



**Department of
World Arts & Cultures/Dance**

**Graduate Handbook
Culture & Performance Ph.D.**

2018-2019

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Introduction

Defined by a dynamic blend of theory and practice, World Arts and Cultures/Dance (WACD) is led by a renowned faculty of scholars, activists, curators, filmmakers, and choreographers dedicated to critical cross-cultural analysis and art-making. Our department is the place to make dances, explore digital media, curate exhibitions, practice arts activism, and develop scholarly expertise in cultural expression and the arts. We draw upon multiple disciplines and artistic approaches while encouraging students to position their work within broad social contexts. Our M.F.A. in Dance promotes adventurous choreographic inquiry and engages with global discourses around the body and performance. WACD's path-breaking programs are committed to academic excellence, diversity, inclusion, freedom of expression, activism, and social transformation through the arts.

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 Dance with an emphasis on choreography. Culture and Performance students research communities, cultures, and transnational movements through heritage and globalization studies, multivocal 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 Dance 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. The presence of UCLA's Art and Global Health Center (<http://artglobalhealth.org/>) within the department presents further opportunity for learning and practice.

While operating with considerable independence, the two graduate degree areas 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.

Undergraduates and 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

The information below can be found in Graduate Division's Program Requirements online:

<https://grad.ucla.edu/gasaa/pgmrq/dance2.asp>. Sections with a line bordering the right have been added by the department to provide further clarification and additional information required of graduate students within the department not listed online in the Program Requirements. Refer to UCLA's Standards and Procedures which 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, 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 trans-colonial theory; and museum studies and digital documentation. A common denominator underlying these investigations is an emphasis on self-reflective, participant-observation fieldwork as a method for understanding human creativity and the arts.

Students without an M.A. in CAP or a closely related field 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 advisor, and the M.A. committee. The entering student will be assigned a temporary faculty advisor 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. 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. Annual review forms can be accessed on the departmental CCLE site (see CCLE section, pg.19).

Graduate students should make plans to meet with their faculty advisors, 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.

The departmental graduate advisor in the WACD Student Affairs Office is also available to assist you throughout the program. The graduate advisor is fundamentally responsible for advising students in regard to program requirements, policies, and University regulations. Quarterly meetings with the graduate advisor is suggested to help keep your progress on track.

You Can Expect the Student Affairs Officer to:

- Help you understand WACD'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 Student Affairs Officer 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 WACD faculty advisor 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 WACD community.

Areas of Study

The requirements for your selected area of study vary widely among individual students and are determined in consultation with the advisor and 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 diverse fields ranging from arts and activism, critical theory, curatorial studies, dance studies, ethnography and new media, festivals,

healing, visual cultures, to specific area studies, among others. Students will designate a Major Field of study in consultation with their faculty advisor. 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 WACD 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 advisor 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 advisor. 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 the department's Graduate Foreign Language Examination Committee; (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 in the final 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 9 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 8 units of 500-series independent study courses (e.g., World Arts and Cultures 596A) may be applied toward the graduate course requirement.

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 advisor. The Major Field for doctoral students will consist of at least four 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 WACD or in another department).

(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, the maximum is 20 units. Students must be registered and enrolled at all times 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 thesis are based on ethnographic research.

Forming the Master's 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/masnommin.pdf>.

- Master's thesis committees consist of a minimum of three faculty members from UCLA.
- Master's thesis committee members must hold one of the following academic ranks:
 - Professor (any rank, regular series)
 - Professor emeritus
 - Professor-in-residence (any rank)
 - Acting professor (any rank)
- 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.
- Acting assistant professors may serve as regular members but not as Chairs on thesis committees.
- The Chair of the committee and at least one other member must hold academic appointments in the student's department or, in the case of a student in an interdepartmental degree program, must be selected from a list of faculty members who actively participate in the program.
- Additional members (above the minimum) 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.
- 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 must inform the departmental Student Affairs Officer before the quarter 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.

Students who select this plan take a comprehensive examination that consists of three essay questions (chosen from six possible questions) posed by the student's M.A. committee members. The questions are based on reading lists developed in advance by the student in consultation with the student's M.A. committee members. 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 traditions, genres, geo-cultural areas, social groups, or historical periods.

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: (1) Fail; (2) Pass with awarding of the Master's degree; or (3) Pass with awarding of the Master's degree and recommendation to proceed to the doctoral program.

If a student fails one question on their exams, they have failed that 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 essay, they will evaluate responses to their own questions as pass or fail. Failure at the second retake constitutes cause for dismissal from the program.

If it is recommended that the student continue to the doctoral program, departmental faculty make the final determination regarding admission to the doctoral program. Students who fail the comprehensive examination are allowed to retake it once, no later than the following quarter.

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. Students who pursue this plan must submit an acceptable thesis, prepared under the direction of their faculty advisor and thesis committee. The thesis 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 thesis 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.

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: www.grad.ucla.edu/gasaa/library/degreeinfo.html), 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.

Continuing from the M.A. to Ph.D. Program

Whether choosing the comprehensive examination plan or the thesis plan, students interested in pursuing the doctoral degree will submit a formal request to continue in the department as a doctoral student. These requests should be submitted to the department's Vice Chair of Graduate Affairs the week before the completion of their Master's exam or thesis. Students should include with their requests a 500-word abstract of their dissertation research and the name of their proposed dissertation committee Chair.

After a student requests acceptance into the doctoral program from the Master's program, the Culture and Performance faculty will make the final determination regarding the student's continuation to the doctoral program within fourteen days of receiving the student's request.

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 M.A. program.

Normal progress toward the degree is as follows:

Completion of core course requirements: third quarter.

Completion of foreign language requirement: fifth quarter (must be completed prior to the nomination of committee).

Approval of Master's Committee: fifth quarter.

Advancement to candidacy (ATC): sixth quarter.

Completion of Master's Degree: sixth quarter

DEGREE	NORMATIVE TIME TO ATC (Quarters)	NORMATIVE TTD	MAXIMUM TTD
M.A.	6	6	9

Doctoral Degree

Advising

The doctoral degree is organized around the relationship between the individual student, the student's faculty advisor, and the doctoral dissertation committee. The entering student will be assigned a temporary faculty advisor, 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 advisor and begin forming a dissertation committee during the first year of academic residence. The faculty advisor is fundamentally responsible for advising students in regard to program requirements, policies, and University regulations.

Academic progress is assessed yearly between the faculty and the student, and the faculty will request a formal annual review for all first year students and may request them from continuing students as needed. The Vice Chair of Graduate Affairs and the Student Affairs Office work together in determining those students who will

benefit from a required annual review form. 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. Annual review forms can be accessed on the departmental CCLE site (see the CCLE section, pg. 19).

Graduate students should make plans to meet with their faculty advisors, 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.

The departmental graduate advisor in the WACD Student Affairs Office is also available to assist you throughout the program. The graduate advisor is fundamentally responsible for advising students in regard to program requirements, policies, and University regulations. Quarterly meetings with the graduate advisor is suggested to help keep your progress on track.

You Can Expect the Student Affairs Officer to:

- Help you understand WACD'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 Student Affairs Officer 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 WACD faculty advisor 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 WACD community.

Major Fields or Subdisciplines

The department offers opportunities to develop specialized knowledge and skills in diverse fields ranging from arts and activism, critical theory, curatorial studies, dance studies, ethnography and new media, festivals, healing, and visual cultures to specific area studies, among others. Students will designate a Major Field of study in consultation with their faculty advisor. 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 academic faculty advisor 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 advisor. The foreign language requirement must be completed before the student takes their qualifying exams for their dissertation.

The language requirement may be met by: (1) passing a departmental examination, administered by the department's Graduate Foreign Language Examination Committee; (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 in the final 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). 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.

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 advisor. No more than 8 units of 500-series independent study courses may be applied toward the graduate course requirement.

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 advisor.
- (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 enter the doctoral program from the department's own 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 advisor. 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 advisor.

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>. The regulations below are the Graduate Council's Minimum Standards and can be found in the UCLA Graduate Division's Standards & Procedures: <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 advisor.

Membership:

- All doctoral committees require a minimum of four faculty members among whom a minimum of three members (including the Chair) must hold UCLA Academic Senate faculty appointments limited to:
 - Professor (any rank),
 - Professor or associate professor emeritus,
 - Professor in Residence (any rank),
 - Acting professor or acting associate professor.
- Two of the three required UCLA doctoral committee members must hold the rank of professor or associate professor (regular or in-residence series).
- One of the three UCLA members may be an Adjunct Professor (any rank) or Professor of Clinical X (any rank) who is certified and approved by the Committee on Degree Programs (CDP).
- 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.
- 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.
- 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.
- All committee members read, approve, and certify the dissertation.

In addition to UCLA's minimum standards for doctoral committee, the departmental also requires:

- The Chair, and one other committee member, must hold a current Academic Senate faculty appointment at UCLA in the WACD department.

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. What follows in this section is how students are required to fulfill these requirements for the doctoral program. All committee nominations and reconstitutions adhere to the Minimum Standards for Doctoral Committee Constitution: <https://grad.ucla.edu/academics/doctoral-studies/minimum-standards-for-doctoral-committee-constitution-effective-2016-fall/>.

The doctoral qualifying examinations are composed of a written and an oral examination. The timing of these examinations is determined in consultation with the Chair of the doctoral committee. 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 who fail the written or oral examinations can retake them once, but no later than in the following quarter. A second failure leads to a recommendation to the Graduate Division for termination from the doctoral program.

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. 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.

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 written qualifying examination is administered by the student's doctoral Committee Chair. This examination takes the form of four essay questions (chosen from eight possible questions), developed in consultation with the student's faculty advisor and 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 doctoral committee Chair, the Chair will compile the results of these evaluations and inform the other committee members and Student Affairs Officer.

If a student fails any part of the qualifying Ph.D. examination, he or she may be permitted to retake it once, no later than the end of the following quarter. Such re-examinations are not guaranteed. The committee must vote by majority to allow the retaking of any exam.

Students typically take the written qualifying exams in advance of submitting the dissertation proposal to their committee members. In some cases, students may prepare the prospectus in advance of or concurrently with

scheduling the written exams. Students typically take their written exams at the beginning of a given quarter, completing their orals by the end of that same quarter. 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.

Committee members may choose to meet with the student to discuss the written exam after the exam has been graded. The final prospectus should be sent to committee members at least three weeks before the orals.

The oral examination is primarily a defense of the dissertation prospectus. Committee members vote on the prospectus and the student's oral defense of the same within the oral exam. These meetings also typically involve a discussion of the proposed research and the structure of the dissertation. These oral examinations are administered by the student's doctoral committee, and primarily arranged by the committee's Chair. They usually require upwards of two hours. Please see current Graduate Division policies pertaining to committee membership and exam requirements.

The Oral Examination and Advancement to Candidacy form can be obtained from the Student Affairs Officer and must be sent to the Graduate Division upon completion.

The University Oral Qualifying Examination is primarily a defense of the dissertation proposal and is administered by the student's doctoral committee. 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.

Advancement to Candidacy

Students are advanced to candidacy (ATC) upon successful completion of the written and oral qualifying examinations. Schedule a meeting with your graduate advisor 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 advisor throughout the dissertation writing process. To file your dissertation, please visit graduate division's 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 decision as to whether a defense is required is made by the doctoral committee. This will be determined during your oral 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 in this department, students have three years to complete their doctoral degree to remain within normative time.

Normal progress toward the doctoral degree is as follows for students *with* a Master's degree:

- Core course requirements: third quarter
- Forty-eight units of coursework: fifth quarter
- Completion of foreign language requirement: sixth quarter (must be completed prior to the nomination of committee and the qualifying examinations)
- Approval of doctoral committee: eighth quarter
- Written and oral qualifying examinations: eighth quarter
- Advancement to Candidacy: eighth quarter
- Completion of doctoral dissertation and final oral examination (if required): end of fourth year

Normal progress toward the doctoral degree is as follows for students in the department's Master's degree program and continuing to doctoral program:

- Core course requirements: third quarter
- Completion of foreign language requirement: fifth quarter (must be completed prior to the nomination of committee and the qualifying examinations)
- Approval of Master's Committee: fifth quarter
- Advancement to candidacy: sixth quarter
- Completion of Master's Degree: sixth quarter
- Twelve to twenty-four units of additional coursework (depending on whether the student changes their Major Field): tenth quarter
- Approval of Doctoral Committee: tenth quarter
- Written and oral qualifying examinations: twelfth quarter
- Advancement to Candidacy: twelfth quarter
- Completion of doctoral dissertation and final oral examination (if required): sixth year

DEGREE	NORMATIVE TIME TO ATC (Quarters)	NORMATIVE TTD	MAXIMUM TTD
PhD	8	18	24

Ph.D. Timeline and Sample Schedule

Year 1

Fall (1)	Winter (2)	Spring (3)
WL ARTS 200 WL ARTS 201 WL ARTS 202 WL ARTS 495 – Highly recommended. Required to be taken prior to or concurrently with TA appointments.	WL ARTS 204 Elective (4 Units) Major Field Course (4 Units)	Major Field Course (4 Units) Elective (4 Units) Elective (4 Units) <i>*Core Course Requirements Completed*</i>

Year 2

Fall (4)	Winter (5)	Spring (6)
Major Field Course (4 Units) Major Field Course (4 Units) Elective (4 Units)	Additional Coursework as needed for Thesis <i>*Nomination and Approval of Master's Committee*</i> <i>* Completion of Foreign Language Requirement (must be completed prior to the nomination of committee) *</i>	Additional Coursework as needed for Thesis <i>*Comprehensive/Individual Exam Or Thesis if working on M.A.*</i> <i>* Letter to Vice Chair requesting to continue into Doctoral Program*</i> <i>*Advancement to Candidacy Completion of Master's Degree*</i>

Year 3

Fall (7)	Winter (8)	Spring (9)
Additional Coursework as needed for Thesis	Additional Coursework as needed for Thesis <i>*Approval of Doctoral Committee*</i> <i>*Written and Oral Qualifying Examinations*</i> <i>*Advancement to Candidacy Completion of Master's Degree*</i>	Additional Coursework as needed for Thesis

Year 4

Fall (10)	Winter (11)	Spring (12)
Additional Coursework as needed for Thesis <i>*Twelve to Twenty-Four Units of Additional Coursework Completed*</i> <i>*Approval of Doctoral Committee*</i>	Additional Coursework as needed for Thesis Work on Dissertation Proposal for Oral Examination Apply for Dissertation Year Funding if Needed	Complete Dissertation Proposal <i>*Written and Oral Qualifying Examinations*</i> <i>*Advancement to Candidacy Completion of Master's Degree*</i>

Year 5

Fall (13)	Winter (14)	Spring (15)
Writing Dissertation	Writing Dissertation	Writing Dissertation

Year 6

Fall (16)	Winter (17)	Spring (18)
Writing Dissertation	Writing Dissertation	<i>*Completion of Doctoral Dissertation and Final Oral Examination (if required)*</i>

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 Assistantships 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/. All federal financial aid is managed by their office.

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>. 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/>.

TA 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 (TA) 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/>.

There will be additional opportunities for scholarships throughout the academic year from WACD, 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 is failure 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/spfsgs.pdf>.

Special Departmental or Program Policy

A recommendation for termination is made by the Chair of the department after a vote of the department's graduate faculty. Examples for termination include failure of examinations, lack of timely progress toward the degree (being "beyond normative time"), and poor performance in classes (earning less than a "B" in each core course). 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