Department of World Arts & Cultures/Dance

Graduate Handbook Culture & Performance Ph.D.

2019-2020
# TABLE OF CONTENTS

**INTRODUCTION** ............................................................................................................................... 3

**CULTURE AND PERFORMANCE** ........................................................................................................ 3

**MASTER’S DEGREE** .............................................................................................................................. 4
  Advising .................................................................................................................................................. 4
  Areas of Study ....................................................................................................................................... 4
  Foreign Language Requirement ............................................................................................................... 5
  Course Requirements .............................................................................................................................. 5
  Teaching Experience ............................................................................................................................... 5
  Field Experience ..................................................................................................................................... 6
  Forming the M.A. Capstone Plan Committee ......................................................................................... 6
  Forming the M.A. Thesis Committee ....................................................................................................... 6
  Capstone Plan ......................................................................................................................................... 7
  Thesis Plan ............................................................................................................................................... 7
  Time-to-Degree ..................................................................................................................................... 8

**DOCTORAL DEGREE** ............................................................................................................................. 8
  Advising .................................................................................................................................................. 8
  Major Fields or Subdisciplines ............................................................................................................... 8
  Foreign Language Requirement ........................................................................................................... 9
  Course Requirements ............................................................................................................................... 9
  Teaching Experience ............................................................................................................................... 9
  Forming the Doctoral Committee .......................................................................................................... 9
  Written and Oral Qualifying Examinations ........................................................................................... 10
  Advancement to Candidacy .................................................................................................................... 12
  Doctoral Dissertation ............................................................................................................................. 12
  Final Oral Examination (Defense of Dissertation) .............................................................................. 12
  Time-to-Degree .................................................................................................................................... 12

**DEPARTMENTAL STUDENT AFFAIRS OFFICER** ................................................................................. 13

**FUNDING** .................................................................................................................................................. 14

**READMISSION** ...................................................................................................................................... 14

**TERMINATION of GRADUATE STUDY AND APPEAL OF TERMINATION** ........................................... 15
  University Policy ..................................................................................................................................... 15
  Special Departmental or Program Policy .................................................................................................. 15

**AVAILABLE ON THE WACGradModule (CCLE)** .................................................................................. 15
Introduction

Defined by a dynamic blend of theory and practice, World Arts and Cultures/Dance (WAC/D) is led by a renowned faculty of scholars, activists, curators, filmmakers, and choreographers dedicated to critical cross-cultural analysis and art-making. We draw upon multiple disciplines and artistic approaches while encouraging students to position their work within broad social contexts.

The graduate program offers Master of Arts and Ph.D. degrees in Culture and Performance and a Master of Fine Arts (M.F.A.) in Choreographic Inquiry. Culture and Performance students research communities, cultures, and transnational movements through heritage and globalization studies, multi-vocal ethnographies, dance and theories of corporeality and embodiment, visual and material culture, critical museum and curatorial studies, documentary practice and internet interventions, as well as arts activism and interdisciplinary art-making. The M.F.A. in Choreographic Inquiry offers opportunities to engage multiple movement practices as students work on pioneering research in the form of new choreography. Students may focus on media, critical dance studies, and theories of the body as supplements to their work as choreographers.

While operating with considerable independence, the two graduate degree areas (Ph.D. in Culture and Performance and M.F.A. in Choreographic Inquiry) are unified by the department’s common concern for aesthetic production, corporeality and performance, the dynamics of tradition, and culture building in contemporary societies. Connections are forged between critical theory and artistic practices and attention is given to the changing social roles and responsibilities of artists, practitioners, and scholars of the arts in the U.S. and worldwide.

Graduates have excelled in fields including technology and the arts, videography, documentary work, public service, education, theatrical/events production, performing arts, urban planning, law, environmental activism, public health, and medicine. They have made careers in community non-profits and activist groups, government arts agencies, museums, and arts foundations. Potential careers for Ph.D., and M.F.A. graduates also include positions in research universities and colleges, and M.F.A. graduates are active as choreographers/performers in their own companies or with other professional organizations.

Culture and Performance

An abbreviated version of the information below can also be found in Graduate Division’s Program Requirements online: https://grad.ucla.edu/programs/school-of-arts-and-architecture/world-arts-and-culturesdance-department/culture-and-performance/#program-requirements/2019-2020. UCLA’s Standards and Procedures Manual is also a valuable reference that provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, Master’s and Doctoral Committees, examinations and foreign language requirements. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, in-absentia registration, withdrawal, normal degree progress and a number of other matters are also included: https://grad.ucla.edu/gasaa/library/spfsgs.pdf.

The Ph.D. program in Culture and Performance (CAP) emphasizes research on all aspects of human creativity, art making, and performance from intercultural and interdisciplinary perspectives. Research can include symbolic expressions of religious, political, ethnic, racial, and gender identities; oral traditions, festive expressions and material cultures; dance, gesture and the body; cultural expressions such as healing rituals, religious performances and studies of space and place; theories of representation, popular culture and transcolonial theory; and museum studies and digital documentation. A common denominator underlying these investigations is an emphasis on self-reflectivity, theoretical engagement, and rigorous primary research in the form of participant observation, archival research, and/or visual or choreographic analysis.
Students entering the Ph.D. program without a master’s degree are required to fulfill the CAP M.A. requirements.

**Master’s Degree**

Graduate students who are admitted to the Ph.D. program without a M.A. degree will be expected to complete the M.A. degree requirements. You will complete the M.A. requirements while working towards the Ph.D. requirements.

**Advising**

The master’s degree is organized around the relationship between the individual student, the student’s faculty adviser, and the M.A. Committee. The entering student will be assigned a temporary faculty adviser from among the department’s ladder faculty who takes primary responsibility for academic advising for the first year. Each student is expected to choose a Committee Chair and form an M.A. Committee during the first year of academic residence and apply for advancement to candidacy no later than Winter Quarter of the second year. The Faculty Adviser is fundamentally responsible for advising students in regard to program requirements, policies, and University regulations.

Academic progress is assessed yearly between the faculty and student, and faculty will request a formal annual review from first-year students and may request them from continuing students as needed. The Vice Chair of Graduate Affairs and the Student Affairs Officer work together in determining those students who will benefit from a required annual review. Faculty rely on the information from annual review forms for decisions pertaining to funding, fellowships, and teaching assistantships. Please be aware that the annual reviews should be completed in a timely manner to enable accurate evaluation of student performance. It is the student’s responsibility to 1) fill out their portion of the review form, 2) ensure that their Faculty Adviser or Doctoral Committee Chair fills out their portion, and 3) send the form to the department’s Student Affairs Officer. Review forms can be accessed on the departmental CCLE site (CCLE, pg.19).

Graduate students should make plans to meet with their Faculty Adviser, committee members and course instructors during the academic school terms (Fall, Winter, and Spring). Faculty are increasingly forced to compress their non-teaching and non-service work to the gaps between quarters and during the summer months. Many make plans for fieldwork, residencies, and fellowship/grant research during the week immediately following finals week or the week immediately preceding week one of classes. For the collective good of the department, we want to preserve as best as possible our faculty’s time for focused research, development of creative projects, and writing.

**Areas of Study**

The requirements for your selected area of study vary widely among individual students and are determined in consultation with the Faculty Adviser and M.A. Committee. While there are no formal requirements in these areas, students must demonstrate competence in these areas before commencing their master’s research. The degree of further proficiency needed is directly related to the sort of field or library research in which the student will engage.

This department offers opportunities to develop specialized knowledge and skills in a diverse range of interdisciplinary fields such as arts activism, curatorial studies, dance studies, film studies, performance studies, and visual studies. Students will designate a Major Field of study in consultation with their Faculty Adviser. The student is expected to consult with their Faculty Adviser on a regular basis regarding area(s) of interest to determine associated coursework and research focus, and to plan the instructional schedule appropriately.
The Major Field for master’s students will consist of at least three courses. The faculty strongly advise that one of these should be a course that provides introduction to the special methods or discourse of the Major Field (whether in WAC/D or in another department). Examples of some possible fields would include dance studies, healing, museology, or field studies in African, Caribbean, or Indigenous Peoples’ cultures. The student is expected to consult with their Faculty Adviser on a regular basis regarding area(s) of interest to determine associated coursework and research focus, and to plan the instructional schedule appropriately.

Foreign Language Requirement

Students in the master’s degree program must demonstrate competence in one foreign language. The purpose of the language requirement is to ensure that students have the necessary skills to conduct independent research. Any foreign language useful for field study and/or library research in their topics or Major Field of study and geo-cultural regions of choice is acceptable. The appropriateness of a particular language should be discussed with the student’s faculty adviser. The language requirement must be completed before students file the advancement to candidacy petition for the degree.

The language requirement may be met by: (1) passing a departmental examination, administered by a departmental faculty member approved by the Vice-Chair of Graduate Affairs; (2) demonstrating the equivalent of five quarters or four semesters of training in an approved foreign language, completed within the last five years before admission with an average grade of B or higher in the courses; (3) placing at level six on the Foreign Language Placement Examination; or (4) petitioning to use English as a foreign language (only for international students whose native language is not English).

Course Requirements

All master's students must successfully complete a total of 36 units (normally nine courses) taken for a letter grade (unless only offered S/U) and with a minimum 3.0 grade point average. Of the 36 units, at least 24 must be completed at the graduate level. No more than eight units of 500-series independent study courses (e.g., World Arts and Cultures 596A) may be applied toward the graduate course requirement. World Arts and Cultures 375, 495 and 496 (courses required for teaching assistants) cannot be counted towards the course requirements.

The required courses are distributed as follows:

1. Four core courses (16 units), taken during the first year of study; World Arts and Cultures 200, 201, 202, and 204. Students must earn a “B” or higher in each core course to count towards the degree requirements.

2. Three courses (12 units) in the designated Major Field, chosen in consultation with the student’s Faculty Adviser. One of these should be a course that provides introduction to the special methods or discourse of the Major Field. Examples of methodologies include archival research, choreographic analysis, discourse analysis, ethnography, museum studies, oral history, phenomenology, visual analysis, and interdisciplinary frameworks.

3. Two elective courses (8 units).

Of the combined three Major Field and two elective courses, at least three of the five courses must be graduate level courses taken within the department.

The minimum course load is 12 units per quarter. Students must be registered and enrolled full time during the academic year unless they are on an official leave of absence.

Teaching Experience

Teaching experience is encouraged but not required.
Field Experience
Field experience is not required but is expected of students whose theses are based on ethnographic research.

Forming the Master’s Capstone Plan Committee
The Capstone Plan Committee does not require a formal nomination through the Graduate Division. Nominations for the Capstone Plan Committee are handled within the department and use an internal form that can be found on CCLE. The department follows the same regulations for the formation of the Master’s Thesis Committee below, however the form is submitted directly to the department’s Student Affairs Officer.

Forming the Master’s Thesis Committee
Nominations for the Thesis Committee are listed on the “Nomination of Master’s Committee” form and sent to the Graduate Division for consideration. The form can be found on the department’s CCLE website or on Graduate Division’s website: https://grad.ucla.edu/gasaa/library/masnomin.pdf. The Thesis Committee regulations below are the Graduate Council’s Minimum Standards and can be found here: https://grad.ucla.edu/gasaa/library/spfgs.pdf.

Regulations governing the nomination of Master’s Thesis Committees:
1. Master’s Thesis committees are appointed by the Dean of the Graduate Division, acting for the Graduate Council, upon nomination by the Chair of the Department (or Interdepartmental Program), after consultation with the student.
2. Master’s Thesis committees consist of a minimum of three faculty members from UCLA.
3. Master’s Thesis committee members must hold one of the following academic ranks:
   A. Professor (any rank, regular series)
   B. Professor Emeritus
   C. Professor-in-Residence (any rank)
   D. Acting Professor (any rank)
4. Adjunct Professor (any rank), Professor of Clinical X (any rank), and Visiting Professor (any rank) may serve as one of the three regular members (not as chair) on professional [not M.A. or M.S.] master’s thesis committees.
5. Acting Assistant Professors may serve as regular members but not as chairs.
6. The Chair of the committee and at least one other member must hold academic appointments in the student’s department or interdepartmental program at UCLA.
7. Additional members from any of the above titles as well as those with the title of Lecturer may be appointed to the committee and/or serve as Co-Chairs, and shall have the same voting rights and responsibilities as the other committee members.
8. By petition, one of the minimum three members may be a faculty member from another UC campus who holds an appropriate appointment as listed above.

Capstone Plan
Students who select this plan take a comprehensive examination that consists of three essay questions (chosen from six possible questions) based on reading lists developed in advance by the student in consultation with the student’s M.A. Committee. This examination is designed to test the student’s knowledge of theories and methods in their research field, as well as their ability to apply these ideas and techniques to the study of particular practices, genres, geo-cultural areas, social groups, or historical periods.

Students must inform the departmental Student Affairs Officer the quarter before they intend to take the exam. Students must have their records checked by the Student Affairs Officer to determine that they have satisfied degree requirements including required courses, the required number of units, approved Master’s Committee, and the language exam.
The exam employs a “take-home” format, as decided in consultation between the student and the Committee Chair along with the approval of the remaining committee members. The exam will be administered over seven days. The three responses will each be approximately ten pages in length, and accompanied by full bibliographic references. Essays should consistently follow one of the professional style guides; whichever is the norm for the discipline in question (Chicago, APA, or APS). Responses should be structured to demonstrate command of relevant literatures and independent thinking.

Although students are responsible for finding an agreeable date among the committee members, the Chair of the committee is responsible for the exam in all its parts: collecting questions from the committee members, giving the exam to the student on the assigned date, collecting the hard copy and electronic copy from the student on the final date, giving the Student Affairs Officer a hard copy for the student’s file, distributing the exam answers to the committee members, collecting their evaluations, communicating the results to the committee and the student, evaluations, and communicating the results to the committee and the student.

The master’s comprehensive examination is graded either fail or pass. Students who fail the comprehensive examination are allowed to retake it once, no later than the following quarter. Students who pass will be awarded the M.A. in Culture and Performance and will continue working towards the Ph.D. in Culture and Performance.

If a student fails one question on their exam, they have failed the exam. By majority vote, the committee may decide to allow the student to take the exam again no later than the following quarter. The student would then retake the number of questions they failed originally, not the entire exam. Although each question contributor evaluates their respective question’s answer, any committee members can comment on any answer. Though committee members may comment on each question, they will evaluate responses to their own questions as pass or fail. Failure at the second retake constitutes cause for dismissal from the program.

**Thesis Plan**

Every master’s degree thesis plan requires the completion of an approved thesis that demonstrates the student’s ability to perform original, independent research. The purpose of the master’s thesis is to demonstrate a student’s ability to conduct research in their chosen field, to interpret the results, to demonstrate the relevance of the work to conceptual and practical issues in selected disciplines, and to present the findings in lucid prose. The Master’s Committee should be appointed no later than Winter Quarter of the student’s second year.

The student must develop a proposal, to be approved by the M.A. Committee, after sustained conversation between the student and their Chair and committee members. Students are advised to meet with their committee members before submitting the proposal. The student’s Chair and committee members, with most theses 80-100 pages long, will determine the length of the thesis.

While it is expected that a thesis will consist primarily of a written document, prepared in accordance with the Graduate Division’s Regulations for Thesis and Dissertation Preparation (see Thesis and Dissertation Guidelines: [https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/](https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/)), students may complement the text with work in other media (including video or other visual materials, CD-ROM, exhibitions, and performance projects). These options must be original to the M.A. project, must be approved in advance by the committee, and must explicitly relate to the written thesis.

Master’s degree students who seek to apply to the doctoral program in Culture and Performance are advised to select the master’s thesis plan as preparation for their doctoral studies.
Time-to-Degree (TTD)
The master’s degree is designed as a two-year program. Students are considered beyond “normative time” after their second year in the program.

Normal progress toward the M.A. degree is as follows:
- Completion of core course requirements: 3rd quarter
- Completion of foreign language requirement: 5th quarter (must be completed prior to the nomination of committee)
- Approval of Master’s Committee: 5th quarter
- Advancement to candidacy (ATC): 6th quarter
- Completion of master’s degree: 6th quarter

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>NORMATIVE TIME TO ATC (Quarters)</th>
<th>NORMATIVE TTD</th>
<th>MAXIMUM TTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A.</td>
<td>6</td>
<td>6</td>
<td>9</td>
</tr>
</tbody>
</table>

Doctoral Degree

Advising
The doctoral degree is organized around the relationship between the individual student, the student’s Faculty Adviser and the Doctoral Committee. The entering student will be assigned a temporary Faculty Adviser, from among the department’s ladder faculty, who takes primary responsibility for academic advising for the first year. Each student is expected to choose a primary adviser and begin forming a Doctoral Committee during the second year of academic residence. The Faculty Adviser is fundamentally responsible for advising students in regard to program requirements, policies, and University regulations.

Academic progress is assessed yearly between the faculty and student, and faculty will request a formal annual review from first-year students and may request them from continuing students as needed. The Vice Chair of Graduate Affairs and the Student Affairs Officer work together in determining those students who will benefit from a required annual review. Faculty relies on the information from annual review forms for decisions pertaining to funding, fellowships, and teaching assistantships. Please be aware that the annual reviews should be completed in a timely manner to enable accurate evaluation of student performance. It is the student’s responsibility to 1) fill out their portion of the review form, 2) ensure that their Faculty Adviser or Doctoral Committee Chair fills out their portion, and 3) send the form to the department’s Student Affairs Officer. Review forms can be accessed on the departmental CCLE site (CCLE, pg.19).

Graduate students should make plans to meet with their Faculty Advisers, committee members and course instructors during the academic school terms (Fall, Winter, and Spring). Faculty is increasingly forced to compress their non-teaching and non-service work to the gaps between quarters and during the summer months. Many make plans for fieldwork, residencies, and fellowship/grant research during the week immediately following finals week or the week immediately preceding week one of classes. For the collective good of the department, we want to preserve as best as possible our faculty’s time for focused research, development of creative projects, and writing.

Major Fields or Subdisciplines
The department offers opportunities to develop specialized knowledge and skills in a diverse range of interdisciplinary fields such as activism, critical theory, curatorial studies, dance studies, film studies, performance studies, and visual studies. Students will designate a Major Field of study in consultation with their Faculty Adviser. Examples of methodologies include archival research, choreographic analysis, discourse analysis, ethnography, museum studies, oral history, or phenomenology. Students should also identify an area of geographical, cultural, and/or temporal focus. The student is expected to consult with their academic
Faculty Adviser on a regular basis regarding area(s) of interest to determine associated coursework and research focus, and to plan the instructional schedule appropriately.

**Foreign Language Requirement**

Doctoral students must demonstrate competence in one foreign written and/or oral language. The purpose of the language requirement is to ensure that students have the necessary skills to conduct independent research. Any foreign language useful for field study and/or library research in their topics and geo-cultural regions of choice is acceptable. The appropriateness of a particular language should be discussed with the student’s Faculty Adviser. The foreign language requirement must be completed before the student takes their qualifying exams for their dissertation. If the student has already fulfilled this requirement as a master’s student in this department, this fulfillment also counts as fulfillment of the language requirement for the doctoral degree.

The language requirement may be met by: (1) passing a departmental examination, administered by a departmental faculty member approved by the Vice-Chair of Graduate Affairs; (2) demonstrating the equivalent of five quarters or four semesters of training in an approved foreign language, completed within the last five years before admission with a grade of B or higher average in the courses; (3) placing at level six on the Foreign Language Placement Examination; or (4) petitioning to use English as a foreign language (only for international students whose native language is not English).

**Course Requirements**

All doctoral students must successfully complete a total of 48 units (normally 12 courses) taken for a letter grade (unless only offered S/U), and with a minimum 3.0 grade point average. These courses are chosen in consultation with the student’s Faculty Adviser. No more than eight units of 500-series independent study courses may be applied toward the graduate course requirement. World Arts and Cultures 375, 495 and 496 (courses required for teaching assistants) cannot be counted towards the course requirements.

The required courses are distributed as follows:

1. Four core courses (16 units), taken during the first year of study; World Arts and Cultures 200, 201, 202, and 204. Students must earn a “B” or higher in each core course for them to count toward their degree requirements.
2. Four courses (16 units) in the designated Major Field, chosen in consultation with the student's Faculty Adviser.
3. Four elective courses (16 units).

Of the combined four Major Field and four elective courses, at least four of the eight courses must be graduate level courses taken within the department.

Students who progress to the doctoral program from the department's master’s degree program are not required to repeat courses. Having completed the four core courses (World Arts and Cultures 200, 201, 202, and 204), and if these students continue in the same Major Field, they will need to complete one additional Major Field course (4 units) and two elective courses (8 units), in consultation with their Faculty Adviser. If these students choose a new Major Field, they will need to complete four Major Field courses (16 units) and two elective courses (8 units), in consultation with their Faculty Adviser.

**Teaching Experience**

Teaching experience is encouraged but not required.

**Forming the Doctoral Committee**

The Nomination of Doctoral Committee form and instructions can be found on the departmental CCLE or on Graduate Division’s Website: [https://grad.ucla.edu/gasaa/library/docnomin.pdf](https://grad.ucla.edu/gasaa/library/docnomin.pdf). The regulations below are
the Graduate Council’s Minimum Standards and can be found here: https://grad.ucla.edu/academics/doctoral-studies/minimum-standards-for-doctoral-committee-constitution-effective-2016-fall/. Once your committee has been formed and approved, the Chair of your Doctoral Committee will serve as your faculty adviser.

Minimum Standards for Doctoral Committee Constitution:

1. All doctoral committees require a minimum of four faculty members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).
2. Two of the three required UCLA doctoral committee members must hold the rank of professor or associate professor (regular or in-residence series).
3. If certified and approved by the Committee on Degree Programs (CDP), one Adjunct Professor (any rank) or Professor of Clinical X (any rank) may serve in place of the required three UCLA Senate faculty members listed in #1 above. Only one such substitution is allowed per doctoral committee. (GC Am. 12/15/2017)
4. The Chair always must hold a current UCLA Academic Senate faculty appointment per #1 above in the same department or IDP as the graduate student. If a committee has co-Chairs, at least one must be from the student’s major department or IDP at UCLA.
5. Additional members (above the minimum number of four) who have subject matter expertise may be nominated and, if appointed, have the same voting rights and responsibilities as the other committee members.
6. Only one committee member with an Academic Senate faculty appointment per #1 above or its academic equivalent at an accredited university or college (UC or non-UC) may serve without need of an exception from the Graduate Division.
7. All committee members must certify that the fairness, equity, and academic integrity of the oral qualifying examination and the final oral examination (dissertation defense) have been preserved by the doctoral committee.
8. Only one committee member (never the Chair or Co-Chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the Committee Chair in advance of the examination to allow one member to participate remotely; the Committee Chair must provide written approval to the student ahead of the examination. The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously. Although no exception petition will be required for one committee member participating remotely, the department/program must notify the Graduate Division of the remote participation within 14 business days of the examination. Under rare circumstances, the department or inter-departmental program Chair may petition the Graduate Division for an exception to allow a second member (not the Chair or Co-Chairs) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation). [Effective 2015 Fall]

In addition to UCLA’s minimum standards for Doctoral Committee, the departmental also requires:

9. The Chair, and one other committee member, always must hold a current Academic Senate faculty appointment at UCLA in the same department or interdepartmental program as the student.

Written and Oral Qualifying Examinations

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations the University oral qualifying examination is open only to the student and appointed members of the Doctoral
Committee. In addition to University requirements, some graduate programs have other pre-candidacy examination requirements.

The doctoral qualifying examinations are composed of a written and an oral examination. Students must successfully complete all required coursework (including the core courses and foreign language requirement) before scheduling their examination, and must be registered and enrolled during the quarter in which the examination is administered. Students must inform the departmental Student Affairs Officer at the beginning of the quarter they intend to take the written qualifying exam. They must have their records checked to determine that they have satisfied degree requirements including required courses, the required number of units, approved Doctoral Committee, and the foreign language exam.

The timing of these examinations is determined in consultation with the Chair of the Doctoral Committee. Students typically take the written qualifying exams in advance of submitting the dissertation proposal to their committee members at the beginning of a given quarter, completing their orals by the end of that same quarter. In some cases, students may prepare the prospectus in advance of or concurrently with scheduling the written exams. Alternatively, students may schedule their written exams during one quarter and the orals during the quarter immediately following it. In either case, the student is considered for advancement to candidacy after both the proposal is approved and the oral exam is passed.

The student's Doctoral Committee Chair administers the written qualifying examination. This examination takes the form of four essay questions (chosen from eight possible questions), developed in consultation with the student's Faculty Adviser and Doctoral Committee, and tailored to the theoretical and substantive interests of the student, and to the refinement of a dissertation topic. The written examination evaluates competence in three main areas relevant to the student's dissertation topic: (1) theoretical concepts and problems; (2) geo-cultural and/or historical field of specialization; and (3) expressive genre(s) or media.

Each answer will be approximately fifteen pages (typed, double-spaced), and will be accompanied by full bibliographic references. The take-home exam will be administered over ten days. The Chair of the student's committee is responsible for collecting and then distributing the answers to all committee members, as well as providing one back-up copy to the Student Affairs Officer. The Committee Chair will discuss the respective evaluations with the committee members and notify the student of the exam’s results within seven business days. Once the committee has submitted their grades to the Committee Chair, the Chair will compile the results of these evaluations and inform the other committee members and Student Affairs Officer.

Examination answers are evaluated as pass or fail. If one answer is fail, the written examination receives an overall evaluation of fail. Any examination question that originally receives a fail evaluation may be retaken once, no later than the following quarter. If a student fails any single question on the written examination a second time, the student has failed the written examination. A failed written examination leads to a recommendation to the Graduate Division for termination from the doctoral program. Committee members may choose to meet with the student to discuss the written exam after the exam has been graded.

Following the completion of the written examinations, students are required to complete a dissertation prospectus of 25 to 30 pages in length. The prospectus puts forward an introduction to the dissertation topic, research questions, and methodology. It typically consists of an overview, literature review, statement of originality and importance, discussion of research methods and methodologies, and a dissertation outline. The student should work on the prospectus with the Committee Chair before circulating it to the Doctoral Committee. The final prospectus should be sent to committee members at least three weeks before the orals.

The University Oral Qualifying Examination is primarily a defense of the dissertation proposal and is administered by the student's Doctoral Committee, and is primarily arranged by the Committee Chair. These meetings usually last two hours and typically involve a discussion of the proposed research and the structure
of the dissertation. A pass examination evaluation cannot have more than one committee member who votes fail regardless of the size of the committee. Students may retake the oral examination once within the next quarter. If the second oral examination results in a second fail evaluation, the student has failed the oral examination. A failed oral examination leads to a recommendation to the Graduate Division for termination from the doctoral program.

Evaluation results of written and oral examinations are communicated to the student in writing within fourteen days from the date of the completion of the examinations. However, the Doctoral Committee usually informs the student of the evaluation result of the oral examination immediately upon completion of the examination.

The Oral Examination and Advancement to Candidacy form must be obtained from the Student Affairs Officer two weeks prior to the oral exam. You will take the form to your oral exam and then submit to the Graduate Division upon passing your oral exam once all your committee members sign.

Advancement to Candidacy
Students are advanced to candidacy (ATC) upon successful completion of the written and oral qualifying examinations. Schedule a meeting with your Student Affairs Officer two weeks prior to the oral examination to complete the ATC form.

Doctoral Dissertation
Every doctoral degree program requires the completion of an approved dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study. You will work with your faculty adviser throughout the dissertation writing process. Students are required to submit the final draft of their dissertation to their Doctoral Committee one month prior to UCLA Graduate Division's filing deadlines for review and approval. To file your dissertation, please visit graduate divisions website for more information: https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/

Final Oral Examination (Defense of Dissertation)
Not required for all students in the program. The Doctoral Committee makes the decision as to whether a defense is required. This will be determined during your oral qualifying examination.

Time-to-Degree (TTD)
For students entering the doctoral program with an approved master's degree, normative time to candidacy is eight quarters from their entering date. After reaching candidacy, these students have two years to complete their doctoral degree to remain within normative time.

For students entering the doctoral program without an approved master's degree, normative time to complete our master's degree is two years from their entering date. After completing their master's degree in this department, students have three years to complete their doctoral degree to remain within normative time.

Normal progress toward the doctoral degree for students with a master's degree:

- Core course requirements: 3rd quarter
- 48 units of course work: 5th quarter
- Completion of foreign language requirement: 6th quarter (must be completed prior to the nomination of committee and the qualifying examinations)
- Approval of Doctoral Committee: 8th quarter
- Written and oral qualifying examinations: 8th quarter
- Advancement to Candidacy: 8th quarter
- Completion of doctoral dissertation and final oral examination (if required): end of 5th year
Normal progress toward the doctoral degree for students in the department’s master’s degree program and continuing to doctoral program:

- Core course requirements: 3rd quarter
- Completion of foreign language requirement: 5th quarter (must be completed prior to the nomination of committee and the qualifying examinations)
- Approval of Master’s Committee: 5th quarter
- Advancement to candidacy: 6th quarter
- Completion of master’s degree: 6th quarter
- 12 to 24 units of additional course work: 10th quarter
- Approval of Doctoral Committee: 10th quarter
- Written and oral qualifying examinations: 12th quarter
- Advancement to Candidacy: 12th quarter
- Completion of doctoral dissertation (and final oral examination if required): 6th year

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>NORMATIVE TIME TO ATC (Quarters)</th>
<th>NORMATIVE TTD</th>
<th>MAXIMUM TTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>8</td>
<td>18</td>
<td>24</td>
</tr>
</tbody>
</table>

**Departmental Student Affairs Officer**

The departmental Student Affairs Officer (SAO) in the WAC/D Student Affairs Office located in 148 Kaufman Hall is also available to assist and support you throughout the program. The SAO is fundamentally responsible for advising students in regard to program requirements, policies, and University regulations. Quarterly meetings with the SAO are suggested to help keep your progress on track.

You Can Expect the SAO to:

- help you understand WAC/D’s academic programs, policies, and procedures,
- discuss ways you can define and achieve your educational goals,
- help you plan your academic program and schedule appropriate courses,
- maintain and audit your records for accuracy and clarity,
- empower you to make informed decisions about your education,
- refer you and/or reach out to other resources when appropriate,
- maintain confidentiality and create a safe space,
- assist you in understanding your educational rights and responsibilities as a UCLA student,
- recognize and respond to diverse student needs to foster an inclusive advising culture,
- encourage you to participate in additional program opportunities,
- be respectful and concerned with your overall wellbeing.

The SAO Will Expect You to:

- take responsibility for your educational decisions,
- become knowledgeable of your degree requirements, as well as University and School policies,
- regularly review your degree progress and study list for accuracy and contact us when there is an inconsistency,
- contact us when you have academic concerns or questions and/or when non-academic challenges may affect your studies,
- email us with short questions that require a short answer,
- email to schedule an advising appointment; attend and arrive on time; call in case something unexpected comes up,
- prepare for appointments by bringing a completed course planning sheet and/or listed topics for discussion; take notes during the appointment,
- meet with your WAC/D Faculty Adviser at least once every other quarter.
● provide us with accurate information about your goals, challenges, and concerns – we can help if you tell us what’s going on,
● enroll in courses on time,
● attend departmental events,
● regularly check your email,
● be respectful and concerned with the wellbeing of the WAC/D community.

**Funding**

Graduate funding can come from a variety of sources including: federal financial aid; departmental, school and graduate division funding; and/or external scholarships. Funding can also be received by employment as a Teaching Assistant and/or Graduate Student Researcher. All funding is dependent upon continuous full time enrollment and remaining in satisfactory standing in the department. In Absentia enrollment does not affect a student’s continuous enrollment.

For federal financial aid, please visit the UCLA Financial Aid and Scholarships Office for eligibility requirements, application, and additional information: [www.financialaid.ucla.edu](http://www.financialaid.ucla.edu/). Their office manages all federal financial aid.

UCLA Graduate Division provides a comprehensive handbook to acquaint you with the range of opportunities to support your graduate study at UCLA: [https://grad.ucla.edu/asis/stusup/gradsupport.pdf](https://grad.ucla.edu/asis/stusup/gradsupport.pdf). The Graduate Division also provides a search database for additional opportunities. UCLA GRAPES allows you to search for awards from among 625 scholarships, grants, fellowships, and postdoctoral awards: [https://grad.ucla.edu/funding/](https://grad.ucla.edu/funding/).

Teaching Assistant positions through the department are available through an application process. The Student Affairs Office will send out a call for applications during the Winter Quarter. Graduate students interested in searching for Teaching Assistantship vacancies outside of their home department are encouraged to subscribe to use Graduate Division’s TA Marketplace where open positions throughout campus are located: [https://grad.ucla.edu/funding/working-at-ucla/teaching-assistantship-positions/](https://grad.ucla.edu/funding/working-at-ucla/teaching-assistantship-positions/).

There will be additional opportunities for scholarships throughout the academic year from WAC/D, The School of Arts and Architecture, and other external resources. You will be notified by email of these opportunities by the Student Affairs Office.

**Readmission**

University requirements state that unless granted a formal leave of absence, continuing graduate students who fail to register are considered to have withdrawn from the University and must compete for readmission with all other applicants. Thus, applicants who were previously registered at any time as graduate students at UCLA, whether having completed a graduate program or not, should submit an online Application for Graduate Admission and submit this to Graduate Admissions/Student and Academic Affairs with the application fee. Official transcripts of record for all college and university work completed since last registration at UCLA should be sent directly to the major department. A formal application for readmission is not required for students who are returning immediately from an official leave of absence or who will return to file during the summer sessions. Please check with the department’s Student Affairs Office for any additional requirements pertaining to readmission. Responses to re-admission applications may take up to 60 days.
Termination of Graduate Study and Appeal of Termination

University Policy
A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common failure is to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA: https://grad.ucla.edu/gasaa/library/spfgs.pdf.

Special Departmental or Program Policy
The Chair of the department makes a recommendation for academic disqualification after a vote of the department’s graduate faculty. Examples of reasons for academic disqualification include failure of examinations, lack of timely progress toward the degree (being “beyond normative time”), and poor performance in courses (earning less than a “B” in any of the core courses). Before the recommendation is sent to the Graduate Division, a student is notified in writing and given two weeks to respond in writing to the Chair. An appeal is reviewed by the department’s graduate faculty, which makes the final departmental recommendation to the Graduate Division.

Available on the WACGradModule (CCLE)

The items listed below include information specific to, and commonly utilized by, the graduate students within the Department of World Arts and Cultures/Dance and can be found on the departmental “Common Collaboration and Learning Environment” site (CCLE). Upon admission you will be automatically added to CCLE. To access CCLE, the student should visit https://ccle.ucla.edu/ and log in with a UCLA logon ID and password. The forms can also be found online through the Graduate Division site, or by visiting the Student Affairs Officer. Please note the information provided on CCLE does not include all university and non-university sources. Students are responsible for familiarizing themselves with additional campus and non-campus resources specific to their needs.

- C.A.P Degree Requirements and Handbooks
- M.F.A. Degree Requirements and Handbooks
- Forms
- TA Handbooks
- Funding and Financial Assistance
- Conferences, Presentation Opportunities, Performance Opportunities, Residency Programs, and Professional Organizations
- Job Opportunities
- Career Advice
- Publishing Possibilities
- Tips from Student Peers
- Departmental Resources
- Campus Resources
- International Students