

## INTRODUCTION

The purpose of this handbook is to provide our graduate students with basic information concerning program requirements and procedures. Please read it, keep it, and use it for reference purposes throughout the course of study. Always consult the Graduate Advisor and Student Services Advisor regarding problems and questions. General information on University and Graduate Division requirements are on the Graduate Division website: <http://grad.berkeley.edu/>.

The description of programs in this handbook assumes that the student's major field will be Russian language and literature. The majority of students at Berkeley choose Russian as their major Slavic language. For those who choose Polish, Bulgarian or BCS (Bosnian, Croatian, Serbian) language and literature as the major field, special programs must be worked out and implemented by the individual faculty member responsible for that given language and literature. In such cases, students normally take Russian as a minor field. All students must meet University and Graduate Division requirements as well as the Department requirements described in this handbook.

## DEPARTMENT FACILITIES AND SERVICES

**Staff:** The Administrative staff "ISSA" assists a cluster of Humanities Departments which includes the Slavic Department, Italian Studies, Scandinavian Department and the Undergraduate Program in Celtic Studies. Each department is autonomous in individual structure, budget, etc. however we share the 6<sup>th</sup>, or "F," floor of the office wing in Dwinelle Hall, a Main Office (room 6303), and administrative support.

**Mailboxes:** Each graduate student is assigned an unlocked mail box in the Main office. Students are urged to check their boxes regularly, since important announcements are distributed in this way.

**Email & Contact Information:** Students are required to have an official campus email address ("@berkeley.edu"). Your campus email address is used by professors, departments, and the University administration to send important information on registration status, financial aid, class assignments, department events, etc. You are responsible for checking messages daily. When away from Berkeley, check e-mail as frequently as possible. Be sure to inform the University (by updating your information on CalCentral) and the Department main office of any changes in address, phone, financial status, etc.

**Photocopying:** The Departmental photocopy machine is for administrative and instructional use. Graduate Student Instructors (GSIs) and Graduate Student Researchers (GSRs) are issued copy codes linked and charged to the class and/or position for which they are hired. Please see <http://www.lib.berkeley.edu/about/copy-scan-print> for information on personal copying.

**Slavic Department Library and other libraries:** The Slavic Department Library is primarily a reference collection to be used in situ; in exceptional cases, books may be borrowed overnight and on weekends. Graduate students are given access codes to the numbered punch lock. The Library is our most valuable possession; it is run by students and operates on an honor basis. Follow Library rules meticulously and guard the collection jealously. Your main source for book borrowing should be the University library system. Doe Library, the University Main Library, houses one of the largest Slavic collections in the nation, and easy borrowing arrangements make the Green Library at Stanford University and other University of California libraries readily accessible. The students' Cal 1 Card serves as the Main University library card. Abundant information is at: <http://www.lib.berkeley.edu/>.

## ADVISING, RESIDENCY & REGISTRATION

**Orientation and Advising for Students:** At UCB, the semester begins one week before instruction starts. Entering students should arrange to arrive in Berkeley before the semester begins. Most faculty return to campus at this time and begin to hold office hours on designated days. There are language proficiency exams, orientations and semester preparation activities during this pre-instruction week. Orientation activities for new students are scheduled by the Department, the Graduate Division and the International Office. New students are required to attend these meetings. All students (new and continuing) meet individually with the Graduate Advisor at the beginning of each semester to consult about their program of study and progress. Students specializing in linguistics must also meet with their assigned faculty mentor. Consult department bulletin boards, the department web page, and faculty offices for office hour postings. New and continuing students are encouraged to seek scholarly advice from the Graduate Advisor and any faculty member by individual arrangement as frequently as they need. At the end of the first year, new students meet with the Graduate Advisor for an evaluation, based on their performance in classes.

**Residency:** Students are charged *fees* (student services fee, Berkeley campus fee, class pass fee and Health Insurance fee), plus *tuition*—and, when applicable, non-California Resident supplemental tuition. For tuition purposes, the department requires all US citizens and International Students with Permanent Resident status to establish California residency by the beginning of their second academic year. After the first year, campus and department fellowships pay only the fees and tuition charged California residents. (International students on F1 or J1 visas are not eligible to apply for California residency; this is addressed in their admission offer of support.) It is essential to follow all instructions on establishing California residency from the date of arrival in California. Consult the Office of the Registrar: <https://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/in-state-tuition-graduate-students>.

**Registration:** All fellowship recipients and students holding a GSI or GSR appointment supplemented by department funding must register for a minimum of 12 units by the third week of classes. Registration is done through CalCentral; it is split in two phases with an adjustment period. Before Phase 1, confer with individual faculty and the Graduate Advisor about your course of study the semester to follow. Individually supervised units (i.e. 298, 299, 601, 602) require the signature of the supervisor on an *Independent Study Form*; obtain those agreements first. Bring a completed *Advising Worksheet* along with any independent study forms to the Graduate Advisor for final approval and signature then bring them to the Graduate Student Services Advisor. The Student Services Advisor will lift your advising hold for the semester and register you for any individually supervised unit courses.

**Department Forms:** are found in the Graduate Program section of the department web site <http://slavic.berkeley.edu/graduate/> under Forms for Continuing Students. They include:

- Independent Study Form
- Advising Worksheet
- Continued Funding Application and Progress Report
- Request for Advancement to Master's Candidacy
- Teaching Application for non-Slavic Department Students

**Unit & GPA Requirements:** Minimum enrollment for full-time students and fellowship recipients is 12 units. Students are expected to maintain a minimum grade point average of 3.3. (In practice, graduate students accumulate a larger number of units and maintain a much higher GPA.)

**Grading option:** Required courses must be taken for a letter grade. First year students should take all courses on a letter graded basis in order to establish a grade point average for future fellowship consideration. Students are permitted to use the Satisfactory/Unsatisfactory (SU) option when they take courses which are not required for the M.A. or Ph.D. Courses taken S/U are limited to one-third of the total complete units; however 299, 300 and 600 level courses are exempt from this calculation. The S/U option requires successful completion of all course work, but not the final paper. When choosing this option, be sure to consult the Graduate Advisor and the instructor for the course. Normal progress includes writing two or more papers per year.

**Incompletes:** Grades of Incomplete (I) are strongly discouraged by the Department. Note that, by Graduate Division regulation, having more than 2 outstanding incomplete grades disqualifies a student from holding a GSI appointment, consideration for fellowships, eligibility to take the MA or PhD exams, and advancement to candidacy. Students do not qualify for the M.A. or Ph.D. degree until incompletes in all required courses have been removed.

## ANNUAL REVIEWS OF PROGRESS AND FUNDING

In general, evaluation of student progress and performance is a continuous process which takes place throughout the year, especially during each semester's registration advising period with the Graduate Advisor. He or she also schedules interviews with students at the end of the first year and following major examinations. Those students who are having academic difficulties or whose candidacy for a degree is in jeopardy are given special attention.

Each spring semester—due in February—all students (those advanced and not advanced to candidacy) are reviewed by the Department Admissions and Funding Committee. The *Continued Funding Application and Progress Report* is required of all students (including first year). This form has three purposes: it helps the Department plan teaching assignments and budget financial support for the coming summer and academic year; it provides an opportunity for students to assess their academic progress; it allows the committee to review progress and achievements. Students with serious deficiencies in their performance or rate of progress will be informed in writing of the specific nature of the deficiency, what steps need to be taken to correct the problem, and given a timetable according to which the student is expected to make improvement. Students with serious deficiencies may be placed on probationary status in the Department, but this is rare.

Students who have advanced to candidacy must complete the Graduate Division's Doctoral Candidacy Review each year (this is found on your dashboard in CalCentral). After you complete your sections, contact the chair of your dissertation committee to fill out their section.

In the unusual circumstance that a student's performance continues below standard, the department will act in accordance with the Graduate Division's Policy. We may 1) send the student a warning letter, with a copy to the Graduate Division, apprising the student of insufficient academic progress, or 2) write to the Graduate Division requesting to place the student on formal probation, with the consequence that the student is ineligible to receive a fellowship or hold an academic appointment. See Section E of the Guide to Graduate Policy at <http://grad.berkeley.edu/policy/>.

## LANGUAGE REQUIREMENTS

**Examinations in the Major Slavic Language:** The language proficiency exam is required of all incoming graduate students. The examination is offered the first week of each semester *before instruction begins*. For the majority of students, this will be the examination in Russian language proficiency. For students whose area of specialization is Polish, Bulgarian or BCS (Bosnian, Serbian, Croatian) the proficiency exam will be held in their major language, and Russian will be treated as a "second Slavic language."

The examination consists of written and oral portions. Each portion must be passed (and can be retaken separately if not passed). *Written* language proficiency examination offers three passages of approximately 300 words (or one page) each. Students are required to translate two of the three passages within three hours. (Usually, the examination includes excerpts from works of fiction and scholarship on literature and linguistics.) The use of dictionaries and laptop is permitted, but students may not use the internet. A translation in lucid English that renders the meaning of the original as closely as possible, with no more than 1-2 serious errors, is required to pass the examination. The *oral* language proficiency examination is a 15 to 30 minute interview with at least two faculty members. Results of the written and oral examinations for entering students will be announced during the first week of classes. Those who do not pass should discuss necessary preparations for the next examination with the Graduate Advisor. Passing the language proficiency exam is a prerequisite for continuation in the graduate program after the first year, and for appointment as a Graduate Student Instructor.

### **Foreign Language Requirements for the M.A. and Ph.D.:**

Students of linguistics are required to demonstrate a reading knowledge of *either* French or German before taking the M.A. exams. They must demonstrate a reading knowledge of *both* before taking the Ph.D. exams.

Students of literature are required to demonstrate a reading knowledge of *either* French or German before taking their M.A. exams. As an alternative, students of literature have the option to complete two semesters of a second Slavic language on a letter grade basis. Students may, with prior permission granted on an individual basis and with a view to pursuing specific research goals, fulfill this requirement by studying a non-Slavic language from a region within the former Soviet Union and Eastern Europe (e.g., Armenian, Georgian, Estonian, Hungarian, etc.).

Before taking the Ph.D. exams, students of literature must demonstrate a reading knowledge of *two* of the following: French, German, or one Slavic language other than the major Slavic language. Although a second Slavic or other language of the region may be chosen as an alternative to either French or German, students are reminded that a reading knowledge of both French and German remains a vital component of our scholarly field and is therefore strongly recommended by the Department.

Reading knowledge of French or German (and, in some cases, a second Slavic language) is demonstrated by passing a written examination. Written language proficiency examinations offer three passages of approximately 300 words (or one page) each. Students are required to translate two of the three passages within three hours. The use of dictionaries and laptop is permitted. (Graduate students whose native language is not English may also use a native-language/English dictionary.)

Usually the passages will be taken from scholarly literature on literature or linguistics. Foreign language proficiency examinations are given thrice during the academic year: first week of each semester *before Instruction begins*, and at the end of the spring semester. Language requirements must be passed, at the latest, by the beginning of the semester in which the M.A. and Ph.D. qualifying exams are taken, and preferably earlier.

Proficiency in a second Slavic language at the Ph.D. level is demonstrated by *three* semesters of course work on a letter grade basis or by examination.

## THE SLAVIC COLLOQUIUM

The Slavic Colloquium is a regular forum for presentation of faculty and student research. Participation is expected each semester from all students. Registration each semester in SL 200 is required (which carries no units, no grade and requires no written work) for all students in the program. The Slavic Colloquium meets two or more times per month, on Mondays at 4 p.m.

## M.A. PROGRAMS

The Graduate Division requires a minimum of 24 units for the M.A. degree.

Most M.A. level students in the Slavic program take four courses per semester.

### Coursework for the M.A. with specialization in Russian Literature:

The following courses, designed to develop basic professional skills, are offered on a regular basis (as a rule, every other year) and are intended for all students, regardless of specialization.\* The following minimum of 5 or 6 required courses must be taken for a letter grade. \*In exceptional circumstances certain requirements may be waived, postponed or substituted by the Graduate Advisor.

SL 201      *Advanced Russian Proficiency Maintenance*

The necessity of this requirement is determined after admission by testing for Russian proficiency.

SL 204      *Russian Composition and Style*

SL 210      *Old Church Slavic*

SL 222      *Descriptive Grammar of Russian*

SL 281      *Proseminar: Aims & Methods of Literary Scholarship*

SL 280      *Studies in Slavic Literature and Linguistics* (research seminars)

All students in our program take other courses as they acquire professional expertise and meet the Graduate Division's requirement of 12 units per semester. For students with specialization in Russian Literature, these courses usually include some of the elective classes on Russian literature listed below, courses in Slavic linguistics, language classes, language pedagogy, independent study courses (SL 298, 299, 601), and courses offered by other departments (Comparative Literature, English, Folklore, History, Anthropology, History of Art, Music, Theater, etc.), chosen in consultation with the Graduate Advisor.

The following literature courses, also offered on a regular basis, are elective. In practice, most students choose to take all or most of these courses during the first four years:

SL 239      *Slavic Literary Theory*

- SL 243 *The Russian Novel and Literatures of Western Europe*
- SL 245A *Sentimentalism and Romanticism*
- SL 245B *Realism*
- SL 246A *Modernism*
- SL 246B *Contemporary Russian Literature*
- SL 248 *Topics in Russian Cultural History*
- SL 287 *Poetry, alternately nineteenth or twentieth century*

Slavic Colloquium (SL 200) Students are required to register (for no unit credit) and attend every semester of the program.

Research seminars (SL 280): M.A. students usually participate in one or more seminars. Topics for seminars vary and are announced a semester in advance. Participation in at least one seminar, resulting in completion of a research paper for a letter grade, is required of M.A. students.

Second Slavic language: Students of Russian literature are highly encouraged to study a second Slavic language. (See Foreign Language Requirement and requirements for Ph.D. program for details.)

### **Coursework for the M.A. with specialization in Slavic Linguistics:**

The following courses, designed to develop basic professional skills, are offered on a regular basis (as a rule, every other year) and are intended for all students, regardless of specialization.\* The following minimum of 5 or 6 required courses must be taken for a letter grade. \*In exceptional circumstances certain requirements may be waived, postponed or substituted by the Graduate Advisor or assigned faculty mentor.

- SL 201 *Advanced Russian Proficiency Maintenance*  
The necessity of this requirement is determined after admission by testing for Russian proficiency.
- SL 204 *Russian Composition and Style*
- SL 210 *Old Church Slavic*
- SL 222 *Descriptive Grammar of Russian*
- SL 282 *Proseminar: Aims & Methods of Linguistic Scholarship* (can be substituted by Ling 100)
- SL 280 *Studies in Slavic Literature and Linguistics* (research seminars)

Slavic Colloquium (SL 200): Students are required to register (for no unit credit) and attend every semester of the program

Research seminars (SL 280): M.A. students usually participate in one or more seminars. Topics for seminars vary and are announced a semester in advance. Participation in at least one seminar, resulting in completion of a research paper for a letter grade, is required of M.A. students.

All students in our program take other courses as they acquire professional expertise and meet the Graduate Division's requirement of 12 units per semester. For students with specialization in Slavic Linguistics, these courses include two other **required** courses (must be taken for a letter grade):

- SL 230 *Historical Grammar of Slavic Languages* (e.g. Historical Russian Grammar).
- Second Slavic Language*: 2 semesters of Polish, Czech, or BCS (Bosnian, Croatian, Serbian).

Students with specialization in Slavic Linguistics usually also take some of the elective classes from the Russian literature list (see above), language classes, language pedagogy, independent study

courses (SL 298, 299, 601), and courses offered by other departments (Linguistics, Anthropology, Cognitive Science, Demography, Folklore, etc.), chosen in consultation with the Graduate Advisor.

**Advancement to M.A. Candidacy and other Procedures:** Students are expected to take the M.A. comprehensive examinations by the fourth semester (second year) in residence. A student who fails on the first attempt will often have the opportunity to take a second examination (no later than the sixth semester). The Graduate Division does not permit a third examination.

All students who are planning to take their M.A. exam must be advanced to Candidacy for the Degree of Master of Arts. Students need to complete a *Request for Advancement to Master's Candidacy*, obtain the Graduate Advisor's signature, and return the form to the Graduate Student Services Advisor by September 15 for a Fall degree and February 10 for a Spring degree. For all questions on procedure, consult the Student Services Advisor.

Students must meet with the Graduate Advisor by the end of the first week of classes during the semester of the examination to discuss their progress. Use the *Request for Advancement to Candidacy* as a checklist to assure that all requirements will be met. The Graduate Advisor is responsible for determining committee membership for M.A. exams.

In preparing for the M.A. examinations, students use the M.A. reading list for general guidance. It is essential to consult individually with the Graduate Advisor (and, for students of linguistics, with the faculty mentor) regarding the optimal reading plan for each student. During the semester of the comprehensive examinations, it is common for students to enroll with individual faculty member(s) in Slavic 601, Independent Study and Preparation for the M.A. Examinations.

**The Written Examinations:** The M.A. comprehensive examinations consist of two 4-hour written examinations followed by a 90 minute oral examination. Each written examination consists of essays and offers a choice between several questions for each essay. Use of a laptop is permitted, though students should not access files or the web while taking the exam. Students are expected to write clear, well organized essays that address specific questions. Massive recall of factual material is not the point of the examinations, although most questions require concrete examples, references, etc. The examinations are designed to test the student's knowledge of the basic material, the ability to develop arguments and discussions, and to assess the capacity for original critical thinking.

The written examinations are generally scheduled approximately one week apart and one week before the oral examination. As a rule, the examinations are scheduled toward the end of the semester. Students are expected to adjust their class and work schedules to make it possible for them to take the examinations; professors are expected to adjust their schedules, as well as their expectations of student attendance and performance.

M.A. written examinations for students with a specialization in Russian literature will cover the following areas:

Exam I (two essays). 1790s to 1840s and 1840s to 1890s

Exam II (two essays). 1890s to 1930s and 1940s to the present

M.A. written examinations for students with a specialization in Slavic linguistics will cover the following areas:

Exam I (three essays). Synchronic grammar of Russian (or another Slavic language)

Exam II (three essays). Historical grammar, including Old Church Slavic

**The Oral Examinations:** Admission to the oral examination is restricted to students who have passed the written examinations. The oral examination is conducted by a committee of three faculty members appointed by the Graduate Advisor. A portion of the M.A. oral examination will be conducted in Russian. Like the written examinations, the oral examinations are designed to check ability to use factual information to develop arguments, offer hypotheses, and draw conclusions.

Students of Russian literature should prepare for examination on the span of Russian literature from the end of the 18th century to the present. Students of Slavic linguistics should prepare for examination on synchronic and diachronic linguistics in their major language. For students in Polish, Bulgarian, or BCS (Bosnian, Croatian, Serbian), the scope of the examination is determined in consultation with the faculty advisor.

**Examination Results:** After the conclusion of the oral examination, the student will be told whether or not s/he has passed the exam. After further discussion the Examination Committee will make one of the following recommendations:

1. The candidate has passed with distinction and is recommended for admission to/continuation in the Ph.D. program.
2. The candidate has passed and is recommended for admission to/continuation in the Ph.D. program.
3. The candidate has passed but is not recommended for admission to the Ph.D. program.  
*In this case the Department as a whole will vote to ratify or reconsider the decision of the Examination Committee in light of the candidate's entire dossier, including other evaluations of the student's performance and potential, and any additional material, such as a course paper, that the student may wish to submit.*
4. The candidate has failed, but the Examination Committee recommends permission to take a second examination.
5. The candidate has failed, and the Examination Committee will not recommend permission to continue in the program and take a second examination.  
*In this case the Department as a whole will vote to ratify or reconsider the decision of the Examination Committee in light of the candidate's entire dossier, including other evaluations of the student's performance and potential, and any additional material, such as a course paper, that the student may wish to submit.*
6. The candidate has failed on a second attempt and is disqualified from further participation in the graduate program.

Shortly after conclusion of the oral exam the Examination Committee will draw up a report based upon evaluation of the written and oral exams. The student will meet before the end of the semester with the Graduate Advisor and, for students of linguistics, with the faculty mentor, to discuss this report. A written copy is provided upon request.



# PH.D. PROGRAMS

## Admission

**Continuing students** who have earned their M.A. in the Department are granted permission to proceed to the Ph.D. program following acceptable performance in the M.A. examinations.

**New students:** The Department expects students who enter with an M.A. in Slavic Languages and Literatures from another institution to have preparation comparable to that provided by the M.A. program at Berkeley. Students who have entered the program with an M.A. from another institution, depending on preparation, may be asked to eliminate discrepancies and/or to take a screening (permission-to-proceed) examination. The format of the screening examination is similar to that of the M.A. examinations. This decision is made by the Graduate Advisor in consultation with other faculty members.

**Ph.D. Language Requirements:** See section above.

### *Structure of the Program with Specialization in Russian Literature*

**Major and Minor Fields:** Ph.D. students who specialize in Russian literature are expected to acquire competence in two fields: a major and a minor field. Students who select Russian literature as the major field are encouraged to study another Slavic language and literature as a minor field of study.

As an alternative, other minor fields may be selected and designed, for example, Russian/East European film, theater, history, art, etc. Individually designed minor fields will include course work on historical and methodological issues of the discipline, taken in an appropriate department. (Thus, a minor in Russian art would include course work in the History of Art Department; a minor in Russian history would entail course work in the Department of History.) In this way, Berkeley students receive professional preparation both in literature and in broader areas of culture. (In preparation for the Ph.D. examinations, a student normally selects a special area within the major and minor field; see below in description of the examinations.)

Instead of selecting and designing a departmentally approved minor as described above, students have the option of satisfying the Departmental minor field requirement by participating in various Designated Emphasis or other programs offered by the University, such as the Concurrent Degree in Medieval Studies; the Designated Emphasis in Critical Theory; Designated Emphasis in Film; Designated Emphasis in Folklore; Designated Emphasis in Women, Gender and Sexuality (see more information below and consult specific requirements of these programs, which are administered by the University, not the Department).

All minor fields—individually designed or administered by the University as Designated Emphasis—have to be approved by the Graduate Advisor no later than at the beginning of the semester preceding the semester in which the Ph.D. examinations are taken. In practice, most students select a minor field much earlier.

Those who pursue a Ph.D. in Polish, Bulgarian or BCS (Bosnian, Croatian, Serbian) language and literature are strongly encouraged to choose a minor in Russian language and literature; such students follow an individual program approved by the Graduate Advisor

For more details on selecting and defining major and minor fields, see below "Description of the Ph.D. examination in Russian literature" and "In preparation for the Ph.D. Examinations in Russian literature."

### **Coursework in the Russian literature specialization:**

The normative time to completion of course work is two years beyond the M.A. degree.

All students in the Slavic Languages and Literatures Program are expected to continue taking graduate-level courses as they acquire professional expertise and meet the Graduate Division's requirement of 12 units per semester (see course list in Russian literature in the description of the M.A. program) and participate in research seminars (SL 280). They continue to take language courses, pedagogy courses and independent studies courses (SL 298, 299, 602). In addition, Ph.D. students with specialization in Russian literature are expected to broaden their knowledge to include early modern and pre-modern periods (the 18th century and earlier). The following courses are offered on a regular basis (usually, every third year):

- SL 214      *Medieval Orthodox Slavic Texts* (varied content; may be repeated for credit)
- SL 231      *History of the Russian Literature Language*
- SL 241A/B   *Old Russian Literature, Kievan and Muscovite* (varied content; may be repeated)
- SL 242      *Eighteenth-century Russian Literature*
- SL 248      *Topics in Russian Cultural History* (on a pre-modern topic)
- SL 280      *Studies in Slavic Literature and Linguistics* (on a pre-modern topic)
- SL 285      *Eastern Christianity: History and Thought*

#### Requirements in pre-modern literature:

SL 242, *Eighteenth-century Russian Literature* and any one other course, including appropriate SL 280 research seminars. (Prerequisite: SL 210, *Old Church Slavic*, is taken as a part of the M.A. program.)

#### Other course requirements:

Students who choose a second Slavic literature as their minor field in the Ph.D. program complete at least two years of study of the language (or demonstrate equivalent knowledge) and at least one course or independent project in the literature and cultural history. In practice, students do much more.

Students who have chosen a Designated Emphasis as their minor field follow specific requirements of these programs. Students who chose another minor field follow a program of study designed in consultation with the Graduate Advisor.

In practice, Ph.D. students often choose to take graduate courses in Slavic linguistics offered by the Slavic Department and courses offered by other departments (Comparative Literature, English, Folklore, History, Anthropology, Linguistics, History of Art, Music, Theater, etc.). Most students undertake independent reading and research projects supervised by faculty members within and outside the Slavic Department.

### *Structure of the Program with Specialization in Slavic Linguistics*

The Ph.D. program with specialization in Slavic linguistics provides comprehensive training in three broad fields of Slavic linguistics: grammatical analysis and theory (theoretical models and their application to synchronic Slavic linguistics); the history of Slavic languages, viewed both as a systemic and as a cultural phenomenon; and comparative Slavic philology.

#### **Coursework: Slavic linguistics specialization (Russian language major)**

The normative time to completion of course work is two years beyond the M.A. degree.

All students in the Slavic Languages and Literatures Program are expected to continue taking graduate-level courses as they acquire professional expertise and meet the Graduate Division's requirement of 12 units per semester (see course list in the description of the M.A. program and course list in pre-modern periods listed above) and participate in research seminars (SL 280). They continue to take language courses, pedagogy courses, and independent studies courses (SL 298, 299, 602). In addition, Ph.D. students with specialization in Slavic Linguistics are **required** to take the following courses:

- SL 214      *Medieval Orthodox Slavic Text* (or equivalent course)
- SL 220      *Comparative Slavic Grammar*
- SL 280      *Studies in Slavic Literature and Linguistics* (research seminars)

*Third semester of the second Slavic language.*

*One semester of the third Slavic language.*

Ph.D. students who specialize in Slavic Linguistics often choose to take graduate courses in literature offered by the Slavic Department and courses offered by other departments (Linguistics, Anthropology, Cognitive Science, Demography, Folklore, etc.), chosen in consultation with a graduate Advisor. Most students undertake independent reading and research projects supervised by faculty members within and outside the Slavic Department.

Students who have chosen an additional Designated Emphasis follow specific requirements of these programs, which are administered by the University, not the Department.

### *General Ph.D. Degree Requirements for Students of Literature and Linguistics*

**Research Requirement ("qualifying paper" or "publishable paper"):** All graduate students are required to submit an extended research paper (on a topic of their own choice) to satisfy the Departmental research requirement. Usually, but not necessarily, the research paper is a revised and expanded version of a course/seminar paper. It is expected that the paper will be of publishable quality, that is, it will meet the standards of a scholarly journal in its scope, originality, form, and technical format. In some cases, this paper may further lead to a dissertation topic. Students are expected to begin discussing their publishable paper with the Graduate Advisor at the beginning of their 3<sup>rd</sup> year. Students should expect to revise their paper several times over the course of the year in consultation with the Graduate Advisor and any other qualified faculty members whose evaluation

of the paper has been solicited. The final version of the publishable paper must be approved by the end of the 3<sup>rd</sup> year. Students may register for 3 units of Slavic 298 for this purpose.

**Submission of application for Ph.D. candidacy and other materials:** Students will normally take the Ph.D. examinations in the fourth semester after admission to the Ph.D. program. Examinations are normally given at the end of spring semesters.

**At the beginning of the semester in which the examination is taken,** students who will take the Ph.D. Qualifying Exam must file the *Application for the Qualifying Examination*. This is done via the Higher Degree Committees eForm (available on the student's CalCentral dashboard). Note that it requires the names of the student's examination committee. It is advisable to consult with the Graduate Advisor and, for students of linguistics, with the faculty mentor, and committee members during the semester preceding the examination. By the Graduate Division rules, applicants must list at least three subject areas in which the candidate will be examined. Students in our Department list their major and minor fields (literature) or three subject areas (linguistics) as well as the general field for all students: Russian language (or other major Slavic language).

**To be eligible for the qualifying examination,** a student must satisfy the Departmental requirements described above (course requirements, language requirements, and procedures in selecting a major and minor field) *and* the following additional Graduate Division requirements: 1) a student must be registered the semester the exam is taken; 2) a student must have a minimum B average in all course work; 3) a student may have no more than two courses graded incomplete; 4) courses required for the Ph.D. by the Department may not have incomplete grades.

**A note on the Ph.D. Examination Committee:** Students are free to select members of the Ph.D. examination committee in consultation with the Graduate Advisor and, for students of linguistics, with the faculty mentor. The committee consists of *four* members, one of whom must be from outside the Slavic Department. All committee members are normally members of the Berkeley Academic Senate (that is, permanent faculty at Berkeley); in some cases, exceptions to this rule are granted by special permission of the Graduate Division. Keep in mind that the committee should include specialists in the students' chosen major and minor fields. In accordance with the Graduate Division rule, the chair of the qualifying examination committee may not be the chair of the student's dissertation committee. The Ph.D. examination committee does not have to be the same as the dissertation committee (which is selected after the examinations).

**The Ph.D. qualifying examinations** consist of two (for literature) or three (for linguistics) written examinations, four hours each, and one three-hour oral examination. Admission to the oral examination is restricted to students who have passed the written examinations. The written examinations are scheduled approximately a week apart; and approximately one week before the oral examination. Students are expected to adjust their class and work schedules to make it possible for them to take the examinations at the scheduled times; faculty are expected to adjust their schedules, as well as their expectations of student attendance and performance in classes.

**Description of the Ph.D. Examinations in Russian Literature:** The Ph.D. examinations, both written and oral, test the candidate's ability to analyze literary texts and to conceptualize the place and function of major texts (as well as events in literary history) within a broad cultural context that

includes literary evolution and the development of genres, the history of Russian and European culture, social institutions of literature, the interrelation of Russian literature with other world literatures, etc. The candidate is also expected to demonstrate knowledge of and skill in applying theoretical concepts dealing with language, style, genre, narrative technique, versification, etc.

The Ph.D. examinations in literature include two written examinations (each involving one or more sizable essays), four hours in duration, which focus on the student's chosen fields and areas:

1. The major field. (Normally, Russian literature/culture.)
2. The minor field. (A second Slavic literature *or* another approved minor field.)

In preparation for the Ph.D. examinations, a student normally selects a special area within the major and minor fields. The special areas are meant to provide the candidate with an opportunity to develop individual interests and reach professional competence within specific areas.

Note that students who choose as a minor field a Designated Emphasis administered by the University (such as Designated Emphasis in Film, etc.) must comply with the requirements of the chosen program, and they may not be free to select a special area.

To get a better sense of what a major and minor field might be and how to define a special area within a major and a minor field, students should consult precedents. (Samples of field statements and reading lists from previous years are kept in the Slavic Library.)

Below are some examples:

1. Major field: Russian literature. Special area: "Women Writers in the 1830s: Social Role, Genre and Western Models." Minor field: Polish literature. Special area: "Neo-Romanticism in Polish Literature."
2. Major field: Russian literature. Special area: "Sexuality and Culture in Twentieth-century Russia." Minor field: Designated Emphasis in Film.

The special areas within a major and a minor field may be (and are usually) related to a student's intended dissertation topic.

**The oral examination** (usually 3 hours) opens with a discussion of a text relevant to the student's special area within the major field. The text will be given to the student several hours before the examination. In accordance with the Graduate Division's policies, the oral examination may include discussion of a broad range of topics from the field as a whole. The exam may conclude with a brief ten to fifteen minute discussion of a possible doctoral dissertation topic.

**In preparation for the Ph.D. Examinations in Russian literature.** During the first week of the semester preceding the semester in which the examinations are taken students should submit the following documents to the Graduate Advisor for approval:

1. Brief description (statement) of the special area within the major field and a reading list.
  2. Brief description (statement) and the reading list relating to the minor field.
- (Samples are on file in the Slavic Department Library.)

Upon the approval of the Graduate Advisor, and no later than the second week in the semester in which the examinations are taken, descriptions/statements and reading lists are submitted to the Student Services Advisor and kept in students' files.

Students are strongly encouraged to start designing major and minor fields and special areas *early in their studies*. In this task, students work closely with the Graduate Advisor and other faculty members, submitting preliminary drafts of field/area statements and reading lists. During the two semesters preceding the examinations it is common for students to enroll in SL 602 (Independent Study) with one or more faculty members. In preparing for the Ph.D. examinations students are guided by their individual reading lists. Before the examination takes place, students are allowed to (and typically do) make minor adjustments in their statements and reading lists.

**Description of the Ph.D. Examinations in Linguistics:** The oral and written Ph.D. examinations in Slavic linguistics will cover three subject areas:

1. Analysis of the grammatical structure and stylistics of the major language and discussion of theoretical models in description.
2. Structural and cultural history of the major language.
3. Comparative Slavic philology, including structure and history of the second and third languages.

Specific content will reflect the specializations of the student as defined by the courses and seminars taken. Students may select an "outside field" (related to their major) (such as a Designated Emphasis) on which they will be tested during the oral examination. The Graduate Division should be informed of this field at the time that the committees are proposed on the Application for Ph.D. Qualifying Exam form. In accordance with the Graduate Division's policies, the oral examination may include discussion of a broad range of topics from the field as a whole. Students should be able to answer questions about their intended dissertation topic and possible dissertation design.

**Results of the Ph.D. examinations in literature and in linguistics:** The committee will make one of the following recommendations:

1. The student has passed with distinction.
2. The student has passed.
3. The student has failed, but the committee recommends permission to take a second examination (no later than six months after the first was taken). *In this case, the committee will further recommend either that the second examination include all parts of the oral qualifying examination or that only some parts be taken again.*
4. The student has failed part of the exam and is permitted to retake that part.
5. The student has failed and the committee does not recommend a second examination.
6. The student has failed on a second attempt and is disqualified from further participation in the graduate program.

Note Graduate Division rules: for a student to pass the oral qualifying examination, the committee members must vote unanimously for a pass. The Graduate Division does not permit a third oral qualifying examination.

Shortly after conclusion of the oral exam the Ph.D. committee will draw up a report based upon evaluation of the written and oral exams. The student will meet before the end of the semester with the Graduate Advisor (and, for students of linguistics, with the faculty mentor) to discuss this report. A written copy of the report will be provided upon request.

## **AFTER THE EXAMS**

**Advancement to Candidacy** is an important official procedure. To qualify for advancement, a student must have passed the qualifying examinations and completed all other requirements for the degree (course requirements and language requirements).

For the application, the student, in consultation with the Graduate Advisor and, for students of linguistics, with the faculty mentor, will create a working title for the dissertation and select the dissertation committee members.

**The dissertation committee** consists of at least three faculty members, all of whom must be members of the Academic Senate. Under special circumstances, with the approval of the Graduate Advisor and the Graduate Division, a non-Senate member may be selected in addition to the existing three committee members, if the individual offers expertise not otherwise available from the regular faculty. *By the Graduate Division rules, the chair of the student's qualifying examination may not serve as dissertation chair.*

By law, a portion of this form includes a statement regarding whether or not the student anticipates using human subjects or vertebrate animals in the dissertation research. As projects involving linguistic field work may come under this description, it is important that students be familiar with the requirements of the Human Subjects Protocol. Students to whose intended research this does not apply will not need to submit an application for approval at this point, but they must indicate their intentions on the Candidacy application and must receive clearance before commencing their dissertation research. A copy of the Human Subjects Protocol is available at <http://cphs.berkeley.edu/>.

The *Application for Candidacy (Plan B)* is accessed via the Higher Degree Committees eForm (available on the student's CalCentral dashboard) and must be submitted before the end of the semester. Students are required to name their dissertation committee (including outside member) on this application. Note that dissertation year fellowships are restricted to students who have advanced to candidacy.

Note that before completing this form, students need to think about their choices, consult with the relevant faculty and obtain signatures.

**Dissertation Prospectus:** The prospectus represents a student's initial articulation of a dissertation topic. It should be as detailed as possible without being exhaustive. It generally includes a justification of the topic and a description of methodology, objectives, available scholarly literature,

potential relevance of the work, the structure of the dissertation, etc. It also includes a working bibliography. Once this prospectus has been approved by the Graduate Advisor, a copy should be given to the Student Services Advisor for the student's file. The Department requires that a student complete an approved prospectus *by the end of the semester following the one in which the Ph.D. Qualifying examination was passed*. A dissertation prospectus conference must be initiated by the student with his or her dissertation committee at the end of the same semester to discuss the scope and viability of the dissertation as outlined in the prospectus. At this point students begin registering in the required units under SL 299 usually supervised by the intended chair of their dissertation committee, though units may be divided between members of the committee as approved by the Graduate Advisor.

**Doctoral Dissertation:** The doctoral dissertation represents the final demonstration, in the graduate program, of a student's research and scholarly abilities, and constitutes an original contribution to the field of study. It is an independent investigation undertaken with faculty guidance and evaluation, and as such it is important that this phase of graduate work be conducted with periodic consultation between the student and the dissertation committee members. The dissertation must receive the unanimous approval of the committee members in order for it to be accepted as final completion of the degree requirements.

During the course of work on the dissertation, it is the student's responsibility to initiate and maintain regular contact with the dissertation committee. Likewise, it is the responsibility of the faculty members to be available for consultation, and to offer necessary direction, advice and suggestions for improvements in the research and writing. To ensure adequate and regular faculty/student contact time students enroll each semester in SL 299, dissertation writing course.

Normally a student will be expected to complete the dissertation within two years after being advanced to candidacy. Each semester, the Graduate Advisor, in consultation with the dissertation chair, reviews the student's work to determine if acceptable progress is being made. Failure to make progress in the research and/or writing of the dissertation may result in the lapsing of a student's candidacy, as regulated by the Dean of the Graduate Division.

## **THE DOCTORAL COMPLETION FELLOWSHIP PROGRAM**

All students admitted in Fall 2010 and later are covered by the terms of the Doctoral Completion Fellowship Program (DCF). This award provides full tuition and fees, plus a stipend. The award may be taken at any time after advancement to candidacy, but is intended to support *completion* of the dissertation rather than support earlier data gathering. A condition of this program is that no university funding will be awarded to a student who has activated the DCF beyond one year past Normative Time to Degree (Normative Time plus one year grace period). The DCF does not in any way affect the eligibility of students for university employment, access to loans, or use of outside funding to continue after one year past Normative Time to Degree.

To participate in this plan, the Slavic Department has been sponsoring the following Ph.D. completion activities:

-- All students advanced to candidacy participate in the activities of the Department's research workshops or groups.



Graduate students in the Slavic Department present their research in a student-run group, the *Slavic kruzhok* (circle), which meets regularly throughout the academic year for intense discussion of previously circulated drafts. Younger students also participate in the meetings of the *kruzhok*, which prepares them for dissertation work.

Students have the opportunity to present ca. 40-minute, well-organized talks based on their research in-progress at the regular (two-hour) meetings of the *Slavic Colloquium* (coordinated by a faculty member), where students are joined by all Slavic Department faculty for intense discussion.

Every year students use the opportunity to present their research in formal, 20-minute, conference-format presentations at the *California Slavic Colloquium* (a conference for graduate students which is run jointly by the graduate programs in Slavic Languages and Literatures at UCB, Stanford, UCLA, and USC).

These presentations prepare students to submit papers to major professional conferences, annual conventions of the Association of Slavic, East European and Eurasian Studies (ASEEES) and the American Association of Teachers of Slavic and East European Languages (AATSEEL).

To reiterate, students are expected to complete a dissertation prospectus and meet with their committee to discuss it by the end of the semester following advancement to candidacy. Students are expected to finish a dissertation chapter within a year of advancing to candidacy and to write two more chapters within two years of advancing to candidacy. (Adjustments to this schedule may be made for dissertations that require significant research abroad.) During this period, students keep in frequent contact with the members of their committee and meet with each of them at least once a semester.

A current completed Academic Progress Report is required to activate the fellowship.

## **IN ABSENTIA REGISTRATION:**

In absentia status is a form of registration available to students undertaking coursework or research related to their degree programs outside of California. Students registered in absentia are only assessed full health insurance fees, and 15% of the combined Student Services and Registration Fees. If applicable, students are also assessed non-resident tuition. Applications are due by July 15 for the fall semester and December 10 for the spring semester. Please see section D1.3 in the Guide to Graduate Policy <http://grad.berkeley.edu/policy/> and speak to the Graduate Advisor and Student Services Advisor in the department.

## **FILING FEE:**

The Filing Fee is a reduced fee for graduate students who have completed all requirements for the degree except for filing the doctoral dissertation or taking the final comprehensive examination for the master's degree. The Filing Fee is not a form of registration or equivalent to registration. If students wish to use University services that are supported by registration fees, they must pay those fees. The student must be registered in the semester (or in a Summer Session) immediately preceding the one for which Filing Fee status is requested.

The amount charged for Filing Fee is one-half the Student Services Fee.

Note that those who are on Filing Fee, and thus are not registered and enrolled, cannot be approved for academic student appointments.

The Filing Fee will apply for the length of the semester for which Filing Fee status has been approved, up to the deadline for filing in that semester. This date is usually on the last day of final examinations for the semester. The Filing Fee may be used only once.

Students may file the dissertation during Summer Session if they are registered and enrolled in 3 units. The degree for a Summer filing is awarded and dated the following December.

Students must apply for the Filing Fee by the first day of classes of the semester in which they file.

## **OTHER FINANCIAL ASSISTANCE AND EMPLOYMENT**

The University administers many kinds of financial assistance. Some are based on academic distinction such as fellowships, and others on need, such as grants, work-study, and loans.

**Other University Funding (a partial list)** <http://grad.berkeley.edu/financial/fellowships/>

**Multi-year Fellowships for entering students:** These usually cover tuition and living expenses for several years, in a combination of fellowship stipend and Graduate Student Instructorship (GSI) position, and are highly competitive and generally awarded on a campus-wide basis by the University's Graduate Division.

**Foreign Language Area Study (FLAS) grants** are available both for the academic year and summer for students to study modern foreign languages, either at UC Berkeley, elsewhere in the United States or abroad. Though priority is given to students in the Humanities, lower priority is given for the study of the more common European languages, such as German and French, particularly at a beginning level, and FLAS fellowships are never applied to the study of Latin. You must be a US citizen or permanent resident to apply for FLAS fellowships.

**Mentored Research Award** gives academically promising graduate students an opportunity to conduct doctoral research while developing and strengthening relationships with faculty Advisors. Must be U.S. citizens or permanent residents whose backgrounds, life experiences, and/or work contribute to diversity. The fellowship provides a stipend of \$20,000 and pays all fees and tuition for one year. The department may nominate one fellow in Spring for the following year.

**University Dissertation-year Fellowship:** Students who have overcome conditions or situations which were an impediment to advancing to graduate study, have completed two chapters on their dissertation, show evidence that the dissertation can be filed by the end of the program year, and are not over normative at time of nomination are eligible to be nominated for the University Dissertation Year Fellowship. The award carries a stipend of \$23,000 plus fees and tuition. Students who file their dissertations by the last day of finals will receive an additional \$3,000. The Department is allowed to nominate one outstanding candidate each year for this fellowship.

**Conference Travel Grants** allow Ph.D. students to attend professional conferences. Applicants must be presenting a paper or poster on their dissertation research at the conference they are attending.

**Graduate Division Student Parent Grant:** Registered graduate student parents (single, married, or registered domestic partners) who live with dependent children and demonstrate financial need are eligible to apply if they are U.S. citizens or permanent residents.

**Institute of Slavic, Eastern European, and Eurasian Studies, ISEEEES:** offers a variety of graduate student assistance, including fellowships, graduate student training grants, and grants for research-related travel. <http://iseees.berkeley.edu/>

**Doreen B. Townsend Center for the Humanities Fellowship** consists of an annual current stipend of \$22,000 for graduate students writing Ph.D. dissertations whose research projects significantly involve humanistic material or problems or have a significant bearing on the humanities. The Center does not pay tuition, fees, or other costs. More information is available at: <http://townsendcenter.berkeley.edu/funding>.

**EU Center of Excellence Grants:** Sponsored by the UC Berkeley Institute of European Studies (IES), these grants include Working Group Grants for Students in European Studies, and Foreign Language Teaching Grants. [ies.berkeley.edu/grants-fellowships/](http://ies.berkeley.edu/grants-fellowships/)

**International House scholarships,** will sometimes be able to provide full or partial financial assistance for room and board expenses for graduate students, both international and domestic, who have completed one academic year at UC Berkeley and who demonstrate financial need. <http://internationaloffice.berkeley.edu/aid/>

## **GRADUATE STUDENT INSTRUCTOR (GSI) APPOINTMENTS:**

The Department considers teaching under supervision and with training to be an important pre-professional experience for its graduate students. Instructorships are normally not awarded to first-year students, although students with an M.A. degree and teaching experience may be considered. All instructors must be registered students and have a minimum GPA of 3.3. Below are the general criteria for the selection and ranking of Graduate Student Instructors:

1. Good academic standing and normal progress. No more than two incomplete grades.
2. For language teachers, superior knowledge of the language taught evaluated in an oral interview with the teaching supervisor and, if necessary, a written examination.
3. Slavic department students may have opportunities to teach in other departments (e.g., Linguistics), which have their own teaching requirements.
4. For reappointment of GSIs: Demonstrated teaching ability as assessed by student and faculty evaluations.

### **English Language Proficiency Testing:**

Graduate students who do not speak English as a native language are required to pass a test of spoken English before being able to teach as a GSI at Berkeley. Students who hold a B.A. or B.S. from a U.S. institution do not need to take the test.

## **DESIGNATED EMPHASIS AND OTHER PROGRAMS**

The University (not the Department) offers a growing number of the so-called Designated Emphasis and Concurrent Degree programs.

**Concurrent Degree in Medieval Studies:** The Committee on Medieval Studies offers a Concurrent Ph.D. in which candidates belong to a home department while also receiving training in the core

disciplines of Medieval Studies. The degree granted will be the Ph.D. in Slavic Languages and Literatures and Medieval Studies.

**The Designated Emphasis in Critical Theory:** The D.E. in Critical Theory administered by the Townsend Center for the Humanities permits interested students to specialize in critical theory, and to obtain certification of this specialization, while pursuing a Ph.D. in an established UC Berkeley Department. Students admitted to the D.E. and completing the requirements will receive a parenthetical notation to that effect on their doctoral degrees.

**The Designated Emphasis in European Studies:** The D.E. in European Studies provides curricular and research resources for students who want to concentrate on European Studies within their respective disciplines and have their work formally recognized in their degree designation. Designed to bring together faculty and students from different departments, the D.E. is administered by the Graduate Group in European Studies and provides a unique context for rigorous cross-disciplinary research.

**The Designated Emphasis in Film:** Ph.D. students at UC Berkeley may add a Designated Emphasis in Film Studies administered by the Department of Film and Media to their major field. The Designated Emphasis in Film Studies provides curricular and research resources for students who want to concentrate on film within their respective disciplines and have their work formally recognized in their degree designation. Students applying to the D.E. must be prepared to integrate high-level film and media research into their coursework, qualifying exam, and dissertation.

**The Designated Emphasis in Folklore:** The Designated Emphasis in Folklore permits students to specialize in folklore while pursuing a Ph.D. in another UC Berkeley department or program.

**The Designated Emphasis in Renaissance and Early Modern Studies:** draws on Berkeley's exceptional faculty strength in Arts, Humanities, and Social Sciences offering comprehensive training in a wide range of departments and disciplines. Students combine seminar work in intellectual and cultural history, material culture, and languages to supplement their traditional doctoral studies.

**The Designated Emphasis in the Study of Religion:** supports graduate training in Religious Studies and in the Theory of the Study of Religion, promotes graduate research on topics related to religion, and brings together a cross-disciplinary faculty Group in the Study of Religion.

**The Designated Emphasis in Women, Gender, and Sexuality:** This is an interdisciplinary program administered by the Department of Gender and Women's Studies. Taken in conjunction with Ph.D. programs in the Humanities and Social Sciences, the Designated Emphasis provides opportunities for interdisciplinary study with more than 30 faculty involved in women, gender and sexuality studies across the campus.

## STUDY ELSEWHERE

**Research and Language Study Outside Berkeley:** The Department strongly endorses study abroad or elsewhere in the United States, especially for summer language study and for dissertation research. American colleges offering summer language instruction should be seriously considered, since they often have higher pedagogical standards than their counterparts in Europe. A host of study-abroad programs are available to graduate students, including those under the auspices of the Council on International Educational Exchange (CIES), the American Council of Teachers of Russian

(ACTR), the International Research and Exchanges Board (IREX), the American Council of Learned Societies (ACLS) etc. For more information on available programs, contact Institute for Slavic, East European, and Eurasian Studies: <http://iseees.berkeley.edu/>.

**Domestic Exchange Programs:** Exchange programs have been established for advanced graduate students with distinguished scholastic records who seek the opportunity to study with other scholars or to use research facilities and collections found elsewhere. While on the exchange, a Berkeley student is considered registered and in residence on the home campus and therefore pays the regular Berkeley student fees. Requirements for the program are described in the University's General Catalog. Applications and additional information may be obtained from the Graduate Division. Participating in exchange programs are: all UC campuses, the Berkeley Graduate Theological Union, Stanford University, Harvard University, Brown University, University of Chicago, Columbia University, Cornell University, Massachusetts Institute of Technology, and Yale University. For further information on exchange programs see section D2.1 of the Guide to Graduate Policy <http://grad.berkeley.edu/policy/>.

## **WITHDRAWAL:**

To withdraw from the University or discontinue studies for any period of time, please discuss the decision with the Graduate Advisor and notify the Student Services Advisor. Withdrawal may affect such things as visa status, residency status, and student loan repayments, Normative Time status and ability to use filing fee when filing your dissertation. Be sure to consult with the Graduate Advisor, Student Services Advisor, and if applicable, the Financial Aid Office, and Berkeley International Office before withdrawing.

Students cancel their registration and withdraw themselves through the registration system before a semester begins or by meeting with the Student Services Advisor if the decision to withdraw is made mid-semester.

Please note that if you move out of the state of California while withdrawn, your residency status may be affected at the time that you file your dissertation, particularly if it takes you more than a year to file from the time that you left. If you lose your residency you will be charged out of state tuition in order to file, unless you are eligible to use Filing Fee.

Withdrawn students must apply for readmission to the Graduate Division in order to return. Readmission is not necessarily guaranteed. Meet with the Graduate Advisor before reapplying.

**Department Requirements:** Some temporary absences from the program do not hinder progress toward the degree, but instead enrich the entire educational experience. They do, however, have an impact on time to the completion of the University's Normative Time regulations and may result in loss of financial aid. For this reason, absences in the first eight semesters, that is, before Advancement to Ph.D. Candidacy, are discouraged.

Department approval of withdrawal status is usually granted for a maximum period of one year.

All decisions concerning approvals, additional withdrawal time and subsequent readmission are made by the Graduate Advisor and the Chair.

# APPEALS PROCEDURES (DEPARTMENTAL AND OTHER)

## PURPOSE AND SCOPE

The purpose of this procedure is to afford graduate students in the Department of Slavic Languages and Literatures an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status in the Department, denial of readmission to the same program, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, denial of readmission to a program different from the one the student originally pursued, 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 were influenced by non-academic criteria.

## A. INFORMAL RESOLUTION PROCEDURES WITHIN THE DEPARTMENT

A student may pursue informal resolution of a complaint by scheduling a meeting with the 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 submitting the complaint in writing.

## B. FORMAL RESOLUTION PROCEDURES WITHIN THE DEPARTMENT

A written complaint must include information regarding the subject of the complaint 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:

1. Procedural error or violation of official policy by academic or administrative personnel;
2. 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;
3. Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.

A written complaint must be received by the Graduate Advisor within 30 days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. The department should complete its investigation and notify the student of the outcome of the complaint within 60 days of the date it was received.

If the complaint is about an action taken by the Graduate Advisor, the complainant may elect to take the complaint directly to the Department Chair. In such a case, the time limits set out in the preceding paragraph still apply.

The time frame for filing a written complaint may be extended by the department if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process

was initiated within 30 days of the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Graduate Advisor will assign an individual [or appropriate departmental academic Advisory committee or ad hoc committee] to investigate the complaint and make a recommendation to the Graduate Advisor regarding the outcome of the complaint. The investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (e.g., interviews or written statements or documents). The Graduate Advisor will notify the student in writing of the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeal Procedure. Students seeking unit-level (departmental) resolution are also encouraged by the Graduate Division to seek the advice of the Ombuds for Students (642-5754) and may also consult with the Graduate Dean's Office (642-5472).

### C. APPEAL TO THE GRADUATE DIVISION

If the student is not satisfied with the outcome of the complaint under the Department's procedure, he or she may bring the complaint to the Formal Appeal Procedure of the Graduate Division. The formal appeal must be received in the Office of the Dean of the Graduate Division, 424 Sproul Hall, within 15 days of the date of the written notification of the result of the unit (department) level procedure. The Graduate Appeal Form is available from the Graduate Services: Degrees Office (318 Sproul Hall), the Graduate Deans' Office (424 Sproul Hall) and on the Graduate Division website (<http://grad.berkeley.edu/policies/pdf/appealform.pdf>).

For more information, see <http://grad.berkeley.edu/policies/guides/e1-9-graduate-student-appeal-procedure>.

### D. 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 should consult the appropriate campus compliance officers prior to commencing informal or formal resolution. Equity Standards & Compliance Office: <http://ccac.berkeley.edu>.