI) or Reader at 25% time or greater, tuition and fees are covered in large part by a partial fee remission associated with the academic appointment.
- Pending Department budget resources, during non-Departmentally Obligated semesters, for those students that obtain a 25% time or greater ASE appointment, the unremitted fees may be paid by the History Department. Any student looking to take advantage of this opportunity must speak with the Graduate Student Affairs Officer.

Financial Assistance Policies

<https://grad.berkeley.edu/policy/financial-assistance-policy/#g-financial-assistance>

University Fellowships and Grants are administered through the Graduate Division. The Financial Assistance Policy is the guiding resources the institution and department use when administering financial assistance. Students are encouraged to reference this policy when considering external fellowships and grants.

- All University funding is restricted to those students that are making sufficient academic progress. Any student on informal or formal probation will not be eligible for continued support.
- Students without other financial support may find that they need to take out a student loan in order to make ends meet, particularly as the cost of housing continues to rise in the Bay Area.
- When possible, the GSAO or career development team forwards information regarding opportunities and deadlines to help keep students informed and on track. However, the number of these opportunities (some of them hard to find) is extensive, so that it is not possible to appraise all students of all of them at all times. Please be aware of this and know that your initiative may well be rewarded! Students are encouraged to seek advice from their faculty advisor(s) and from more advanced peers about the best opportunities in their fields.
- Prospective and current students should be aware that the current standard fellowship package totals \$33,000 for Fall and Spring Semesters, and \$5,000 for Summer, a total of \$38,000/year before taxes starting AY23-24.

Research Year Grant

The Research Year Grant is a specific funding resource dedicated to the Graduate Student's need for conducting archival work outside of the San Francisco/Berkeley area. Students are eligible for this resource either in year 4 or year 5, depending on your Normative Time to Degree. Students must meet all eligibility requirements in order to be considered for the Grant.

Eligibility

- Students who wish to remain eligible for the departmental Research Year Grant must apply for fully funding external research year grants. Deadlines are usually in the fall prior to the research year and students are encouraged to begin the process early in their career.
- The recipient must have made a concerted effort to secure external funding. Applicants must submit copies of said applications and should also be prepared to submit copies of award and/or rejection letters before the History Department Research Year Grant monies will be disbursed to them.
- The recipient must be making sufficient academic progress, by advancing to Doctoral Candidacy by 30 June for consideration for two semesters of support, or by 10 December for one semester of support.
- Other than those students that do not qualify for *In-Absentia* tuition, recipients are not permitted to retain any additional employment during the Research Year Grant.

Application Process

- The application for the departmental fellowship will only be available in spring semester.
- Unless otherwise informed, students are required to submit a Special Enrollment Petition for *In-Absentia*, as they will be outside of the Bay area conducting research for the two semesters.
- Students who are not outside of the Bay area, are not eligible for *In-Absentia* enrollment during their research year and must obtain a readership that provides the benefit of fee remission. Though the Department makes every effort to place students in departmental readerships, students should apply broadly across campus. GSI appointments are not appropriate during the research year and will not be allowed by the Department.
- For reasons of both student academic progress and departmental financial and curricular planning, recipients may not defer their Research Year Grant opportunity, nor split the grant across two academic years.
- Students considering advancing to doctoral candidacy earlier than the prescribed time for their field and who intend to engage in dissertation research earlier than their planned Research Year should apply for the grant in the spring semester of the academic year prior to the academic year in which research will be conducted. Such students should consult with the Director of Graduate Studies prior to completing their application.

Awarding

- The History Department Research Year Grant includes a stipend (up to the amount of your fellowship package) plus *In-Absentia* fees.
- For those recipients of an outside grant over \$20,000, the student must also request the Tuition Support for External Fellowships through Graduate Division.
- Also, if your funding is coming from non-University sources, you are encouraged to have the funds disbursed to you directly.

Doctoral Completion Fellowship (DCF)

<https://grad.berkeley.edu/policy/degrees-policy/#f31-doctoral-completion-fellowship-dcf>

The Doctoral Completion Fellowship (DCF) provides an incentive for students to complete their degree within a reasonable time.

Eligibility for the DCF

- Students must be advanced to candidacy.
- Students must be in good academic standing with a minimum GPA of 3.0.
- Students must have completed a satisfactory online Doctoral Candidacy Review for the most recently completed academic year. A student wishing to activate the DCF must have initiated the online Doctoral Candidacy Review (DCR) in the previous year (ending the day before the start of fall semester) and their dissertation committee chair must attest that the student's academic progress is satisfactory. For students who choose to use their DCF within the first

semester of candidacy, the Application for Candidacy Form serves as the first Academic Progress Report. Students must file DCRs annually after the first year of candidacy.

- Students must apply for at least one external fellowship in order to be eligible for the DCF. International students are exempt from this condition, however, because there typically are very few external fellowships for which international students are eligible.
- The DCF opportunity will expire at the end of the year Normative Time to Degree (NTD) plus one year. The DCF requires 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 parenting accommodation.

Application Process

- Students that meet the eligibility requirements and who are interested in activating one or both semesters of their available Doctoral Completion Fellowship should complete [the DCF application form provided on the graduate fellowships website](#).
- In addition to completing the activation form, you must inform the Graduate Student Affairs Officer to indicate your intentions for the coming semesters. This information is necessary in order to confirm that the necessary department funding fellowships are included in a student's financial plan.

Awarding

- The fellowship pays in-state tuition and a stipend for two semesters. The funding is traditionally disbursed no later than the first day of classes.
- Recipients of the DCF are limited to working, on average, no more than 25% time across the two semesters of DCF funding (e.g., 50% during one of the two semesters or 25% during both). No other positions or appointments may be held.

Extramural Fellowships, Awards, and Grants

<https://grad.berkeley.edu/news/headlines/guide-to-fellowships-grants/>

<https://grad.berkeley.edu/financial/fellowships/>

Continuing students are encouraged to apply for other forms of University-administered support, such as Foreign Language and Area Studies (FLAS) fellowships or organized research unit (ORU) grants.

- The Department offers a regular workshop, geared specifically towards historical research and funding sources appropriate to it, on applying for extramural fellowships and writing successful proposals.
- Graduate Division also regularly offers workshops on writing successful proposals, as well as information sessions on applying to specific programs.
- For more information about this and other professionalization opportunities, contact the Career Development Coordinator.

Required Verification of Degree Progress/Awarding

If an extramural fellowship requires departmental or University verification and/or signature, students should follow the steps appropriate to their specific situation.

- For applications requiring the signature of the departmental budget officer, contact the History Department Manager, and provide the documentation of the award as well as a summary of what the award is and how it is to be managed. Due to University policies there may be Fellowships that cannot be administered at the Department level.
- For applications requiring Department Chair or Director of Graduate Studies verification, inform the Graduate Student Affairs Officer as to what exactly the application is requesting. For applications to confirm the student's enrollment and sufficient academic progress (ACLS/ Mellon Fellowship), students should list the current Director of Graduate Studies as the contact and the e-mail address history-gradadvisor@berkeley.edu.
- Students applying to post-doctoral fellowships will inevitably be asked to obtain a letter confirming their expected filing date for the PhD. First, students should ask the chair of their dissertation committee to contact the Graduate Student Affairs Officer to confirm sufficient progress toward completion of the degree. A letter will be produced on the student's behalf by the Director of Graduate Studies confirming progress and expected completion as stated by the primary advisor.

Tuition Support for External Fellowships

<https://grad.berkeley.edu/wp-content/uploads/external-fellowships.pdf>

- Many external fellowships provide only partial tuition/fee coverage or no funding for tuition at all. For some of these fellowships, the Graduate Division assists departments by providing fee support centrally.
- Graduate Division offers a top-off grant that covers the cost of in absentia tuition and fees (including health insurance) for students whose external (non-University) fellowships do not cover those costs.
- To qualify, the external fellowship must be paid directly to the student and include a stipend of at least \$20,000 per annum and students must receive no other funding.
- To apply for the top-off, students must submit an email request Graduate Fellowship Office (gradfell@berkeley.edu and cc history-gradadvisor@berkeley.edu) to officially request the fee subsidy and provide the official notification letter of the external fellowship including its terms of funding.

Financial Aid

- Students who elect to take out University loans are required to report to the Financial Aid Office all wages and stipends received, which may affect their eligibility loan amount.
- Information concerning financial aid programs can be obtained online at either financialaid.berkeley.edu or grad.berkeley.edu/financial/aid.
- Graduate students may apply for University grants-in-aid, educational fee grants, National Direct Student Loans, work-study, and other aid programs. Applications are available on

CalCentral. Applicants must report any sources of income not already reported on the FAFSA; failure to report income in a timely manner may result in an unexpected reduction in the financial aid offer.

Taxes on Financial Assistance

<https://grad.berkeley.edu/policy/financial-assistance-policy/#g12-taxes-on-financial-assistance>

- Students should be aware that taxes are not normally deducted from stipend payments but are normally deducted from wages/salaries. Students should prepare to set aside funds for their taxes accordingly.
- International students must submit a GLACIER form showing wages and stipends awarded per calendar year, which enables the University to determine their appropriate tax rate.
- All University staff are restricted from providing any tax related guidance. Students are encouraged to utilize a personal CPA or Accounting firm for any tax guidance.
- Graduate Student Association – Student Legal Clinic – [Volunteer Income Tax Assistance](#)
- International House (International Students)

Academic Fees

<https://registrar.berkeley.edu/tuition-fees-residency/tuition-fees/fee-schedule>

Fee Schedule

<https://registrar.berkeley.edu/tuition-fees-residency/tuition-fees/fee-schedule>

- The Registrar's Office maintains the annual fee schedule that all matriculated students are subject to.
- The tuition, fees, and charges posted are estimates based on current approved amounts.
- Tuition, fees, and charges are subject to change by the Regents of the University of California and could be affected by State funding reductions. Accordingly, final approved levels (and thus a student's final balance due) may differ from the amounts shown.

Cost of Attendance

<https://financialaid.berkeley.edu/cost-attendance>

- Your budget is the estimated average and reasonable cost of completing an academic year at UC Berkeley. Your budget serves as the foundation for determining your financial need as well as the amount of qualified aid, including grants and scholarships, that can be offered to you.
- While the Department makes every effort possible to meet the growing costs of residing in the Bay Area, it cannot always meet the financial demands of every student.

Residency Requirement

Obtaining and Maintaining Residency

Office of the Registrar

120 Sproul Hall

orres@berkeley.edu

registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes

<http://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/in-state-tuition-graduate-students>

- Students are classified as either residents or nonresidents of the state of California after completing the Statement of Legal Residency.
- Residence after being admitted to the University: Many graduate students (US Citizens, permanent residents, and some eligible non-immigrants) who enter UC Berkeley as nonresidents may be classified as residents for tuition purposes after maintaining required residency for one year.
- These students then receive the benefit of paying fees at the lower resident rate.
- International students with F-1 or J-1 visas are not eligible to establish residency.
- The campus residency policy, which fully explains residency classification, how to establish or maintain residency, and what deadlines pertain, can be found at the Residence Affairs webpage on the Registrar's website (links provided above).

Establishing California Residency for Tuition Purposes

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d14-establishing-california-residency-for-tuition-purposes>

US Citizens and Permanent Residents

- All US citizen and permanent resident students admitted to the Department of History must attain California residency status by the end of the first year of studies.
- Out-of-state students should review the requirements on the Registrars page for Establishing California Residency for Tuition Purposes, and start the residency process immediately upon their arrival in California.
- At the start of Spring semester of the students first year, students will find the required procedures on their individual CalCentral accounts under the "Tasks" section.
- Successfully reclassifying will waive a student from being assessed Non-Resident Supplemental Tuition (NRST).
- Out-of-state students who do not reclassify to California residency, or withdrawn students who do not maintain California residency are responsible for paying NRST.
- First year students traveling outside of California during their initial summer for academic purposes should obtain a letter from the GSAO to submit to the Residency Office which justifies their absence from the state.
- All questions regarding the residency process should be directed to the Office of the Registrar and it is recommended that it all be done in writing over e-mail.

International Students

<https://grad.berkeley.edu/policy/degrees-policy/#f36-reduction-in-nonresident-tuition>

- International students are ineligible for reclassification to California residency status for tuition purposes.
- The student will be assessed Non-Residential Supplemental Tuition every semester until they advance to doctoral candidacy, and the Department will pay the Non-Residential Supplemental Tuition for the three/four years prior to the international student's advancement to candidacy.
- After advancement to doctoral candidacy, international students are eligible for a 100% reduction in Non-Residential Supplemental Tuition for three consecutive years. This cannot be never be extended.
- International students who do not file their dissertation within that three-year period will again be assessed Non-Residential Supplemental Tuition and, as they will be outside the fellowship package by that point, will be responsible for covering the charge out of pocket.

Please note that all Graduate Student Instructors will become Teaching Assistants starting Oct 1, 2023; all policies stating "GSI" within this handbook can be assumed to be taking this policy into consideration. All GSI language will be removed effective AY 2024-25.

Academic Student Employees (ASE)

<https://grad.berkeley.edu/policy/appointments-policy/>

The Graduate Division's Appointments Office monitors and ensures compliance with campus and system-wide policies and procedures for all graduate students who hold academic or staff titles. The policies that govern graduate students as employees include those established by the Graduate Council of the Academic Senate, the Graduate Division, the Academic Personnel Office, and the Office of the President.

Other than the first year and research year, History graduate students are required to obtain Academic Student Employee (ASE) assignments to augment their guaranteed funding and fee remission. During the years of Department Obligated Funding, students are guaranteed an ASE appointment to meet the minimum amount listed in their Fellowship Agreement. If for any reason, a student is not able to maintain eligibility for an ASE appointment, their funding will be reduced in accordance to the planned ASE appointment as well as any fee remissions that are tied to the ASE appointment. Students should refer to their Fellowship Agreement for specific details.

Appointment Eligibility

<https://grad.berkeley.edu/financial/appointments/handbook/#eligibility>

Minimum Requirements and Criteria for ASE or GSR Appointment Eligibility:

- Students must be registered for the entire semester for which they hold a graduate student academic appointment and must be registered by the end of the fifth week of classes. Current registration status can be confirmed on CalCentral. The definition of registration is:
- Enrolled in at least one class (separate from minimum 12-unit requirement to hold an appointment),
- Have paid a minimum of 20% of assessed fees/tuition,
- Have no registration blocks.
- Students must be enrolled in a minimum of 12-units by the end of the fifth week of classes and must maintain the minimum of 12-units for the entire semester. UC Hastings College of the Law students are not eligible to serve as ASEs/GSRs.
- New incoming students must fulfill the Violence Prevention Education Requirement or registration could be blocked. For more information and questions see [PATH to Care Center](#).
- Students on filing fee status are not eligible to hold Graduate Student Instructor (GSI) or Graduate Student Researcher (GSR) appointments. These students are eligible to be appointed as Readers and Tutors.
- Students on "In Absentia" status are not eligible to hold Graduate Student Instructor (GSI), Reader or Tutor appointments but could hold a Graduate Student Researcher (GSR) appointment and could be eligible for the fee remission program with a [qualifying](#) GSR appointment.

- Minimum GPA for holding an academic appointment is 3.0 overall, and 3.5 in History courses.
- Academic appointees may have no more than 2 incomplete grades in upper division or graduate courses.
- Students must be making satisfactory degree progress, which includes meeting program benchmarks, not being on academic probation or in lapsed candidacy, and meeting goals set by the faculty.
- Appointees must be clear of certain disciplinary probations based on the [Code of Student Conduct](#).
- All first-time ASEs must attend the [New ASE Orientation](#) sponsored by the campus' Labor Relations Office during the semester of their appointment. If the ASE fails to attend, he or she is ineligible for future appointments until this requirement is satisfied.
- GSIs who are required to complete the [English oral proficiency test](#) must take and pass the test before they can be appointed.
- New GSIs are required to fulfill the following requirements:
 - attend the [Teaching Conference for First-Time GSIs](#),
 - complete any assigned Sexual Violence/Sexual Harassment required training,
 - complete the [GSI Professional Standards and Ethics Online Course](#) (please note, every first-time GSI must successfully complete the online course Professional Standards and Ethics for GSIs before they interact with students (in person or online) in their role as an instructor),
 - and enroll in and complete History 375, which is a [300-level semester-long pedagogical seminar on teaching](#). If there are scheduling conflicts, students must meet with the Graduate Student Affairs Officer to discuss options.

ASE Salary Rates

<https://hr.berkeley.edu/labor/contracts/BX/current-rates>

- The most current salary rates can be found at the Berkeley Human Resources page [Current Rates \(BX\)](#).
- Traditionally, all History ASE appointments over 25% are eligible for [Partial Fee Remission](#). This will be identified in your ASE agreement in the Compensation Section. The Partial Fee Remission includes the California Resident Tuition, Student Service Fee, Health Insurance Fee, and \$150 towards the unremitted fees (Berkeley Campus Fee, and Class Pass Fee), the balance of the unremitted fees is paid for those students still under department obligated funding.
- Pending budget availability, the department may pay the unremitted fees for those History Ph.D. students not under department obligation that have obtained a 25% or more appointment for the semester. In order to be considered for any funds to go towards the unremitted fees, you will need to inform the Graduate Student Affairs Officer if you are no longer under department obligation and have an ASE appointment on campus.
- Students beyond the NRST Waiver period are charged Non-residential Supplemental Tuition and/or Professional School students assessed Professional School fees should be aware that this benefit of tuition remission does NOT cover either of those fees.

Step Levels and Requesting Step Advance

<https://grad.berkeley.edu/financial/appointments/handbook/#stepdescriptions>

- In accordance with the UAW agreement, GSI salary is based upon the work history after the student was awarded a bachelor's degree, the courses taught should be in the same field as the GSI's proposed appointment, and the teaching must have occurred at an institution comparable to UC Berkeley. A department may wish to make a case for counting experience in another field if the teaching skills acquired are transferable.
- All GSIs are typically started at Step I. If you wish to be considered for an early advance you must submit your CV attached to the [Request for Exception for Head Graduate Advisor Approval](#) (section 4) to the Graduate Student Affairs Officer.

Academic Student Employee Appointments

- According to the Department of History Fellowship Offer you signed when accepting your offer of admission, a year-by-year schedule of support was provided. Based upon the information contained in that letter, it indicates that the Fellowship Offer is based upon a combination of Department Fellowships, Academic Appointments, and University Fellowships. For the semesters in which you will need to obtain an Academic Appoint, the following Information is relevant.

Graduate Student Instructor Appointment (GSI)

- GSI appointments in the History Department normally consist of teaching two sections (of the same lecture course) and are thus considered 50%-time. History R1B (a Reading & Composition course), History 101 (thesis seminar), and History 103 (pro-seminar) are exceptions; students will teach one section which is nonetheless considered a 50%-time appointment. GSIs in History Department lecture courses may have up to twenty-five students in each section.
- GSI and Reader appointments in the Department of History are decided by the Assignments Group, consisting of the Director of Graduate Studies/ Head of Graduate Studies, the Graduate Student Instructor Advisor, and the Graduate Student Affairs Officer. Graduate students are welcome to communicate preferences for courses to the GSAO who will inform the committee members, who will do their utmost to accommodate these preferences, but given the number of variables that have to be taken into consideration every semester, there are no guarantees that graduate students will be paired with their preferred choices.

GSI Restrictions

- Students on Filing Fee status may not be appointed as GSIs.
- Students may not be appointed as GSIs during a period of in absentia registration status.
- Students may not be enrolled in the course for which they are appointed.
- Students may not simultaneously serve as a GSI and a Reader or a Tutor for the same course.

- During the academic year, graduate students with appointments may not exceed half time, nor may such appointments in combination with other University appointments exceed half time without an exception.
- Students may normally be assigned to perform the duties of a GSI only for undergraduate courses. According to departmental need, a department may appoint a graduate student who has been advanced to candidacy at the doctoral level for a graduate course. However, for a graduate student who has not yet been advanced to doctoral candidacy, appointment as a GSI for a graduate course always requires advance approval by the Head Graduate Advisor of the student's academic department. See Exceptions to Policy below for details.
- Graduate students are limited to eight semesters of service in any one teaching title or any combination of teaching titles (GSI, Acting Instructor-Graduate Student, TA, Associate, or Teaching Fellow titles). Requests for exception to this policy for a ninth or tenth semester of teaching may be approved by the Head Graduate Advisor in the student's academic department. Requests for exception to the policy for an eleventh or twelfth semester of teaching must be approved in advance by the Associate Dean for Student Support. The maximum number of years of service is six (twelve semesters), which is established by UC's Office of the President (UCOP) and cannot be exceeded for any reason per [APM 410-17](#). See Exceptions to Policy below for details.

Reader Appointment

- Undergraduate History courses are eligible for a Reader when enrollment justifies. Readers grade examinations and papers; they also attend all lectures and hold office hours to discuss students' work. An appointment to read for thirty-five students is considered 25% time and includes partial fee remission. The official headcount is taken on the sixth day of instruction. Readers should be aware that they may be asked to read for up to sixty-five students (38.2% appointment).

Reader Restrictions

- Students may not be appointed as Readers during a period of in absentia registration status.
- Students may not be enrolled in courses for which they are a Reader. Students may not serve as a GSI and a Reader or Tutor for the same course. Registered graduate students may normally be assigned to perform the duties of a Reader or Tutor only for undergraduate courses. According to departmental need, a department may appoint a graduate student who has been advanced to candidacy at the doctoral level for a graduate course. However, for a graduate student who has not yet been advanced to doctoral candidacy, appointment as a Reader or Tutor for a graduate course always requires advance approval by the Head Graduate Advisor of the student's academic department. See Exceptions to Policy below for details.
- During the academic year, registered graduate students appointed as Readers or Tutors may not exceed half time, nor may such appointments in combination with other University appointments exceed half time without an exception.
- Reader or Tutor appointments for one academic year or less are self-terminating unless the appointee is otherwise notified.

Graduate Student Researcher (GSR) or Research Assistantships (RA)

- Graduate Student Research Assistants conduct research under the direction of a faculty member. GSR appointments do NOT qualify under departmental funding obligations.
- GSR appointments are decided upon by individual faculty, who must have a research grant to fund the support.
- Interested students should contact the faculty member(s) with whom they wish to work to ascertain if positions are available.
- Graduate Division policy requires all GSRs to be registered students. Appointments of at least 25% time are eligible for partial fee remission; students should be aware though that most GSRships/RAships in the History Department are less than 25%.

Applying for an ASE appointment

- Applications are available in spring, to be considered for appointments the following summer and academic year.
- All applicants must complete the application to be considered for an ASE appointment any semester that you need to work as an ASE (this applies to those History Ph.D. students with guaranteed funding, those History Ph.D. students beyond guaranteed funding, or any graduate student from outside the History Department).
- Although every effort is made to appoint students to courses within their first, second, or third fields of studies, unfortunately varying undergraduate curricular needs do not allow us to guarantee such assignments.
- Students may be reassigned to a new assignment due to unforeseen circumstances such as unexpected enrollment numbers, course cancellations, or if the student's services are needed in another course.
- Students applying to other departments should be aware that deadlines to apply and minimum undergraduate enrollment to qualify a Reader for fee remission varies across campus.

Guidelines for making ASE appointments

- The Assignments Group consists of the Head Graduate Advisor / Director of Student Services, GSI Advisor, Director of Administration, and the Graduate Student Affairs Officer.
- While every attempt is made to assign students to their areas of interest and specialization, curricular needs of the department dictate where opportunities are created.
- Any schedule conflicts MUST be brought to the Assignments Group attention before accepting any ASE appointment.
- Order of Assignments:
 - History students currently under department obligation for funding
 - History students beyond obligation or in a Gap Funding Year
 - General graduate student population
 - All students must be within active Candidacy, and making sufficient academic progress by meeting the Appointment Eligibility requirements as described in the Graduate Division Handbook. Students that are no longer in Candidacy and do not meet the eligibility

requirements are not eligible for an assignment and therefore not able to qualify for the Partial-Fee remission associated with an ASE Appointment.

- Finally, when making appointments there are a number of factors taken into consideration including, but not limited to: area of interest, past course evaluations, academic obligations (Qualifying Examinations), and availability.

Changes to an ASE appointment

- While every effort is made to prevent changes to an ASE appointment, an ASE may be reassigned to another course if:
 - A course is canceled,
 - Enrollment does not justify the number of ASEs assigned to the course, or
 - If the student's services are needed in another course.

UCPath and Onboarding

- UC Path SHARE will contact appointed students regarding payroll paperwork; please pay close attention to their communications and deadlines to ensure smooth processing and to minimize the possibility of payment delays.
- Students with a break in their employment service are required to complete rehire paperwork.
- Failure to onboard will result in a delay in both payroll and any fee remission associated with the ASE appointment.

ASE appointments outside of HISTORY

- For those students that are beyond funding, or are interested in an assignment outside of the History Department, please consult the [Expected Academic Student Employee - Job Opportunity](#) page for links to Department Contacts. It is recommended that students early in their career consult with their faculty advisors prior to taking assignments outside of the department.
- If you do decide to take an appointment outside of the department, please confirm that it is for at least 25% and includes fee remission.
- If you are under department obligated funding, you MUST speak with the Graduate Student Affairs Officer to discuss your funding prior to accepting the position outside the department.
- If you are not under department obligated funding, pending budget availability, the department may be able to pay the unremitted fees for those students that have obtained a 25% or more appointment for the semester, you must notify the Graduate Student Affairs Officer of this appointment.

ASE Eligibility for Childcare Expenses

- ASEs may be eligible for reimbursements for certain childcare expenses. Details can be found on the [Childcare Reimbursement Program \(BX\)](#) webpage.
- Please bring all completed forms to the Graduate Student Affairs Officer prior to the start of the semester.

University Policy Regarding Volunteers

Students may not hold any graduate student academic title as volunteers. Academic appointees must be appropriately compensated through the Berkeley payroll system for their time and effort.

Fee Remissions

<https://grad.berkeley.edu/financial/appointments/handbook/#feeoverview>

<https://grad.berkeley.edu/policy/appointments-policy/#h15-fee-remissions>

Fee remission is a benefit of eligible employment for graduate student academic appointments (GSI, GSR, AI-GS, Reader or Tutor employment). Fee remission is charged to the fund source(s) of the eligible employment. When a graduate student holds a fee remission eligible appointment, or combines multiple positions that then create the minimum fee remission eligibility criteria of a 25% appointment, a fee remission is generated; the appointments' chart strings will be charged for the cost of fee remission divided proportionately according to the appointment percentages.

- Fee Remissions cover different fees, based on the type of appointment and percentage of time worked in a semester. See the [eligibility criteria and remission types](#).
- Fee remission is generated from eligible employment entered into the HCM (Human Capital Management) system and serves as an offset (a credit) in the Billing and Payment system to reduce the amount the student owes the University for his or her assessed fees and tuition in the semester the student is holding a fee remission eligible appointment. Fee remission generated from an appointment in a specific semester can be applied only to fees & tuition assessed in the semester of appointment.
- Not all graduate student academic appointments qualify for remissions. Certain factors, including [appointment type and percentage](#), determine whether a student receives a remission on specific fees. There are three types of Fee Remissions, but only one that pertains to ASE Appointments in the History Department, Partial Fee Remission.
- Partial Fee Remission (Tuition, Student Services Fee, Health Insurance Fee, and \$150 towards Campus Fee)

Fee Assessment and Remission

- Each semester, the [Office of the Registrar](#) assesses fees and tuition for enrolled UCB students. Fee remission only generates for those specific fees and tuition that the Office of the Registrar has assessed in the student's CalCentral account.
- If the GSI decides to waive the health insurance (through [University Health Services](#)), no SHIP fee will be assessed and no SHIP remission will be applied. The funds for that unused remission return to the funding source and are never refunded to the student.
- The [Office of the Registrar](#) assesses fees/tuition according to the student's particular degree program and plan.
- Students must enroll in units each semester to be assessed fees of any sort in CalCentral.
- If an eligible appointment is entered into the HCM HR system, a fee remission generates to offset the cost of specific fee assessments in a student's account.

- Fee remission is never awarded in any form of cash and any unused remissions are returned to the funding source.
- Fee remission offsets are only generated for the semester in which the student is employed in a fee remission eligible appointment.
- Fee Remissions are generated only for Fall and Spring semester graduate student academic employment. Fee remission never generates for summer appointments.

Priority List of Awards & Fee Remission

- Graduate students may receive more than one type of award that is intended to pay fees or fees and tuition for a particular semester. Fee remissions for students with eligible appointments will generally take precedence over concurrent fellowships, departmental awards, and loans.
- If more than one type of award appears as a credit against fees or tuition in a student's CalCentral account, a set of established rules governs which award is used to pay the assessments. The sequence in which CalCentral is programmed to accept award credits to offset fees and tuition is generally as follows:
 - Outside agency awards
 - LBNL remissions from GSRA appointments
 - Fee and tuition remissions from UCB campus appointments
 - Department awards made through the Award Entry system
 - Fellowship or Block Grant awards
 - Student Loans
 - Student payments

Collections Process for Fee Remissions

- The collections process for fee remission is handled by the campus [Payroll](#) unit and is reconciled by the Graduate Division. Fee remissions are charged to the chart string(s) entered into HCM as the salary source(s) for an appointment.
- During the course of a current semester, Payroll collects the appropriate amount of fee remission from the chart string(s) in the distribution line(s) of the student's appointment. Fee remissions charged to the chart string(s) are collected 3 times during the semester by Payroll:
- Fall semester: equal one-third increments in September, October and November
- Spring semester: equal one-third increments in February, March and April.
- December/January and May/June are considered 'clean up' months. Payroll will attempt to collect on any fee remissions that were missed during earlier collections cycles in the semester.

Academics

Field Structure

The overarching aim of a field composition is two-fold. It is to allow students to gain in-depth knowledge of their primary field and also to give students exposure to and hence achieve familiarity with a broad expanse of historical knowledge and historical methodologies in areas that are not their primary field. Both aims are intended to help students formulate a dissertation topic and also to help them prepare a wide-ranging teaching portfolio.

First field

- A student's first or primary field must be selected from the departmental list of fields. These include both regional/temporal fields and thematic fields.
 - Regional/temporal first fields: Africa, Ancient Greece and Rome, Byzantium, Early Modern Europe, East Asia: China, East Asia: Japan, Late Modern Europe, Latin America, Medieval Europe, Middle East, North America, South Asia, and Southeast Asia.
 - Thematic first fields: Global, Jewish, Science.
- At the qualifying examinations, two members of the faculty will examine students in their first field.

Second field

- The second field is meant to offer an opportunity for depth.
- The second field is also selected from the department list of fields and must be different from the first.
- Students are not expected to cover the entire field. Rather, they may select a narrower time period or region (for example, if a student selects Latin America they could focus on 20th century United States; or if they select History of Science they could focus on the Roman Republic).
- At the qualifying examinations, one member of the faculty will examine students in their second field.

Third field

- The third field is intended to ensure breadth.
- Students with regional/temporal first and second fields should choose a thematic field. Here thematic is not limited to the department's designated fields. Themes a student might wish to explore here could, for example, be legal history, environmental history, economic history, or urban history.
- Students with thematic first and second fields (Global, Jewish, Science), should choose a third field that is regional/temporal, though they are not limited to the department's designated fields. For example, if a student's first field is Science and second field is Jewish, then they could choose 18th century Atlantic history as their third field.
- Students with a mix of regional/temporal and thematic fields may design their third field to fit either description.

- Students select a thematically-defined field that builds connections across space and across two of four historical epochs (ancient, medieval, early modern, and modern).
- Exception: Students who have two or more core areas of research interest can select these as their second and third fields, as long as they reflect sufficient geographical/temporal breadth. For example, a student in Science who expects to do research in both the U.S. and the Middle East can choose these as their second and third fields, but a student in Science who expects to work in modern Germany and modern France will need to go outside Europe for their third field.
- At the qualifying examinations, one member of the faculty will examine students in their third field.

Fourth/Outside Field

- The fourth/outside field must be in a discipline other than History.
- Students are expected to familiarize themselves with the scholarship and methodologies of that discipline and attain detailed knowledge of at least one of its specialized areas.
- Students must take at least one graduate level course for a letter grade in that department (with a four- or three-unit value).
- One faculty member from the outside field will examine you in the doctoral oral qualifying examination.
- This faculty member is formally designated as the Academic Senate Representative of the examination committee.

Approval of Fields

Students must have their fields of study approved by the Director of Graduate Studies no later than the end of the second year of studies. All students should aim to declare sooner than this, ideally shortly after the third semester examination.

Switching Fields

- Given the flexibility of the field structure, students considering a change of first field are encouraged to speak with the Director of Graduate Studies and the Graduate Student Affairs Officer to see how your interests can best be accommodated.
- On the rare occasions that students cannot adjust their existing field structure, they may petition to switch their first field.
- In order to petition to switch first fields, students must submit an internal admission application (including a statement of purpose and two letters of recommendation and support from History faculty in the new intended field) by 1 December of their third semester for review by GAC.
- Students will normally be held to the normative time in their field of entrance and will normally be tested in the field of entrance during their third semester examination.

Sufficient Academic Progress

Examples of Sufficient Academic Progress

All graduate students are expected to be making “sufficient academic progress” during their time at UC Berkeley. The following are provided as examples of how to maintain “sufficient academic progress”:

- Completing coursework on time, and within the scheduled semester it was assigned
- Earning no lower than an “A-” or “S” in all courses within the History Department
- Maintaining a minimum overall 3.0 GPA in the University
- Maintaining a minimum overall 3.5 GPA in all History graduate coursework
- Successfully completing degree milestones (Third Semester Exam, Qualifying Exam, Language Requirements, Submission of an Approved Prospectus and Dissertation Committee, Advancement to Candidacy) on time as described in the handbook
- Advancing to candidacy on time as described in your field specific degree page
- Successful progress and final completion of a dissertation within the period of candidacy

Degree Progress Reviews

As students’ progress through the program, their performance is continuously evaluated through course evaluations, course grades, milestone completions (Third Semester Exam, Qualifying Exam, Language Exams, Advancement to Candidacy), and the Doctoral Candidacy Review process.

Coursework Phase

During the first year of studies, students will be evaluated on a semester basis by the DGS.

During the remaining coursework years, students are evaluated yearly by the GAC.

All evaluations are a holistic review considering faculty evaluations, grades, success of milestone completions, and overall success in the program. In addition to a departmental review, students in the coursework phase will also be evaluated by Graduate Division to confirm that they are meeting the minimum requirements necessary to remain a graduate student.

There are two categories of evaluation: satisfactory progress and unsatisfactory progress.

- Satisfactory. For those students that are continuing to maintain sufficient academic progress, they will be evaluated as satisfactory and be permitted to continue in the program and receive funding and Academic Student Employee assignments as indicated in their Fellowship Agreement.
- Unsatisfactory. For those students that are not meeting the minimum requirements, they will be notified in writing of the concerns as well as a timeline in which any deficiencies will need to be corrected. Students that are deemed to be making unsatisfactory progress must meet with their primary advisor and Director of Graduate Studies to review the timeline and discuss the concerns that must be addressed. Students deemed to be making unsatisfactory progress may be placed on probation, denied previously guaranteed departmental funding, no longer be eligible for Academic Student Employee assignments, and ultimately risk termination from the program.

Research and Dissertation Phase – Doctoral Candidacy Review (DCR)

- Students in the research and dissertation phases are evaluated through the Graduate Council's online "Doctoral Candidacy Review" (DCR), available on Graduate Division's Forms and Applications Page at grad.berkeley.edu.
- After completing their section of the DCR, students should notify their dissertation committee that the DCR is available for viewing. Students should also schedule a meeting with at least two members of their committee (ideally one of whom is the chair) to review academic progress.
- Failure to submit the DCR may result in loss of previously guaranteed funding. A current DCR must be on file for students receiving the Doctoral Completion Fellowship (DCF).
- The Doctoral Candidacy Review, to be completed on an annual basis, is designed to assist doctoral students and their dissertation chair to stay on track with advising and other supportive activities to help facilitate the completion of doctoral work in a timely manner.
- The Graduate Council of the Academic Senate requires a Doctoral Candidacy Review to be completed each year for all doctoral students after they advance to candidacy until they complete their program.
- The Graduate Division checks to ensure that there is a completed Doctoral Candidacy Review for the most recent year when a student eligible for the Doctoral Completion Fellowship (DCF) asks to activate that fellowship. The Report is also used to check that a student is in good academic standing for compliance with certain fellowship conditions. The Graduate Division may consult your Doctoral Candidacy Reviews in cases where there is a disagreement about your progress. Finally, the Graduate Division will use aggregated information about students' activities to inform decisions about new programs and resources for professional development.

Degree Requirements

The Doctoral degree is composed of three separate but related academic pursuits. All requirements must be met within Candidacy for a student to earn the Ph.D. degree.

- Coursework – Completion of all required coursework
- Degree Milestones – Successful completion of Third Semester Exam, Specific Field Language Requirements, Qualifying Examination, and Approval of Prospectus
- Research and Submission of Dissertation

General History Petition Form

https://history.berkeley.edu/sites/default/files/general_history_petition.pdf

Any requests for exceptions to program requirements must be submitted via a General History Petition Form. The form should clearly explain the request and how it will support your academic mission while staying within the framework of your degree requirements. This form must be submitted to the Director of Graduate Studies for review and must also contain the signatures of the pertinent instructors and/or primary advisor, prior to review by the Director of Graduate Studies and if needed, Graduate Division.

Coursework

Students are encouraged to review the Field Structure section of this handbook to gain a full and comprehensive understanding of the coursework required for meeting the degree requirements. As policy changes from year to year and, any questions should be directed to the Director of Graduate Studies and the Graduate Student Affairs Officer.

First field (16 units)

- two History graduate seminars in any combination of 275 and/or 280 level
- two History graduate research courses at the 285 level

First Field Specific Requirements

- Ancient Greece and Rome, and Byzantium, may petition to have History 281 (paleography and other auxiliary sciences) accepted as equivalent to a research seminar (285), only when History 281 is taught by Professor Mavroudi.
- East Asia: China must additionally take either a survey seminar (275) or reading seminar (280) in Japanese history.
- East Asia: Japan must additionally take either a survey seminar (275) or reading seminar (280) in Chinese history.
- Science must additionally take Historical Colloquium (290), a one-unit course graded S/U, in each semester of their first two years.

Second and third fields (8 units)

- History courses outside the first field (one course of four units each for the second and the third field): two seminars in any combination of 275s, 280s, and 285s.

Outside field (3 or 4 units)

- One graduate level course, taken for a letter grade, in a department other than History.

HISTORY 283. Historical Method and Theory (4 units)

- The nature of this course changes each semester depending on the expertise and interests of the instructor. Students are required to take this course in their first semester.

HISTORY 375. Teaching History at the University (2 units)

- A pedagogy course is required of all first-time Graduate Student Instructors (GSIs) prior to or concurrently with their first semester of teaching. Students are strongly encouraged to take History 375, but may take another department's 375 with prior approval of the Director of Graduate Studies. Starting this academic year, History 375 will be offered only in the spring semester.

Third Semester Exam

Purpose

Students must successfully pass the third semester examination, which tests a student's general command of the history and scholarship of their first field.

Procedure

- Third semester examinations will be conducted prior to the first week of spring semester. All students are examined for their general command of the history and scholarship of their first field. Students will be expected to display, at minimum, textbook-level knowledge of their fields and a thorough mastery of the materials covered in the courses they have taken at Berkeley. Traditionally, a minimum of three seminars (275s, 280s, and/or 285s), two of which are from the student's first field, is a prerequisite to sitting for the examination.
- Examinations may be oral (typically one hour), written (typically three hours and closed book), or both, depending on the field, and are graded pass/fail. All students should review the following pages for their Field Specific Requirements.
- At the time of the examination, students will be required to produce a document of no more than one page detailing their completed coursework and outlining how they plan to structure their fields up to the doctoral qualifying examination.
- The GAC appoints the third semester examination committees, which usually consist of two faculty members and are chaired by the Director of Graduate Studies or a member of the GAC. The committee drafts and grades the written examinations and/or administers the oral examinations and reports the results to the GAC.

Evaluation

- Students who do not successfully pass the third semester examination on the first attempt will be placed on academic probation and may be given an opportunity to be re-examined at the end of the spring semester.

- The Graduate Council requires that students who fail a program's preliminary examination on the first attempt be given an opportunity for reexamination following a reasonable delay for additional preparation.
- If the performance on the exam was so poor that it is unlikely the student will pass it again within an acceptable period of time, the Graduate Council policy allows programs to petition for the student's registration to be terminated, without allowing a second chance to pass the preliminary exam. With this exception, preliminary examination results need not be reported to the Graduate Division.

Field Specific Requirements

- Fields with oral third semester examinations (one hour): Africa, Early Modern Europe, Jewish, Late Modern Europe, Latin America, North America, South Asia and Southeast Asia.
- Fields with written third semester examinations: Ancient Greece and Rome, Byzantium, East Asia: China, East Asia: Japan, History of Science, and Middle East
- Field with both oral and written third semester examination: Medieval Europe
- Students in Ancient Greece and Rome will pick from one of two tracks in which to be examined: Ancient Greece and Rome or Ancient Rome and Late Antiquity.
- The third semester examination in East Asian history (both China and Japan fields) is a three-hour, written examination designed to test the candidate's knowledge of both Chinese and Japanese history. It may consist of up to five sections (depending on course offerings), three of which deal with Chinese history (Early, Middle Period, and Modern) and two with Japanese history (pre-1600 and post-1600). Each section offers a choice of two essay questions, for a total of ten questions posed. (Note: faculty sabbaticals may affect the number of questions posed.) Students must answer two questions total, one each about Chinese and Japanese history. The examination is open book and administered via computer. Questions will be emailed to the students at their campus email address at 9:00am on the scheduled day. Students will email their answers to the GSAO by 5:00pm the same day.
- The examination in Medieval European history consists of two parts: one, three hour closed book exam and one, one-hour oral exam (scheduled approximately one to two weeks after the written exam). The examiners normally include the Head Graduate Advisor and two medievalists with whom the student has taken coursework during the first year. Both parts of the examination are considered in determining the final outcome, meaning only one grade will be assigned.
- The examination in history of science consists of two, three hour written take-home examinations taken on successive days (or, if the student desires, the same day). The GSAO will email the questions to the student at the scheduled time and the student will likewise email their answers back. Students may use books and notes and may access the internet for reference purposes during the exam.

Foreign Language Requirement

<https://grad.berkeley.edu/policy/degrees-policy/#f24-foreign-language-requirement>

- Doctoral students must satisfy foreign language(s) requirement(s) based upon their first field of study. The requirement must be satisfied the semester before students intend to take their Qualifying Examination.
- Language(s) of archival research may be held to a higher standard than other language(s) required to meet the degree requirement. Primary advisors may require additional training in a language.
- The Graduate Division will accept any natural language with a system of writing if the department certifies that the language has scholarly value in the field and the language is integral to the training of a particular student or group of students in the field.
- Neither computer languages, nor Statistics are acceptable for use in satisfying foreign language requirements.
- Continued failure to successfully complete a language requirement may be identified as failure to maintain sufficient academic progress and will be considered during the next Degree Progress Review.

Field Specific Foreign Language Requirements

Africa

- An African language related to the student's research, selected in consultation with the faculty in the Africa field. An examination in the language must be passed.
- French, fulfilled through one of the standard options

Ancient Greece and Rome

- Latin. Students must pass an advanced examination, administered by the faculty in the field. A reading list in preparation for the examination can be adjusted to the needs of individual candidates, who should consult with the faculty to draw up such a list. The examination is three hours in length and use of a dictionary is not permitted.
- Ancient Greek. Students must pass an advanced examination, administered by the faculty in the field. A reading list in preparation for the examination can be adjusted to the needs of individual candidates, who should consult with the faculty to draw up such a list. The examination is three hours in length and use of a dictionary is not permitted.
- German, fulfilled through one of the standard options
- French, fulfilled through one of the standard options

Byzantium

- Medieval Greek. Students must pass an advanced examination, administered by the faculty in the field. Students must complete a reading list in medieval Greek historical sources. The examination is three hours in length and use of a dictionary is permitted.
- Latin. Students must pass an advanced examination, administered by the faculty in the field. Students must complete a reading list in Latin historical sources. The examination is three hours in length and use of a dictionary is permitted.
- German. Students must pass a two-hour translation examination, administered by the faculty in the field. The examination is one or two passages (for a total of approximately 400 words) from a modern scholarly work on Byzantium, without the aid of a dictionary.
- French or Italian. Students must pass a two-hour translation examination, administered by the faculty in the field. The examination is one or two passages (for a total of approximately 400 words) from a modern scholarly work on Byzantium, without the aid of a dictionary.
- Note: by special arrangement and with the written approval of the faculty in the field, students may substitute German, French, or Italian with Russian or Arabic. By special arrangement and with the written approval of the faculty in the field, students may meet the modern language requirements under provisions 3, 4, or 6 of the standard options.

Early Modern Europe

- French, fulfilled through one of the standard options
- German, fulfilled through one of the standard options
- Note: by special arrangement and with the written approval of the faculty in the field, students may substitute a second appropriate modern European language for either French or German.

East Asia:
China

- Classical Chinese – Must be met by enrollment in History 280G and earning a grade of B or higher.
- Modern Chinese – Fulfilled through one of the standard options.
- Modern scholarly Japanese – Fulfilled by one of the following options:
 - Successful completion of Japanese 100B (grade of B or higher).
 - Placing out of Japanese 100B by means of the EALC Japanese placement exam. This occurs prior to the start of the semester and must be arranged by the student through the Department East Asian Languages and Cultures.
 - Successful completion of Japanese 10B with a grade of B or higher, in addition to successful completion of Japanese 100S (grade of B or higher).
 - Successful completion of 10B (grade of B or higher), (or placing out of 10B by means of the EALC Japanese placement exam) PLUS successful completion of an additional one-semester seminar or directed reading (approved by the student's advisor) that involves substantial readings in Modern Japanese.
 - Under exceptional circumstances and with the approval of the student's advisor, Japanese may be replaced with three years of training in another Asian language.
- A European language (French, German, or Russian) – Fulfilled through one of the standard options.

East Asia:
Japan

- Modern Japanese, fulfilled through one of the standard options (excepting option 3)
- Classical Japanese, fulfilled through one of the standard options (excepting option 3). Classical Japanese is only required for students conducting research in pre-modern sources; students should consult with faculty in the field to determine if the requirement applies.
- A European language (or other language to be determined in consultation with faculty in the field), fulfilled through one of the standard options

Global

- Two foreign languages, fulfilled through one of the standard options. The selection of languages will be subject to the approval of faculty in the field and the Head Graduate Advisor, who will determine the exact languages in relation to the student's research topic.

Jewish

- A Jewish language. Students must pass a translation examination.
- At least one more foreign language relevant to the student's area of specialization. Language(s) will be determined in consultation with faculty in the field. Students must pass a translation examination.

Late Modern Europe	<ul style="list-style-type: none"> ● French, fulfilled through one of the standard options ● German, fulfilled through one of the standard options ● Note: by special arrangement and with the written approval of the faculty in the field, students may substitute a second appropriate modern European language for either French or German.
Latin America and the Caribbean	<ul style="list-style-type: none"> ● Spanish, fulfilled through one of the standard options ● Portuguese, fulfilled through one of the standard options
Medieval Europe	<ul style="list-style-type: none"> ● Latin. Students who do not have advanced knowledge of Latin must take one upper-division (100-level) or graduate (200-level) course in Latin, in their first year. Students whose Latin is insufficient to begin an upper-division or graduate course should study independently or take courses in elementary and intermediate Latin to qualify for the advanced course. ● Two other foreign languages, one of which is usually German, both can be fulfilled through one of the standard options
Middle East	<ul style="list-style-type: none"> ● Arabic, Hebrew, Ottoman or Modern Turkish, or Persian, fulfilled through provision 1 of the standard options. Language to be selected in consultation with faculty in the field. ● A European language, fulfilled through provision 1 of the standard options
North America	<ul style="list-style-type: none"> ● One foreign language, fulfilled through one of the standard options
Science	<ul style="list-style-type: none"> ● French, fulfilled through one of the standard options ● German, fulfilled through one of the standard options
South Asia	<ul style="list-style-type: none"> ● A South Asian language, fulfilled through one of the standard options ● A European language (Dutch, French, German, Portuguese, or Russian), fulfilled through one of the standard options. Language to be selected in consultation with faculty in the field.

Southeast
Asia

- A Southeast Asian vernacular language, fulfilled by passing a two-hour translation examination to be overseen by the faculty in the field by administered by language instructions in the Department of South and Southeast Asian Studies
- A European language, fulfilled through one of the standard options

Methods for Completing the Foreign Language Requirement

Standard options for fulfilling language requirements

Passage of the Department's foreign language examination

- This examination will be administered by a faculty committee (coordinated by the GAC) and is offered once each semester (typically in November and April).
- In general, students will be required to translate two 200-word passages into English; the time allowed is two hours (unless otherwise noted in a field guide). Variations of this format will be accepted if the committee of language examiners approves them.
- Only standard printed dictionaries are allowed, unless otherwise approved by the HGA in advance.
- Copies of past passages are available on bCourses. Please see the GSAO for access.
- The Foreign Language Translation Exam will be scheduled once in Fall and once in Spring.
- The [registration form](#) must be submitted. If you have a scheduling conflict with a section you are instructing, or course you might be taking, please bring this to the GSAO's attention so alternate options can be reviewed.

Completion of a graduate History course

- Enrollment in a History graduate course (History 280, 285, or 299) requiring active engagement in research requiring knowledge of the pertinent language(s). General History Petition required.
- Students wishing to use this option must complete the Language Certification Form; obtain the signature of the Director of Graduate Studies and the instructor of the course (to ensure that the student makes substantial use of the language(s) in the course); and file the form with the GSAO.
- At the end of the course, the instructor must certify the student's competence to conduct research in the language(s) using the language certification form. This certification is wholly independent of the grade in the course. If necessary, the instructor may administer a language examination to the student.

Completion of the intermediate level of college-level language coursework

- Intermediate level is equivalent to the fourth semester and requires a final grade of at least a B grade. General History Petition required.
- All other language courses leading up to the second semester of the intermediate level can be taken on a S/U or P/NP basis. The second semester of an intermediate level sequence must be taken for a letter grade.
- Students wishing to have foreign language coursework completed at another institution counted towards the foreign language requirement at Berkeley should consult with the faculty in their field and the GSAO before submitting a petition to the Department.
- The Department in turn must submit a formal request to the Assistant Dean of the Graduate Division for review and final approval.
- Students must have completed any foreign language sequence within four years of admission to Berkeley.

Completion of an upper division course in a language department at Berkeley on the culture and literature

- Coursework must be associated with the language petitioning, with at least a B grade.
- General History Petition required.
- The work in the course must be primarily in the foreign language, not in English.
- Students choosing this option should confer with their advisor or the faculty in their field.

Completion of an advanced course at Berkeley in historical literature in the foreign language

- Coursework must be associated with the language petitioning, with at least a B grade.
- General History Petition required.
- The department teaching the course will establish the preliminary requirements and determine whether one or two semesters are needed. The course must include a graded final examination in translation. Students choosing this option should confer with their advisor and the relevant language department.

Native language ability

- General History Petition, and Graduate Division Petition required.
- Native speakers of a language other than English do not automatically fulfill the requirement; the native language must be appropriate to advanced research in that particular discipline, as shown by important journals and research that has been conducted in that language.
- Students must show evidence of native ability in the language through secondary school or university transcripts. Students must submit a letter to the GSAO explaining the relevance of the language to their research. In turn, the department must submit a memo to the Graduate Division specifying the language and certifying native ability as well as explaining the language's relevance to the student's research.

Doctoral Degrees with a Designated Emphasis

<https://grad.berkeley.edu/policy/degrees-policy/#f21-doctoral-degrees-with-a-designated-emphasis>

- A "Designated Emphasis" is defined as an area of study constituting a new method of inquiry or an important field of application relevant to two or more existing doctoral degree programs. It is not a free-standing degree program, but must be added as an additional major along with an existing doctoral degree program.
- Students electing to add a Designated Emphasis are required to complete the academic work in the Designated Emphasis in addition to all the requirements of the doctoral program.
- There are no adjustments made to the normative time of the student's major when a student undertakes a Designated Emphasis.
- The application for the Designated Emphasis will begin with the DE department.

Qualifying Examination

<https://grad.berkeley.edu/policy/degrees-policy/#f26-qualifying-examination>

The Qualifying Examination is administered by the Graduate Division on behalf of the Graduate Council. Committee membership and the conduct of the examination are accordingly subject to the Graduate Division's review and approval.

- The exam is held on one day and lasts three hours. The Qualifying Examination is an oral exam and must be conducted in English; all members of the committee must be present either in person or through approved media. A student may not be examined separately by committee members.
- The intent of the Qualifying Examination is to ascertain the breadth of the student's comprehension in four subject areas related to the major field of study (three historical fields and one outside field), and to determine whether the student has the ability to think incisively and critically about the theoretical and the practical aspects of these areas. The examination may consider a number of academic points of view and the criteria by which they may be evaluated.
- Students should be identifying faculty to serve on their Qualifying Examination during the early part of their coursework phase. This will allow the student and faculty member to begin a professional relationship in which the faculty member can assist in tailoring the studies and research for the individual student and their interests.
- Students must submit a final reading list for each examiner to the Graduate Student Affairs Officer no later than two weeks prior to the Qualifying Examination.

Eligibility to Take the Qualifying Examination

To be eligible to take the exam, a student must meet all the following requirements:

- be registered and enrolled for the semester in which the exam is taken or, if it is taken during the winter or summer intersessions, be registered in either the preceding or the following semester;
- have completed at least one semester of academic residence;
- have at least a B average in all work undertaken in graduate standing;
- have no courses graded Incomplete;
- have completed all foreign language requirement(s) required by your First Field; and
- have submitted final reading lists to the Graduate Student Affairs Officer no later than two weeks prior to the Qualifying Examination.

Application Procedure for the Qualifying Examination

- In order to be properly prepared to take the Qualifying Examination, students are encouraged to meet with the GSAO each semester to evaluate their completion of degree requirements. All coursework and language requirements must be completed the semester prior to when the student intends to take their Qualifying Examination.
- Students must submit their application no later than the semester prior to when they intend to take their Qualifying Examination.

- The application will require students to indicate the four fields in which they intend to be covered during the examination. These fields must align with the Department of History's Field structure as described in this handbook. In addition to the four fields, the student will need to indicate the faculty that will constitute the committee for the specific fields to be examined.
- The application will be reviewed by the Head Graduate Advisor and forwarded to the Graduate Division for final approval.
- The Qualifying Examination cannot proceed without the final approval of the Graduate Division. Any examination held before the approval will not be accepted, and the committee will need to wait for approval before re-administering the examination.

Qualifying Examination Committee

It is the collective responsibility of the Qualifying Examination Committee to ensure that the student's mastery of the subject matter is broad and comprehensive.

- The History Department Qualifying Examination Committee typically consists of 5 faculty members from UC Berkeley:
 - First field – two faculty members from the History Department
 - Second field – one faculty member from the History Department
 - Third field – one faculty member from the History Department
 - Outside field – one faculty member from the University of California, Berkeley, to serve as the Academic Senate Representative (ASR). This member must be a member of the UC Berkeley Academic Senate, no exceptions will be considered.
- The Qualifying Examination Chair must be from the History Department, and the Chair of the Qualifying Examination cannot serve as the Dissertation Chair.
- The exam must be held with the entire committee present (in person or remote) for the length of the exam. If any committee member cannot attend, the exam must be rescheduled or the committee reconstituted. The Graduate Division can expedite reconstitution of committees under these circumstances.

Reconstitution of Committee Membership

- If a committee must be changed, the Request for Change in Higher Degree Committee petition should be submitted to the Graduate Division as soon as possible.
- The Head Graduate Adviser should consult with all parties involved concerning the change before approving the petition and submitting it to the Graduate Division.
- A committee member who disagrees with being removed from the committee cannot block this action if it is approved by the Head Graduate Adviser.

Exceptions to Policies on Committee Membership

<https://grad.berkeley.edu/policy/degrees-policy/-f49-exceptions-to-policies-on-committee-membership>

In very rare circumstances it is possible to diverge from the traditional Qualifying Examination Committee as described above.

- In any situation that does not meet the standard Committee as described, the student must submit a General History petition indicating their request and the rationale as to why a non-UC Berkeley Faculty member should participate on their Qualifying Examination.
- The student must discuss any request with the Head Graduate Advisor and Graduate Student Affairs Officer a year in advance of the proposed Qualifying Exam.
- If approved, the student will need to provide the non-UC Berkeley Faculty members CV to the Graduate Student Affairs Officer the semester prior to the Qualifying Exam. The student must also include the non-UC Berkeley Faculty members CV in the on-line application for the Qualifying Examination.

Scheduling the Examination

- Students are encouraged to take the Qualifying Examination as soon as they are prepared; however, barring unique circumstances, the exam must occur within the timeline identified in their First Field.
- The student should confer with their primary advisor and chair of the Qualifying Exam Committee when he or she is prepared to set the date of the examination.
- The student should begin this consultation a full semester prior to their projected examination date.
- Students are encouraged to initiate the scheduling of the exam, and if needed the Graduate Student Affairs Officer is able to assist in complicated matters.
- Students requiring accommodation for a disability must make this known before the exam so the chair can arrange appropriate accommodation.
- If, before the date of the approved examination, a change in the student's health or personal situation makes it too difficult to take the examination as scheduled, the student must make this known to the examination chair so the chair can arrange for a postponement.

Period of Eligibility to Take the Qualifying Examination

- Once an application for admission to the Qualifying Examination is approved by the Graduate Division, the program has 18 months to administer the examination.
- Eligibility continues if the student fails on the first attempt but is recommended for reexamination. If the student does not take the examination during the 18-month period, he or she must file a new application.

Conducting a Qualifying Examination

- The Chair of the Qualifying Examination Committee is responsible for making sure that the committee administers the exam fairly and follows the procedures outlined in the next section.
- The committee's outside member, an Academic Senate Representative faculty member who does not hold an appointment in the student's major program, serves as the representative of the Dean of the Graduate Division to observe that the chair fulfills this responsibility and should report any infractions to the Graduate Division.
- An exam that is not conducted according to Graduate Division guidelines may be invalidated.

Examination

- The examination is scheduled for a total of three hours. During that time students will be questioned for 20 minutes by each examiner of the committee based upon the reading list prepared in consultation with said examiner.
- After the examination has occurred, the student will be excused from the room so that faculty may deliberate and vote on the quality of the examination.
- Once a decision has been decided, the student will return and be informed of the exam result. The committee will provide verbal feedback at that time, and the Chair of the examination will submit a written Departmental Report on the Qualifying Examination to be included in the students file.
- All students are encouraged to make an appointment with the Graduate Student Affairs Officer following the exam to review the Departmental Report on the Qualifying Examination.
- Following a successful exam, the student and members of the proposed Dissertation committee will spend the last 20 minutes of the three hours reviewing the prospectus draft. Students are encouraged to incorporate faculty recommendations prior to submission of a final prospectus and application for the Advancement to Candidacy for a Doctoral Degree.

Voting Procedures

- The committee's final decision should reflect the student's performance on the exam. A vote to pass the student is only warranted if his or her academic performance was satisfactory and for no other reason.
- It is not appropriate to add conditions to the examination verdict related to the dissertation topic, how the research should be conducted, who should be the dissertation chair, or how the student will be supported during the research phase.
- All members of the Qualifying Examination committee must be present to vote on the exam, and each member is expected to vote either "pass," "fail," or "partial fail" on the student's performance during the entire examination. Committees should make every attempt to reach a unanimous decision.
- If allowed a retake, the student who has partially failed an examination must be orally examined before the full committee on all portions failed in the first Qualifying Examination.

Prospectus Draft Review

- The final portion of the Qualifying Exam will be used to present a draft of the students' prospectus to the Dissertation committee members present.
- Students should provide the projected dissertation committee members with the draft one week prior to the review date. This will allow constructive feedback during this review.

Qualifying Examination Results

<https://grad.berkeley.edu/policy/degrees-policy/#f27-qualifying-examination-results>

The Qualifying Examination Committee ideally will reach unanimous consensus on whether the exam was a pass, failure, or partial failure. If there is no unanimity, the result is a “split vote.” These categories are described below.

Pass

The Qualifying Examination committee unanimously votes that the student passed the examination with scholarship that is at least acceptable.

Partial Failure

A partial failure occurs if the Qualifying Examination committee votes unanimously that the student passed some topics but failed others. In this instance, a second and final examination is required.

- The chair of the committee must write a letter to the student, with a copy to the Graduate Division, conveying information about his or her performance (pass, partial fail, or fail) on each of the three subject areas covered during the examination.
- The committee may choose to examine the student on all topics or only on those failed during the first exam, but must communicate its decision in the letter regarding the student’s performance.
- The retake must be scheduled no earlier than three months after the first examination unless an exception is approved by the Associate Dean for Degrees.
- A third attempt to pass the Qualifying Examination is not permitted.

Split Vote

If the Qualifying Examination Committee cannot reach a unanimous decision concerning a pass, total failure, or partial failure, the chair should determine the areas of disagreement.

- If the exam results in a split vote, the committee should only inform the student that the matter was sent to the Administrative Committee for a final decision. The student has neither passed nor failed the exam until the Administrative Committee decides the results.
- The committee chair must request, and each committee member must write, a detailed assessment of the student’s performance for submission to the Administrative Committee of the Graduate Council. Such letters may be released to the student under provisions of the 1972 Federal Family Educational Rights and Privacy Act (FERPA), current Department of Health and Human Services regulations, and California public records legislation.
- The chair’s letter should outline the progress of the examination itself, the efforts made by the committee to reach a unanimous agreement, the remaining areas of disagreement, and the chair’s own assessment of the student’s performance.

Failure

A total failure occurs if the Qualifying Examination committee votes unanimously that the student failed the entire examination.

- The committee either: recommends that the student take a second and final examination on all examination topics; or does not recommend reexamination, the consequence of which will be the student's dismissal from the program.
- If a second and final examination is recommended, committee membership for the student's retake must be the same as for the first exam, unless an original member of the committee is unavailable because of sabbatical leave, medical leave, or similar circumstances. A memo from the Head Graduate Advisor explaining the need for a committee member to be replaced should accompany the Reconstitution of Higher Degree Committee form.
- The student may not retake the exam until three months after the first exam unless an exception is approved by the Associate Dean for Degrees.
- A third examination is not permitted. If the committee wishes to suggest preparation for the second examination through additional course work or special tutoring, this must be communicated to the student in writing with a copy to the Graduate Division Degrees Office.
- If the committee does not recommend a reexamination, a written explanation by the committee chair must accompany the completed "Report to the Graduate Division on the Qualifying Examination". If the Graduate Division concurs with the chair's explanation, the student will be sent a letter of dismissal from the program by the Dean of the Graduate Division, with a copy to the program.

Research Prospectus

The dissertation prospectus should describe the issue or problem the dissertation will address and will include a discussion of relevant historiography, a description of the sources and methods to be used, and a plan of action for researching.

- Students should discuss the precise content and organization of the prospectus with their intended dissertation chair.
- The prospectus is intended to focus the thinking of the student and the committee and of necessity is usually somewhat vague as to likely results and will be subject to modification as research and writing proceed. If the necessary materials cannot be consulted without travel, the prospectus should say so, so students and their committees can consider how the materials can best be obtained and whether a contingent research problem is desirable.
- The prospectus itself should be brief (typically eight to ten pages) and normally includes the following:
 - a statement of the problem or topic to be investigated and the questions to be asked concerning it;
 - a discussion of how the dissertation is related to existing historical literature and how it will add to current knowledge; and
 - an indication of the sources to be used and where they can be found.
- The chair and other members of the dissertation committee will evaluate the prospectus. An approved prospectus is necessary before a student will be considered for advancement for doctoral candidacy.
- A copy of the approved prospectus must be submitted to the GSAO for inclusion in the student's file.
- Students that are not able to provide an approved Prospectus by the time required in order to be Advanced to Candidacy, will be released from the program for failure to maintain sufficient academic progress.
- The final portion of the Qualifying Exam will be used to present a draft of the students' prospectus to the Dissertation committee members present. Therefore, it is recommended that students provide a draft of their prospectus to their intended dissertation committee a week prior to the Qualifying Exam.

Advancement to Candidacy

<https://grad.berkeley.edu/policy/degrees-policy/#f28-advancement-to-candidacy-for-a-doctoral-degree>

Once students advance to candidacy, they come under the jurisdiction of the Graduate Council, rather than that of the individual departments, Schools, or Graduate Groups, and are governed by a variety of policies intended to ensure their completion of the doctoral degree. The Graduate Council states that “the department must monitor the progress of students, but the completion of the dissertation is the responsibility of the student working with the dissertation committee, which is appointed on behalf of the Administrative Committee of the Graduate Council”.

Requirements

To be advanced to candidacy, doctoral students must:

- have completed all required course work;
- have satisfied the foreign language requirement(s);
- have passed the Qualifying Examination;
- have a minimum 3.0 grade-point-average in all upper division and graduate work taken while in graduate standing;
- have no more than one-third of the total units undertaken for the degree be graded on an S/U basis,
- have submitted an approved Research Prospectus
- have fulfilled any additional program requirements, and
- have secured an appropriately configured dissertation committee.

Failure to meet all the requirements listed above will result in a student’s termination from the degree for failure to maintain successful academic progress.

Application Procedure for the Advancement to Candidacy

- In order to be properly prepared to Advance to Candidacy, students are encouraged to meet with the GSAO following the successful completion of their Qualifying Examination.
- Students will submit a Higher Degree Committee form on CalCentral in which they will identify their Dissertation committee.
- Students are charged a \$90.00 Advancement to Candidacy Fee. This is not covered under any students Financial Agreement and will be charged to the students account.
- Students will have to clarify their intent for use of Human Subjects or Animal Research at this time. For any student that will be using Human Subjects or Animal Research, they MUST gain approval from the Committee for the Protection of Human Subjects before any dissertation is concluded.
- Candidacy is valid for a three-year period. After that time, Departments may request the Termination of Candidacy.

Sufficient Academic Progress during Candidacy

- During the time in Candidacy it is critical that you remain in contact with your Primary Advisor.

- Students must complete the annual Doctoral Candidacy Review (DCR) in which they summarize the past year of their progress as well as plans for the coming year.
- Failure to submit the DCR may result in a student being identified as not making sufficient academic progress, as well as jeopardizing the ability to receive University funding and/or ASE appointments.

Termination of Candidacy

The Department may request that Graduate Division terminate a doctoral student's progress at the end of their Normative Time to Degree period of candidacy. Termination may be based on any of the following circumstances:

- the student no longer holds the qualifications appropriate for the award of the degree, because knowledge tested by the Qualifying Examination is no longer current;
- continued lack of progress indicates that the student will not be able to complete the remaining requirements; or
- the student fails to correct major deficiencies in a dissertation previously submitted for committee review within the period determined by the Graduate Division and the program.

Lapsing of Candidacy

<https://grad.berkeley.edu/policy/degrees-policy/#f37-lapsing-reinstatement-and-termination-of-candidacy>

- Candidacy for the doctorate is of limited duration, typically three years. When students are advanced to candidacy, the Graduate Division informs them of the number of semesters that they are eligible to be candidates, based on their First Field Normative Time to Degree.
- When a student exceeds their Normative Time to Degree, they enter a four-semester period during which candidacy is still valid, but which is beyond the norm for their discipline.
- Four semesters after the end of Normative Time in Candidacy for the particular program, candidacy ends, or "lapses". Lapsed candidacy indicates that the student has exceeded the time that their doctoral program has indicated the Qualifying Examination should be considered valid.
- If otherwise in good academic standing, the student may continue to register, but to file the dissertation, the program must affirm that the student still possesses the currency of knowledge originally demonstrated in the Qualifying Examination. The program or the Dean of the Graduate Division may require a new Qualifying Examination or other evidence of currency of knowledge before recommending the award of the degree.
- Time in candidacy can be extended when circumstances beyond the control of the student have delayed progress to the degree, using the procedure outlined below. Extension of time in candidacy should be requested at the time that the student experiences the circumstances leading to the delay, and in no case any later than the last semester in candidacy.
- The dissertation may be filed any time during the period of candidacy, either within Normative Time in Candidacy or the four semesters that follow.
- Unless extended, candidacy must be reinstated in the semester when the student will file the degree. Once candidacy has ended, it is not possible to request an extension of candidacy;

instead, the program should request reinstatement of candidacy, following the procedure outlined below.

Reinstatement of Lapsed Candidacy

Lapsed students who have submitted a full draft of their dissertation to their committee are eligible for the consideration of reinstatement of their doctoral candidacy.

- All previously completed program requirements (such as coursework, language(s), and the qualifying examination) will be assessed for their continued validity. This is normally verified by evidence of the student remaining current in their field of study during their absence from the University; in all cases, a readmission application will be required.
- Reinstated students must register and file their dissertation during the semester of reinstatement.
- Once Normative Time in Candidacy ends, filing of the dissertation will require reinstatement of candidacy.
- The student must submit a dissertation draft to the dissertation committee in a form complete enough that the committee determines that its approval and submission to the Graduate Division will take place by the next filing date.
- Because the Graduate Council has established that the Qualifying Examination and submission of the dissertation are not separate “hurdles”, but together form an integrated educational experience for doctoral candidates, the program must determine that knowledge tested by the Qualifying Examination is still current.
- The Graduate Division usually will not accept a Qualifying Examination more than five years old as representing current knowledge unless the student gives other evidence of continuing scholarly activity besides research for the dissertation.

Extension of Candidacy

- If a student in candidacy experiences a delay in progress that can be attributed to factors largely beyond the student’s control (for example, unavoidable problems with the scheduling of experimental facilities or disruption of data collection) or for which extensions of candidacy are part of policy (as a parental or medical accommodation), the Head Graduate Advisor may request an extension of the student’s candidacy.
- When deciding whether to extend a student’s candidacy, the Dean of the Graduate Division will defer to the department’s Head Graduate Advisor and a student’s dissertation chair, provided a current Doctoral Candidacy Review (DCR) is submitted with the request.
- Extensions are granted on a semester basis. Each subsequent request for extension will require an updated DCR.

Dissertation

Planning for the Dissertation

<https://grad.berkeley.edu/policy/degrees-policy/#f38-planning-for-the-dissertation>

<https://grad.berkeley.edu/policy/degrees-policy/#f32-dissertation-plans-a-and-b>

Each doctoral candidate is responsible for filing with the Graduate Division a dissertation representing his or her own contribution to original scholarship that has been approved as such by an appropriately constituted dissertation committee.

Students have three years following their advancement to doctoral candidacy to research, write, and file their dissertation.

The History Department follows Dissertation Plan B. The committee is composed of a three-member committee to evaluate the dissertation. The committee is comprised of two faculty from the Department of History; one chair, and one reader, the third member represents the Academic Senate and serves to confirm that all University policies and provisions are carried out in a proper fashion.

Dissertation Committee

<https://grad.berkeley.edu/policy/degrees-policy/-f39-faculty-and-student-interaction-during-the-dissertation-process>

Dissertation Chair

- The chair of any graduate degree committee must be a member of the Berkeley Division of the Academic Senate in the student's degree granting program.
- A student's Qualifying Examination chair cannot serve subsequently as the student's Dissertation Chair, but may serve as a student's Dissertation Co-Chair if the other Co-Chair is from the same degree granting program.
- A student's choice of a Dissertation Chair is critical for completion of the doctorate. Dissertation Chairs also play an important role in assisting students in finding satisfying and appropriate career positions. If possible, students should apprise themselves of the history of a potential chair's working relationships with former students. Head Graduate Advisers should make sure that students are aware that they may change their Dissertation Chair.
- The Dissertation Chair should discuss at length with the student the implications of the selected topic in terms of the development of the field and the topic's significance. After the student chooses a topic, the Dissertation Chair and other members of the Dissertation Committee should evaluate the prospectus and clearly communicate their evaluation to the student.

Co-Chair (optional)

- There may be two Co-Chairs instead of one Chair for a Dissertation Committee. One co-chair must be a member of the Berkeley Academic Senate in the student's degree granting program.

- The second Co-Chair may be a Berkeley Academic Senate member in the student's degree granting program, a Berkeley Academic Senate member outside the student's degree granting program, or an approved non-Academic Senate member.

The Academic Senate Representative (Outside Member)

- The Academic Senate Representative on all Dissertation Committees must be a member of the Berkeley Division of the Academic Senate. No exceptions will be made.
- The Academic Senate Representative's role is to ensure that the committee is conducted in a fair and professional manner that abides by graduate policy.

Additional Members

- Additional members may be Berkeley Academic Senate members in the student's degree granting program or another degree granting program, or an approved non-Academic Senate member (see Section F4.9 regarding exceptions allowing non-Senate committee members).
- Additional Members may be added to meet the Department requirement that at least half of the members of all higher degree committees be members of the Berkeley Division of the Academic Senate from the History Department.

Exceptions to Policies on Committee Membership

<https://grad.berkeley.edu/policy/degrees-policy/#f49-exceptions-to-policies-on-committee-membership>

Any perceived changes to the standard Committee Membership as described above should be discussed with the Head Graduate Adviser and Graduate Student Affairs Officer ideally prior to the advancement to Candidacy, and definitely a year in advance of the Dissertation submission.

Reconstitution of Committee Membership

- While not common, there are occasions in which a dissertation committee would be changed. This is permissible and students can discuss the best process for doing so with the Head Graduate Adviser, or Graduate Student Affairs Officer.
- If a committee must be changed, the Request for Change in Higher Degree Committee petition should be submitted to the Graduate Division as soon as possible.
- This is done via CalCentral in the Higher Degree Committee section.
- The Head Graduate Adviser will consult with all parties involved concerning the change before approving the petition and submitting it to the Graduate Division. A committee member who disagrees with being removed from the committee cannot block this action if it is approved by the Head Graduate Adviser.

Writing the Dissertation

During the period following approval of the dissertation prospectus, the student will undertake independent or guided research and will write drafts of the dissertation, including papers presented for conferences or submitted for publication. The Dissertation Chair should set up a regular schedule of communication with the doctoral candidate throughout this period. If the student is away from Berkeley doing research, the communication might be less frequent, and in writing; an ideal schedule will vary. In no case should a student go for more than a semester without communication. The required annual progress meeting should be considered the minimum level of consultation with other members of the doctoral committee; the dissertation chair may wish to consult no less frequently than each semester with other committee members, and communicate the committee's guidance to the dissertation writer.

Chapter-plus colloquia

Students sometimes discover that their project and their thinking on the historical issues at the heart of it are not the same after returning from research. These students should talk to their advisor(s) about holding a "chapter-plus colloquium:" an opportunity to present and discuss a first draft chapter plus a revised outline of the dissertation. Students usually invite their committees and select fellow students to attend. Materials are circulated in advance and the colloquium is devoted to discussion of the chapter, the revised outline, and possible strategies for moving forward.

Dissertation writing group

Students should form and/or participate in dissertation writing groups when they return from their research year. New groups are strongly encouraged to invite faculty to participate as well as graduate student peers.

Submitting Sections of the Dissertation for Faculty Review

- It is very helpful for the student and the Dissertation Chair to agree in advance on how written material is to be submitted for review. Usually, both the student and faculty assume that the student is making good progress if the student meets mutually determined deadlines.
- If a student does not meet these deadlines, or if the quality of the work is unsatisfactory, it is the responsibility of the Dissertation Chair (possibly with another member of the Dissertation Committee) to discuss this with the student when these problems arise.
- Under no circumstances should a student be permitted to complete a dissertation that the Dissertation Chair finds mediocre and that consequently prevents the chair from writing a strong letter of support for subsequent career positions.
- Regular review of the student's work, beginning with the proposal and ending with the final evaluation of the dissertation, can prevent this from happening.
- Faculty should make clear to the student what needs to be done to correct any problems, and both the dissertation adviser and the student should agree on a plan to make any necessary changes. When the student submits sections of the dissertation for review, the Dissertation Chair should return the sections and commentary in a timely manner.

- During the semester in which the student plans to file the dissertation, the student should submit the dissertation to the Dissertation Committee at least two months before the Graduate Division filing deadline.
- Once the entire manuscript of the dissertation is submitted to a reader, it should be returned within one month.

Dissertation Submission

<https://grad.berkeley.edu/academic-progress/dissertation/>

Responsibility of Faculty Signing Dissertations

- The faculty member should not approve the final signature eForm until he/she/they is convinced that the student's work has been completed to the faculty member's satisfaction.
- Disagreements among committee members should be resolved following the policies defined below for disagreements regarding theses and dissertations.

Preparing the dissertation

<https://grad.berkeley.edu/academic-progress/dissertation/#formatting-your-manuscript>

- All dissertations are submitted digitally, which enables dissertations to be freely available via the Library's website as soon as is feasible.
- Students may request a longer withholding period on their dissertation release form.
- Requests for an embargo will be reviewed by the Dean of the Graduate Division.
- Students are strongly advised to discuss with their chair(s) the value of withholding access for five years to protect their research, particularly in archival sources, until it can be published in monograph form.

Filing the dissertation

<https://grad.berkeley.edu/academic-progress/dissertation/#eligibility>

- Students must file their dissertation on or before the last day of the semester to receive the degree in that term. Please reference the academic calendar for exact dates.
- Students must be in candidacy to be eligible to file their dissertations.
- Students must also be registered or on approved filing fee status to be eligible to file their dissertations.
- Students registered for the spring but who miss the spring filing deadline can file in the summer without incurring additional fees, unless they were previously on filing fee status, in which case they must register for one graduate-level Summer Sessions unit.
- Prior to filing, International students must consult with a Berkeley International Office (BIO) advisor regarding visa and registration requirements.
- Summer filing is available to any student who registers for one graduate-level Summer Sessions unit. Non-resident supplemental tuition (NRST) is not assessed during summer.

Dissertation Policies Affecting Doctoral Students

<https://grad.berkeley.edu/policy/degrees-policy/#f4-policies-affecting-both-masters-and-doctoral-students>

Certification of Completion

<https://docs.google.com/a/berkeley.edu/forms/d/e/>

[1FAIpQLSeugXYNaVTUWFzgYW0--0bgpOspEw8ejPTlc8lDlDRtA8Gtag/viewform](https://docs.google.com/a/berkeley.edu/forms/d/e/1FAIpQLSeugXYNaVTUWFzgYW0--0bgpOspEw8ejPTlc8lDlDRtA8Gtag/viewform)

- A Certificate of Completion is an official document issued by the Graduate Division which provides evidence to a third party that the student has met all degree requirements,

including the dissertation. It is useful for jobs, post-docs, work visas, etc., who require proof of a degree.

- The certificate of completion is generated automatically and sent to the student via email immediately upon completion of the electronic filing steps and all requirements have been met on the student's Academic Progress Report (APR).

Copyright

- The University does not provide a copyright service. Students may copyright their work independently through the Library of Congress.
- Dissertation students may elect to pay ProQuest Dissertations Publishing service to copyright their manuscripts (see Instructions for Preparing and Filing Your Thesis or Dissertation).

Degree Award Dates

- Degrees are awarded three times each year, at the end of the fall semester in December, at the end of the spring semester in May, and at the end of Summer Session in August.
- While students may file their dissertation any time during the Fall or Spring semesters, or the Summer Session, the degree award date remains the same.

Withholding a Dissertation or Thesis

- Dissertations are withheld from the UC Berkeley Library, and ProQuest/UMI for 2 years.
- Occasionally, there are unusual circumstances in which students prefer that their thesis or dissertation not be published for a longer period of time. Such circumstances may include the disclosure of patentable rights in the work before a patent can be granted, similar disclosures detrimental to the rights of the author, or disclosures of facts about persons or institutions before professional ethics would permit.
- The Dean of the Graduate Division may permit the dissertation to be held for longer than 2 years, under substantiated circumstances of the kind indicated and with the endorsement and explanation from the chair of the dissertation committee.

Exchange Programs

If interested in any of the following exchange programs, students should make their intention known early on in their studies and discuss this with their primary advisor, the Director of Graduate Studies, and the Graduate Student Affairs Officer. This is a time intensive process and early planning is crucial.

Graduate Theological Union (GTU) Reciprocity Program

Students registered at either UC Berkeley or GTU may take courses at the other institution, subject to appropriate academic approvals.

Ivy Plus Exchange Scholar Program

https://gradschool.princeton.edu/sites/gradschool/files/508JM_IvyPlusExchangeScholarsProgramApplication.pdf
degrees@berkeley.edu

- Participating institutions are Brown, Columbia, Cornell, Harvard, Massachusetts Institute of Technology, Princeton, Stanford, UC Berkeley, University of Chicago, University of Pennsylvania, and Yale.
- The Exchange Scholar Program is designed to enable doctoral students with superior academic records to study at one of the participating institutions to take advantage of educational opportunities that are not available at Berkeley. Students are normally eligible to become an exchange scholar only after having completed one year in their current Berkeley graduate degree program.
- Students may take courses or conduct research with particular faculty at the host institution for no more than one year while remaining registered at Berkeley.

Local Institutions (Cross-registration Programs)

With the approval of the Graduate Division and the programs involved, students may attend any of the campuses of the California State University or the Community Colleges systems, as well as Dominican, Holy Names, Mills, and St. Mary's Colleges, and John F. Kennedy University. Students may enroll for only one course per semester, and they must register and pay applicable fees at Berkeley.

Stanford-University of California, Berkeley, Exchange Program

- Students may participate in this program if they want to take courses that are not offered at Berkeley.
- Their participation must be approved by the History Department, UC Graduate Division, and the host department at Stanford University.
- Students must be enrolled in at least one History course at Berkeley and students are not allowed to participate in the Stanford program until they have completed one year of graduate study at Berkeley.
- Participants register and pay the applicable fees at Berkeley and are exempt from tuition and fees at Stanford.

Study Abroad

- Graduate students may be granted permission to study abroad.
- To be eligible, they must have completed at least one year in residence at Berkeley before departing for study abroad, and they must demonstrate appropriate language proficiency when required.
- Graduate students may be eligible to apply to most of the study centers under the University-wide Education Abroad Program. Graduate students who study abroad must have the approval of their programs and the Graduate Division.
- Students in an EAP program are eligible for in absentia registration.

UC Intercampus Exchange

<https://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d3-exchange-programs>
https://grad.berkeley.edu/wp-content/uploads/intercampus_exchange.pdf

- The Berkeley registration fee entitles students to library, health service, and other privileges at the host campus. Students who participate in the intercampus exchange program can receive credit for courses they take at the host campus.
- A graduate student registered on any campus of the University of California may go to another campus of the University as an Intercampus Exchange Graduate Student with the approval of:
 - the student's graduate adviser; the chair of the department on the host campus; and the deans of the Graduate Division on the home and the host campus.
- Students should make personal arrangements with faculty members on both campuses to ensure that courses, seminars, and facilities will be available to them.
- This privilege is available to graduate students who would like to associate with scholars or fields of study not available on the home campus, or who seek the use of special facilities and collections.
- To avoid jeopardizing their immigration status, international students with F or J visas intending to participate in any exchange program must consult with an international student adviser at the Berkeley International Office (BIO).
- Students must apply for this program at least three weeks before the beginning of the term of enrollment at the host campus.
- Download and submit the form to the Graduate Student Affairs Officer to be reviewed by the Director of Graduate Studies.

Professional Development

Department of History - Conference Travel Grant

The funding is based upon the location of the conference and budget availability. We are projecting to support US West coast travel up to \$500, North America travel up to \$750, international/outside of North America up to \$1,000, and conference or on-campus interviews up to \$1,000. You are eligible to apply once per academic year (pending budget availability this grant will be available again in future years).

Requirements to be eligible for the Conference Travel Grant

- You must be attending/participating in the event by either presenting a paper, serving on a roundtable/panel, or being interviewed for a faculty position.
- You must be a registered student for SIS to allow the department to reimburse you. Filing fee is not an official type of registration and SIS prevents any type of payment or reimbursement.
- You are not seeking reimbursement for the same expenses already paid from another department or University fund.
- The funding is disbursed post-conference travel; the department is not able to provide any funds in advance of your trip.

Reimbursement Procedures

- You will not submit a budget or receipts; however, you will need to upload either your invitation to participate on the roundtable/panel, a conference schedule listing you as a presenter, and/or a letter/e-mail asking you to interview for a faculty position.
- This can all be done on a google form: [History Department Conference Grant](#)
- Reimbursements will be processed three times a year. Submissions deadlines are November 1, February 1, and May 1.
- Typically, all forms will be reviewed and processed within 7 business days following the submission deadline.

Campus Conference Travel Grant Opportunities

Graduate Division for Conference Travel Grants

<https://grad.berkeley.edu/resource/conference-travel-grants/>

- Ph.D. students may apply for a [Conference Travel Grant](#) to attend professional conferences. Applicants must be presenting a paper or poster on their research at the conference that they are attending. Grant amounts will depend on the location of the conference (up to \$600 within California, \$900 elsewhere in North America, including Canada and Mexico, and \$1,500 outside of North America). Doctoral students are eligible for two grants per academic career, regardless of how many degrees they earn.

Graduate Assembly Travel Award

<https://grad.berkeley.edu/resource/graduate-assembly-travel-award/>

- The Graduate Assembly recognizes that a graduate student's education requires presenting at conferences and/or seminars, some of which take place in locations outside the Bay Area.
- Since these conference locations are out of the area, some departments may not provide full financial assistance. As a result, the GA implemented the Travel Award to assist with travel expenses associated with presenting at conferences.

Academic Opportunity Fund

<https://callink.berkeley.edu/organization/aavpgacademicopportunityfund>

The Academic Opportunity Fund awards grants for academic travel that enhances student access to valuable educational experiences beyond the classroom.

Student Opportunity Funds

<https://callink.berkeley.edu/organization/sof>

- The SOF is designed to provide support for events/activities, both co-curricular and educational, for Cal students.
- SOF supports programs that foster a greater sense of campus community and that are conducive to free intellectual exchange.
- SOF encourages more interaction and educational experiences for students outside of the classroom, such as visiting speakers, forums on topics of general interest, and special campus panel discussions.

Career development

Students should consult with their faculty advisor(s) as well as the Career Development Coordinator, Fellow, and/or Officer regarding opportunities for professional development.

Alumni network

docs.google.com/document/d/1e4e8w5G2dKiBlGfLbLggPGATQa9D5cmPyVDS1BcLAGc/edit

Alumni of our graduate program maintain both a Facebook group, “History Alumni,” and a LinkedIn network, “UC Berkeley History Alumni.” Current students are encouraged to join these groups and use them to establish their own networks for both academic and non-academic career paths. Those especially interested in the non-academic routes of our alumni should consult the Alt-Ac/Beyond TT Alumni List; see

AHA Career Development and Diversity

www.historians.org/wherehistorianswork

The Department is excited to be a recipient of the AHA's Career Diversity Implementation Grant. Students are strongly encouraged to consider their professional development (for potential careers both within and outside the academy) at every stage in the program. Most students will find their faculty advisors, together with the Career Development Coordinator, Fellow, and Officer, are their best resource and are encouraged to open a dialogue about the multiple career paths available to them as future Berkeley PhDs as early as possible in their graduate careers. Historically, our graduate program has always prepared students for a wide range of career paths. The American Historical Association (AHA) has provided the fullest publicly-available data we have on the many uses and careers made possible by a History PhD.

The career development and diversity officer, and other faculty, with the support of the career development coordinator and the History Graduate Association and our alumni community, organize panels, workshops, and roundtables each semester relating to career development and diversity. The Department also organizes a number of workshops around grant and letter-writing, CVs and résumés, interview techniques and practicing job-talks, as well as using the 283 and 375 seminars to address practical issues of professional development. Please contact the career development coordinator for updates. If there are specific topics students are interested in learning more about not currently covered, we are happy to consider adding it to the schedule.

Beyond Academia

Beyond Academia is a student initiated, student run professional development program dedicated to educating students about their myriad career opportunities outside of academia. Earlier iterations focused primarily on STEM PhDs but they are actively expanding their resources for humanities and social science PhDs. For more information or to sign up for their mailing list, please see beyondacademia.org. The main conference is typically held in March each year with additional workshops offered throughout the academic year.

Career Center

www.career.berkeley.edu/Phds/Phds

The Berkeley Career Center has two advisors dedicated full-time to assisting graduate students in finding careers within and beyond the academy. Students have access to assessments, one-on-one career counseling, resume books, and more. The Career Center also offers numerous workshops (topics include CVs, job talks, and negotiating contracts). For more information, please visit their website.

Certificate in Teaching and Learning in Higher Education

<https://gsi.berkeley.edu/programs-services/certificate-program/>

- As the academic job market has become increasingly competitive, it has become more important than ever to present evidence of excellence in teaching, even for faculty appointments at research-intensive universities. Some 70 PhD-granting institutions nationwide now offer certificate programs in teaching and learning to provide this evidence for their graduate students' dossiers.
- While there is great variation in the requirements of these programs, they share the goal of providing an overall structure within which to help graduate students develop their classroom skills, prepare for the teaching they will do as future faculty, and professionally document their activities as post-secondary instructors.
- The GSI Teaching and Resource Center offers a Certificate in Teaching and Learning in Higher Education. Students particularly interested in teaching-intensive careers following graduation and students who wish to further hone their teaching skills are especially encouraged to participate.

Chronicle of Higher Education

<https://www.chronicle.com/>

- Berkeley maintains a campus-wide subscription to the Chronicle of Higher Education (CHE), which frequently covers topics of interest to PhDs on the job market (the academic and alternative academic markets in particular).
- Students located off-campus can access CHE through a proxy server (more information on setting up the proxy server here: lib.berkeley.edu/using-the-libraries/proxy-server).
- The Chronicle's Vitae project has several regular advice columns (including the popular The Professor Is In) which may also be of interest; more information here: chroniclevitae.com/news (access not restricted to campus IP addresses).
- Vitae also maintains a job board, found here: chroniclevitae.com/job_search/new?cid=chenav.

D-Lab

D-Lab, Berkeley's Social Sciences Data Laboratory, was formed in part to help social scientists (including humanists in nearby fields) collect, process, and analyze all kinds of data. The lab hosts a

variety of data resources, offers numerous workshops and trainings, and provides space and other support to several working groups. It defines its methodological scope very broadly (including qualitative data, historical data, and cartographic data) and is one of the pillars of the Digital Humanities community at Berkeley. For more information, please see dlab.berkeley.edu.

Dossier service

The Department does not offer a dossier service. Students may sign up for the Career Center's dossier service (more information here: career.berkeley.edu/Letter/Letter). Most students, however, choose Interfolio's dossier service (more information here: interfolio.com). Note: AHA members receive a complimentary subscription (more information here: historians.org/about-aha-and-membership/membership/member-benefits). Students signing up through AHA should contact Interfolio separately and ask to have their account affiliated with the Berkeley History Department.

Graduate Division-sponsored mentoring opportunities

The Graduate Division, in partnership with campus departments, sponsors several mentoring programs designed to benefit both graduate and undergraduate students. The programs are competitively awarded and include stipends. For more information on Student Mentoring and Research Teams (SMART), please see smart.berkeley.edu. For more information on Getting into Graduate School (GiGS), please see diversity.berkeley.edu/programs-services/graduate/getting-graduate-school/gigs-mentors. For more information on Summer Research Opportunity Program (SROP), please see diversity.berkeley.edu/programs-services/graduate/undergraduate-research-programs.

Graduate Division workshops

The GSI Teaching and Resource Center and the Graduate Diversity Program (both units within Graduate Division) offer professionalization classes, workshops, and individual support and History students are encouraged to participate and network with colleagues from across campus. For more information, please see gsi.berkeley.edu/programs-services/workshops-seminars-institutes/gspdp, gsi.berkeley.edu/faculty-departments/pedagogy-course-support/pedagogy-syllabus-design, gsi.berkeley.edu/programs-services/workshops-seminars-institutes/workshops, and diversity.berkeley.edu/graduate/events-announcements.

HNet

Humanities and Social Sciences Online, nicknamed HNet, maintains an immensely popular job board (along with many listservs). The job board can be found here: h-net.org/jobs/job_browse.php.

Tang Center

The Berkeley Career Counseling Library is part of the Tang Center (University Health Services). In addition to the plethora of career-related books, the Library also provides students with access to assessments (including Myers-Briggs and Strong). For more information, please see uhs.berkeley.edu/students/careerlibrary. Counseling and Psychological Services also has specific career counseling staff (though all counselors are equipped to help students work through the

bigger-picture questions and concerns they may have as they face important career and life decisions). For more information on counseling services, please see uhs.berkeley.edu/counseling.

Summer Institute for Preparing Future Faculty

The GSI Teaching and Resource Center also runs the Summer Institute for Preparing Future Faculty (intended for students already advanced to doctoral candidacy). Past History students who have completed the Institute rated it very highly. Admission to the program is competitive and the deadline is usually in mid-March. For more information, please see gsi.berkeley.edu/programs-services/workshops-seminars-institutes/summer-institute.

UC Berkeley Lectureships

Students are encouraged to submit their applications to the departmental lecturer pool. For more information, please see history.berkeley.edu/about/job-searches and/or the Student Services Coordinator. Students should also investigate lecturer opportunities with other campus departments.

Versatile PhD

Versatile PhD (versatilephd.com) is an online community dedicated to alternative academic and non-academic careers. Berkeley has a subscription (managed by VPSA) to the site which enables students to access premium resources. To establish your Berkeley credentials for the site, go to vspa.berkeley.edu/versatile-phd.

VPSA and HSSA workshops

The Visiting Postdoc and Scholar Association (VPSA) and the Humanities and Social Sciences Association (HSSA) both offer panels, seminars, and workshops. The HSSA also hosts a regular writing group and offers opportunities for students to present their work. For more information, please see vspa.berkeley.edu and hssa.berkeley.edu. (Note: despite its name, the VPSA workshops are almost always open to current graduate students as well; event announcements will specify intended audiences.)

Student Parent Policies

<https://grad.berkeley.edu/policy/degrees-policy/#f6-student-parent-policies>

As many as one in ten of Berkeley's graduate students is a parent of a young child or children. Recognizing the special challenges involved in balancing advanced degree programs and family responsibilities, the University is committed to supporting policies, programs, and services to help graduate student parents meet their family care obligations while they pursue their academic goals.

[Graduate Division - Support for Student Parents](#)

[Graduate Division Policy - F6. Student Parent Policies](#)

[Student Parent Center](#)

Campus and Departmental Resources

Student Parent Grant

<https://financialaid.berkeley.edu/parent-grant>

The Graduate Division offers various forms of aid to student parents (available above and beyond the departmental package). One of the most vital forms is the Student Parent Grant.

Family Housing

<https://grad.berkeley.edu/financial/families>

The University also offers subsidized family housing and day care (including emergency day care). For more information, please see. The site also includes other relevant information, such as childbirth accommodation funding, parental leave policies, and guides to local resources.

Department Listserv

In addition, the department has a group mailing list for parents to connect with each other (history-gradstudentparents@lists.berkeley.edu). A request to join should be sent to the Graduate Student Affairs Officer.

Academic Policy related to Student Parents

Extension of Time for Academic Milestones for Doctoral Students

- Research doctoral students who experience substantial parenting responsibilities must be granted additional time to meet established deadlines for passing preliminary and/or Qualifying Examinations and/or completing their dissertations, and for calculating Normative Time for purposes of qualification for certain fellowships.
- In recognition of the physical demands of childbearing, a woman anticipating childbirth is entitled to receive an extension of up to one extra year for passing preliminary examinations and qualifying examinations, and an extension of up to one extra year toward Normative Time completion while in candidacy for the doctoral degree. Any graduate student experiencing other substantial parenting responsibilities is entitled to receive an extension of up to six extra months for passing preliminary examinations and qualifying examinations, and an extension of up to six extra months toward Normative Time completion while in candidacy.
- An extension (for the preliminary exam, qualifying exam, or pre- or post-candidacy Normative Time clock) is granted, regardless of whether or for how long the student was on withdrawal status. The provision to stop the pre- or post-candidacy Normative Time clocks may be invoked even if a student with substantial parenting responsibilities does not take a formal leave (withdrawal) or have a modification of duties.
- Total additional time granted by this policy cannot exceed two years, no matter how many children are involved. Academic units must acknowledge adjustments to their calculations of Normative Time for individual students both before and after advancement to candidacy.
- To request an adjustment to the Normative Time calculation, the student must submit to the Director of Graduate Studies a written statement certifying having undergone childbirth and/or having substantial parenting responsibilities. This will then be forwarded to the Graduate Division for final approval.

Employment and Financial Accommodations due to Pregnancy and Childbirth

- In addition to being eligible for extensions of time under the Graduate Council's Parental Accommodations provision, research doctoral students who are women anticipating childbirth and are supported by Graduate Student Instructor (GSI) and/or Researcher (GSR) appointments may be excused from regular duties for a period of six weeks without loss of financial support. (A longer period may be granted in the cases of exceptional medical circumstances experienced by the mother or child before or after birth.) Such students may choose to continue to work in some modified capacity during this six-week period but may not be required to do so. (Per the UC-UAW Academic Student Employee Agreement, eligible non-doctoral GSIs may also be on paid childbearing leave from regular duties for a period of time specified by the contract then in force.) In addition, the GSI and/or GSR will be approved for an additional two weeks of unpaid leave for baby bonding, provided such unpaid leave does not extend beyond the date of the appointment.
- The academic unit's cost for a GSI or GSR replacement during the six-week period will be charged to the campus's Childbirth Accommodation Fund upon application and Graduate

Division approval. (GSI replacement costs for eligible non-doctoral GSIs on childbearing leave are incurred by the department, not the Graduate Division.) Note that the replacement GSI or GSR does not qualify for fee remissions, because the appointment is limited to six weeks. (Implications of a longer appointment due to medically-necessary circumstances will be reviewed on an exceptional basis.) Replacement appointees who hold F-1 or J-1 visas are not eligible for exception to work more than 50% time.

- Women research doctoral students supported by university fellowships will experience no change in their funding arrangements during the six-week childbearing leave. Those supported by fellowships external to UC must adhere to the rules of the granting agency in regard to leaves from work. If the granting agency defers to university policy regarding paid childbirth leave, the six-week leave will be paid by the grant. If the granting agency requires suspension of payment during the six-week period, the student will be eligible for substitute payment from the Childbirth Accommodation Fund. If continued funding is allowed by a grant supervised by a Principal Investigator (PI) but project deadlines require that a PI hire a temporary replacement, the replacement's salary is eligible for reimbursement by the campus's Childbirth Accommodation Fund for the six-week period.
- Students who do not already hold a fellowship or academic appointment will not receive financial support under this provision.
- The student must complete the [Petition for Childbirth Accommodation Funding](#) and secure the applicable verifications and signatures. The student's academic unit must submit all required information via email to the Graduate Degrees Office at degreesscan@berkeley.edu at least 30 days prior to the beginning of the proposed leave.

Policy on Parenting Leave with Re-enrollment

- A student who chooses to take a leave of absence due to pregnancy, childbirth, and/or to care for and bond with their newborn child or a child placed with the student for adoption or foster care shall be granted a Parenting Leave for up to one academic year (two semesters). This leave must be taken no later than twelve months after the child's birth or adoption/ placement. If there is a medical reason for a longer absence, an extension of leave may be granted for a total of up to two academic years (four semesters).
- A student must have registered for the semester during which the leave will be taken, or the semester immediately preceding the beginning of the period of leave requested. If a student commences a leave during a semester in which they are enrolled, that semester shall be counted as one of the semesters of leave granted under this policy.
- An international student wanting to take Parenting Leave must first consult with the Berkeley International Office (BIO) regarding implications for visa requirements.
- Restrictions: A student on Parenting Leave shall not be eligible to work academically with faculty and shall not be eligible for campus employment, fellowships, or financial aid. A student on Parenting Leave shall remain eligible for campus email services, library privileges, campus housing, and voluntary purchase of health insurance (subject to applicable conditions of the providers of such benefits).
- Dissemination and Training: Notice of this policy and its provisions shall be disseminated to graduate students, faculty, and staff, by email or other technologically appropriate media

designed to ensure wide dissemination, and the policy shall be posted on the relevant Graduate Division website that is accessible to the public. A copy of this policy shall be made available to faculty, staff, and employees during onboarding, orientation, and/or training. This policy shall also be made available to all graduate students attending required orientation sessions.

- **Grievance Process:** This policy supplements the written policies of the University of California, Berkeley, for graduate students on pregnancy and parenting discrimination and accommodations. To report complaints of discriminations under Title IX or this policy, contact the Office for Prevention of Harassment and Discrimination (“OPHD”) and the campus’ Title IX Office at ask_ophd@berkeley.edu.

Academic Accommodations due to Pregnancy and Childbirth

The University of California conforms to Section 66281.7 of the Education Code of the State of California, adopted in 2014:

It is the policy of the State of California, pursuant to Section 66251, that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind, including, but not limited to, pregnancy discrimination as described in Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681, et seq.), in the postsecondary educational institutions of the state.

(b) Each of the following requirements shall be applicable to postsecondary educational institutions in this state:

(1) A postsecondary educational institution, including the faculty, staff, or other employees of the institution, shall not require a graduate student to take a leave of absence, withdraw from the graduate program, or limit his or her graduate studies solely due to pregnancy or pregnancy-related issues.

(2) A postsecondary educational institution, including the faculty, staff, or other employees of the institution, shall reasonably accommodate pregnant graduate students so they may complete their graduate courses of study and research. Reasonable accommodation within the meaning of this subdivision may include, but is not necessarily limited to, allowances for the pregnant student’s health and safety, such as allowing the student to maintain a safe distance from hazardous substances, allowing the student to make up tests and assignments that are missed for pregnancy-related reasons, or allowing a student to take a leave of absence. Reasonable accommodation shall include the excusing of absences that are medically necessary, as required under Title IX.

(3) A graduate student who chooses to take a leave of absence because she is pregnant or has recently given birth shall be allowed a period consistent with the policies of the postsecondary educational institution, or a period of 12 additional months, whichever period is longer, to prepare for and take preliminary and qualifying examinations and an extension of at least 12 months toward normative time to degree while in candidacy for a graduate degree, unless a longer extension is medically necessary.

(4) A graduate student who is not the birth parent and who chooses to take a leave of absence because of the birth of his or her child shall be allowed a period consistent with the policies of the postsecondary educational institution, or a period of one month, whichever period is longer, to prepare for and take preliminary and qualifying examinations, and an extension of at least one month toward normative time to degree while in candidacy for a graduate degree, unless a longer

period or extension is medically necessary to care for his or her partner or their child.

(5) An enrolled graduate student in good academic standing who chooses to take a leave of absence because she is pregnant or has recently given birth shall return to her program in good academic standing following a leave period consistent with the policies of the postsecondary educational institution or of up to one academic year, whichever period is longer, subject to the reasonable administrative requirements of the institution, unless there is a medical reason for a longer absence, in which case her standing in the graduate program shall be maintained during that period of absence.

(6) An enrolled graduate student in good academic standing who is not the birth parent and who chooses to take a leave of absence because of the birth of his or her child shall return to his or her program in good academic standing following a leave period consistent with the policies of the postsecondary educational institution, or of up to one month, whichever period is longer, subject to the reasonable administrative requirements of the institution.

(c) Each postsecondary educational institution shall have a written policy for graduate students on pregnancy discrimination and procedures for addressing pregnancy discrimination complaints under Title IX or this section. A copy of this policy shall be made available to faculty, staff, and employees in their required training. This policy shall be made available to all graduate students attending orientation sessions at a postsecondary educational institution.