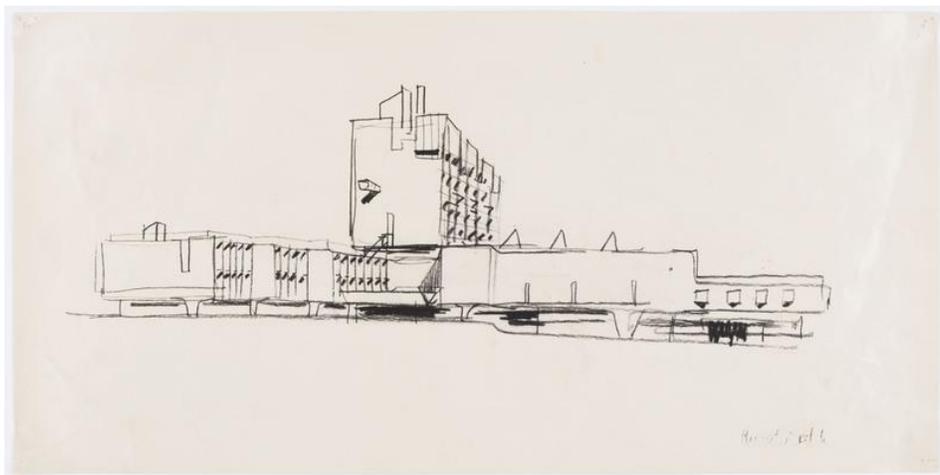


Landscape Architecture/ Environmental Planning

PhD Program Guide
2020-2021



College of Environmental Design
University of California, Berkeley

Introduction

The PhD is an advanced research degree, distinct from the professional masters degree in Landscape Architecture granted by the department. The PhD involves coursework to provide the student with relevant background and to increase the student's skillset needed to tackle research in the chosen area, followed by a qualifying exam, and finally the dissertation research.

Program Description

The Ph.D. in Landscape Architecture and Environmental Planning provides training in environmental planning and landscape architecture, emphasizing the development of theories and methods that underlie the field of landscape architecture and environmental planning, and the processes of planning and design as they relate to the solution of problems in the natural and urban environment. Since the degree was first offered a half-century ago, graduates of the Ph.D. program are now leading researchers, educators, and professional consultants across the country and internationally. The program has close ties with many research centers and initiatives, and its Ph.D. students also work with faculty in allied disciplines, such as Architecture, City Planning, Geography, Anthropology, Energy and Resources, and Environmental Science.

Timeline and Benchmarks

Normative time (the time limit established by the Graduate Division for normal progress toward the PhD degree) for the PhD degree in Landscape Architecture & Environmental Planning is five years – five semesters for completion of coursework, foreign language examination, Qualifying Examination, and Dissertation Prospectus, and five semesters for independent research and writing of the dissertation.

Students in certain circumstances may request and be granted modifications in the calculation of normative time. In all such cases, the program's Head Graduate Advisor (Ph.D. program committee chair) will submit requests of exception to the Graduate Division. (See Graduate Division website for further information.). These circumstances include:

- Students who are Parents: The Graduate Council allows certain modifications; for full details, see section [F.6 Graduate Council Student Parent Policies](#). Students with Disabilities: Modifications in normative time are provided to students who have received appropriate letters of accommodation from the [Disabled Students' Program \(DSP\)](#). Students facing challenges from disabilities should consult with a DSP specialist about how to verify their disability and request possible accommodations. [A1.2 "Special Resources for Students with Difficulties"](#).
- Students previously enrolled in master's programs at Berkeley:
Requests for consideration for a "reset" of the normative time clock may be made by:
 - A student who was enrolled at Berkeley for a master's degree and later pursues a doctoral degree in a distinctly different field.
 - A student who had completed a master's degree at Berkeley, did not pursue further study immediately thereafter, and returns to Berkeley for doctoral study at least one year later.
- Students continuing from a master's to a Ph.D. program at Berkeley:
Students, who enroll in the Ph.D. program without a break in enrollment, are required to advance to candidacy in two years in order to be eligible for the DCF. The same

modifications in normative time may be granted (by request) for students who are on parental or medical leave, or have a disability.

By the end of the fifth semester, students are expected to have completed the following: a) foreign language requirement; b) Qualifying Examination; c) Approved Dissertation Prospectus; d) Advancement to Candidacy application (to be submitted no later than the last day of the fifth semester).

By the end of the fifth year, Ph.D. students are required to file their dissertation. Ph.D. Students who do not file their dissertation by the end of the fifth year must request an extension from the Ph.D. Committee for additional time.

Ph.D. Final Degree Requirements

The Ph.D. degree is granted after successful completion of the following steps:

1. Course Work and PhD Reviews
2. Foreign Language Requirement
3. Qualifying Examination
4. Dissertation Prospectus
5. Advancement to Candidacy
6. Dissertation

Course Work and PhD Reviews

A minimum of forty-eight (48) units of course work is required for the Ph.D. degree, some of which will be independent study or dissertation research units. The academic residency is two years (four semesters). Students who enter the PhD program with a UCB MLA can petition to reduce the number of units based on having already taken many of the courses offered in the program. International students are required to take at least 12 units per semester.

All students are required to enroll in LA 255 (Doctoral Seminar in Environmental Planning), offered each fall, until they have passed their Qualifying Exam (typically the fifth semester). Post candidacy students are required to take (for credit) a dissertation writing seminar, such as GMS 201, CP 280B, or seminars offered by the Graduate Division. Candidates should propose to their chair which course they intend to take and which semester, with approval from the chair. These dissertation writing seminars provide valuable guidance and support through the process of writing the dissertation.

Students are reviewed by the Ph.D. Committee each semester until the student advances to candidacy. At least one week prior to the scheduled review, the student completes the appropriate review form, and if indicated, attaches 1) a list of courses to date and proposed future courses and 2) current research proposal. The research proposal should be two to three pages with a clear problem statement and a statement of objectives, full explanation of methods, and clear articulation of the planning context and theoretical basis. It is understood that the research proposal will evolve over the course of your program, from being preliminary in the first year to being more specific as you approach the qualifying exam and filing the prospectus.

The PhD student is responsible for arranging meetings with the dissertation committee members both before and after advancing to candidacy. After advancing to candidacy, the student is responsible for providing committee members with regular progress updates (at a minimum frequency of once per semester) and draft dissertation chapters and sections as they are ready to review. If a student is not making satisfactory progress, the Dissertation Chair may recommend that the PhD Committee review the student at any time.

Courses needed to build background and skills appropriate to the student's proposed research are identified and listed in work plans individually formulated by the student and the student's advisor, with suggestions from the PhD Committee during semi-annual reviews, to fit the student's specific interests within the fields of Landscape Architecture and Environmental Planning. The student is required to meet at least once a semester with her/his PhD advisor to review progress in relation to their overall curriculum plan.

Course Work Restrictions

- No more than eight units of LA 299 (Individual Study) will be credited toward the total unit requirement;
- No more than 1/3 of units of total units may be taken on a Satisfactory/Unsatisfactory basis; and,
- No more than sixteen units of LA 602 (Individual Study for Doctoral Students) may be taken by the student in preparation for the foreign language and qualifying examinations.
- In keeping with Graduate Division guidelines, doctoral students must maintain an overall grade-point average of at least 3.0 on the basis of all upper division and graduate courses taken in graduate standing.

Campus Employment Restrictions

- Normally students are limited to 50% appointments (research and teaching), but exceptions can be granted in some cases.
- Students on F-1 and J-1 visas **may not** work more than 20 hours per week during the academic year; there are no exceptions to this federal regulation.

Foreign Language Requirement

This requirement is to make certain that a Ph.D. candidate has the ability to acquire a wide knowledge in his/her field of study and to keep up with foreign developments in the field. Before admission to the Qualifying Examination, the student must demonstrate a reading knowledge of one language by passing an examination in it. Non-native English speaking students may use English as their second language. Native English speakers must demonstrate competence in a foreign language that is relevant to their research and professional development.

Competence is measured as follows: the student will read a journal article or other appropriate piece of professional literature of approximately 3,000 words in length from a journal article proposed by the student and approved by the LAEP-approved designated examiner. The student will identify in writing (in English) the key themes of the article and submit this summary. The student will translate into English a passage of approximately 300 words (selected by the examiner from the piece) in an in-person proctored session not to exceed three hours. The foreign language exam is graded on an S/U basis.

Forming the Qualifying Exam Committee

The Qualifying Examination Committee consists of four members, as described below:

Qualifying Exam Committee (4-member)

Chair (LAEP faculty member, cannot serve as dissertation chair)

Academic Senate Representative (normally a faculty member in another UC Berkeley Department, but can be an LAEP faculty member if approved by the student's advisor and the PhD Committee)

Additional Member (LAEP faculty member)

Additional Member (Either LAEP faculty member, faculty member from another UC Berkeley Department, or an approved non-Academic Senate member)

After consultation with his/her PhD advisor, the student may propose a qualifying exam committee to the head graduate advisor for approval, then proposes the qualifying exam committee to the Graduate Division. Chair of the PhD Committee, who after consultation with the PhD Committee, recommends (to the Graduate Division) the Qualifying Examination Committee, which may or may not be the same as the one suggested by the student. It is the student's responsibility to consult with all potential members of the exam committee first regarding their interest in serving on the examination committee, and then to set a date and time that can work for all committee members. Most often (but not always) committee members are drawn from instructors of courses that the student has taken.

Preparing for the Qualifying Examination

The Department of Landscape Architecture & Environmental Planning requires that PhD students complete three preparatory papers and a draft prospectus in advance of the actual exam. The student initiates discussions with committee members about potential readings that would prepare the student for the exams, and the student begins writing the preparatory papers. The student shares the preparatory papers directly with the committee members. These papers cover three general topic areas (history and theory, methods, and inside field), as discussed below. Submission of these preparatory papers is an internal departmental process, coordinated with the PhD Committee.

After Graduate Division has approved the Qualifying Examination Committee, the student meets with the chair of the Qualifying Examination Committee to set the schedule of the written and oral exams.

To schedule the exam, the student must submit an Application for the Qualifying Examination to the Dean of the Graduate Division. The application form is available as an *eForm* via the Cal Central dashboard ("Higher Degree Committees Form" under Student Resources), and must be submitted at least a month prior to the proposed start date of the Qualifying Examination.

In order to sit for the Qualifying Examination, the student must meet the following eligibility criteria:

- Must be registered for the semester in which the exam is taken;
- Must have a minimum of B average in all work undertaken in graduate standing;
- Must have no more than two courses graded incomplete; and,
- Must have completed the foreign language requirement (see above).

Qualifying Examination

The qualifying examination is a Graduate-Division-sanctioned formal process that consists of a written exam and an oral exam. The examination process is five weeks long: three weeks to write the written exam, a break of two weeks, followed by the oral exam. The exam tests the student's comprehension of the field of landscape architecture and environmental planning.

Written Qualifying Examination

As the date for the written exam approaches, the exam committee chair consults with other committee members to collaboratively write the written exam questions. The committee chair sends (by email) the comprehensive exam questions on the date of the start of the comprehensive exam.

The student has three weeks to work on the written exam, and then submits responses to the three questions (total not to exceed 12,500 words in length). The answers to the questions are evaluated and discussed as part of the oral Qualifying Examination. At the conclusion of the oral examination, the examining committee will recommend one of the following actions to Graduate Division: 1) pass; 2) partial failure; 3) failure, recommends re-examination; or 4) failure, does not recommend re-examination.

The written exam consists of questions in three general areas:

1. History and Theories Underlying the Field of Landscape Architecture and Environmental Planning

The history and theory question is intended to probe the breadth of the student's knowledge of the seminal and contemporary literature in the field. The student should demonstrate comprehensive knowledge of the relevant literature.

2. Research Methods

The purpose of the research methods question is to ensure that the Ph.D. degree recipient has a firm grasp of methods and skills needed to carry out the research. These methods can include physical science, social science, and humanities-based research methods. The student should be prepared to compare and discuss these alternate approaches as they relate to the topic of the dissertation.

3. *Inside Field*

The inside field question provides the student an opportunity to marshal literature relevant to the research topic and to expound on the approach to be used in the proposed dissertation research. The answer to this question should demonstrate that the student has a working knowledge in the substance of the proposed dissertation topic.

Oral Qualifying Examination

The oral examination begins with a brief biographical introduction by the student explaining her background, how her interest in the topic developed, and an overview of her topic (10-15 minutes). Then committee members ask questions related to the student's preparation to undertake the research, typically 20 minutes each, with a break halfway through. Each committee member is designated as leading questions in one general area of study, but the questions are not restricted to that specific area. After all committee members have asked their questions, there is an opportunity for committee members to pose follow-up questions, after which the student leaves and the committee deliberates.

Following completion of a successful (passed) oral exam, the committee discusses the prospectus with the student, with the exam chair or another faculty member designated to take notes for the student's records.

Possible Oral Qualifying Examination Outcomes

The Graduate Division policy regarding grading, reporting and re-administering [Oral Qualifying Exams](#) is as follows:

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

Failure. A total failure occurs if the Qualifying Examination committee votes unanimously that the student failed the entire examination. The committee either: 1) recommends that the student take a second and final examination on all examination topics; or 2) does not recommend reexamination, the consequence of which will be the student's dismissal from the program.

If a second and final examination is recommended, the following procedures apply: 1) the committee must submit its "Report to the Graduate Division on the Qualifying Examination" with its recommendation; 2) committee membership for the student's retake must be the same as for the first exam; 3) the student may not retake the exam until 3 months after the first exam unless an exception is approved by the Graduate Division; and 4) a third examination is not permitted. If the committee wishes to suggest preparation for the second examination through additional course work or special tutoring, this must be communicated to the student in writing with a copy to the Graduate Division.

If the committee does not recommend a reexamination, a written explanation by the committee chair must accompany the completed "Report to the Graduate Division on the Qualifying Examination" and sent to the Graduate Division. If the Graduate Division concurs with the chair's explanation, the student is sent a letter of dismissal from the program by the Graduate Dean, with a copy to the department.

A partial failure. A partial failure occurs if the Qualifying Examination committee votes unanimously that the student passed some topics but failed others. In this instance, the following apply: 1) a second and final examination is required; 2) the chair of the committee must write a letter to the student, with a copy to the Graduate Division, conveying information about his or

her performance (pass, partial fail, or fail) on each of the three subject areas covered during the examination; 3) the committee may choose to examine the student on all topics or only on those failed during the first exam, but must communicate its decision in the letter regarding the student's performance; and 4) the retake must be scheduled no earlier than three months after the first examination unless an exception is approved by Graduate Division. A third attempt to pass the Qualifying Examination is not permitted.

A *split vote*. If the Qualifying Examination Committee cannot reach a unanimous decision concerning a pass, total failure, or partial failure, the chair should 1) determine the areas of disagreement; and 2) request that each committee member write, as required, a detailed assessment of the student's performance for submission to the Administrative Committee of the Graduate Council. The chair's letter should outline the progress of the examination itself, the efforts made by the committee to reach a unanimous agreement, the remaining areas of disagreement, and the chair's own assessment of the student's performance. Such letters may be released to the student under provisions of the 1972 Federal Family Educational Rights and Privacy Act (FERPA), current Department of Health and Human Services regulations, and California public records legislation.

If the exam results in a split vote, the committee will only inform the student that the matter was sent to the Administrative Committee for a final decision. The student has neither passed nor failed the exam until the Administrative Committee decides the results.

Student Appeals

Student appeals of an oral qualifying examination outcome must be directed, in writing, to the Ph.D. Program Committee. The committee will convene to discuss the appeal and may refer the matter to Graduate Division. If a student is not satisfied with the result of the appeals decision made by the department, the student is permitted to bring the complaint to the Graduate Division under the [Formal Appeal Procedure](#).

Dissertation Prospectus

After passing the Qualifying Exam, the Ph.D. student must prepare the dissertation prospectus in consultation with the Dissertation Chair. Upon completion of an approved prospectus, the Dissertation Chair signs the Advancement to Candidacy Form. Student then turns in signed copy of the prospectus (with the Advancement to Candidacy form) to the Student Affairs Officer.

Advancement to Candidacy

Advancement to Candidacy is contingent on several steps: 1) receiving a "pass" on the Qualifying Examination; 2) submission of a dissertation prospectus to the Graduate Division; and, 3) approval of Dissertation Committee by the Chair of Graduate Advisors. Please note that the final authority on approval of Dissertation Committee rests with Graduate Division. The normative time for advancement to candidacy is no later than the end of the fifth semester.

The Advancement to Candidacy application is submitted after the Dissertation Chair has approved the prospectus. The application is available as an *eForm* via the Cal Central dashboard ("Higher Degree Committees Form" under Student Resources), with a fee billed to the student's Cal Central account.

Forming the Dissertation Committee

The Dissertation Committee consists of at least three members, as detailed below:

Dissertation Committee (3-member)*

Chair or Co-Chairs (LAEP faculty member; if co-chairs, one must be an LAEP faculty member)

Academic Senate Representative (LAEP faculty member)

Additional Member (normally a faculty member from another UC Berkeley Department, but can be an LAEP faculty member or an approved non-Academic Senate member if approved by the student's advisor and the PhD Committee)

*Note: If a student petitions for a fourth member and this is approved by the student's advisor and the PhD Committee, this member should be an additional Academic Senate Representative (either an LAEP academic senate faculty member or an academic senate faculty member from another UC Berkeley Department).

Non-academic senate members may serve if an exception is granted by the Graduate Division, but this is a long process and must be completed well in advance, and committees with a non-senate member must have four members.

Dissertation

The final requirement for the doctoral degree is completion of a dissertation presenting original research of the student. The student must meet with the Dissertation Committee on a regular basis to ensure that the dissertation can be completed, reviewed, and approved by the end of the fifth year. The student and Dissertation Chair should agree in advance on how written material is to be submitted for review. Usually, both the student and faculty assume that the student is making good progress if the student meets mutually determined deadlines and the work is satisfactory. During the semester in which the student plans to file the dissertation, the student should submit the dissertation to the Dissertation Committee at least two months before the Graduate Division filing deadline. If the entire manuscript of the dissertation is submitted to a reader, it should be returned with comments within one month.

It is important to begin writing early. Most people write slowly, so it's dangerous to assume that you can write everything up in a month at the end of your last semester. It's a good idea to begin writing, realistically assess your rate of writing, and use this rate to estimate the time needed to finish. For example, if you anticipate that your dissertation will be 200 pages and you write about 10 pages per week, this means that you will need 20 weeks or five months to complete your writing – if all goes well. You will also need to allow time to make any revisions to the document that your Dissertation Committee may require. One rule of thumb is that it always takes longer to write your dissertation than you expect. Participation in dissertation workshop seminars (such as GMS201) as described above, can help you progress, providing feedback on chapter drafts, etc. Further information on the dissertation writing and filing is available from Graduate Degrees Office website: <http://grad.berkeley.edu/academic-progress/dissertation/>.

Once it is approved and signed by all Committee members, submit your dissertation (before the filing deadline) online, following the requirements detailed in the dissertation filing guidelines published on the Graduate Division website.

Human Subjects Review

Dissertations whose research involving any human subjects (interviews, surveys, etc.) must submit a protocol to the Committee for Protection of Human Subjects (or Institutional Review Board, IRB) either requesting approval of the proposed methods of dealing with human subjects and handling potentially private aspects of data generated from the research, or requesting an exemption because human subjects are not actually affected. The IRB review process can be lengthy and can require multiple iterations, so it is best to start the process early. See <https://cphs.berkeley.edu> for more details.

Filing Fee Status

The Filing Fee is a reduced fee, one-half of the Student Services Fee, for doctoral students who have completed all requirements for the degree except for filing the dissertation. Filing Fee may only be used once during a student's career and the student must have the approval of her or his dissertation advisor.

To use Filing Fee the student must be registered the semester (or summer session) prior to the semester they plan to use filing fee. If a student does not complete the dissertation during the semester for which the Filing Fee is approved, the student must pay regular registration fees during the semester in which the requirements are completed, unless they file during summer session while registered for a minimum of three units. Additional information is located on the graduate division website: <http://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d2-filing-fee>

Filing Fee status and international students. Filing fee status can satisfy the SEVIS requirement for international students only if the student has obtained the signature of the BIO student adviser (contact the Berkeley International Office, located in International House, 2299 Piedmont Avenue; 642-2818).

Health insurance for students on Filing Fee. U.S. resident students may purchase Student Health Insurance Plan (SHIP) coverage for the semester they are on approved filing fee status if they have not already purchased SHIP during a period of withdrawal beyond one semester. UHS allows purchase of SHIP if a student is in a non-registered status for two semesters only, which pertains to both filing fee and withdrawal. For eligibility information and enrollment details, refer to the UHS website www.uhs.berkeley.edu/students/insurance/FilingFee.shtml

In Absentia Status

In absentia registration is available to graduate students undertaking coursework or research related to their dissertation *outside of California*. Students registered *in absentia* are only assessed full health insurance fees, and 15 percent of the combined University Educational and Registration Fees. Students *in absentia* must be enrolled in 12 units (usually 299 Independent Study Units with their dissertation advisor). The student's dissertation advisor's signature is required on the form. Students may hold University fellowships and GSR appointments, but may not hold GSI, Reader, or Tutor appointments during the *in absentia* period.

International Students planning on registering in absentia. Students in F and J visa status who plan to be outside California must register *in absentia* and also inform the Berkeley International Office (2299 Piedmont Avenue, 642-2818) of their plans.

PhD Withdrawal Policy

PhD students must register for every semester until they have advanced to candidacy (typically, the first five semesters of the program). PhD students are allowed two semesters of approved withdrawal status while in candidacy. If the withdrawal is taken before being advanced to candidacy, students may forfeit their eligibility for the Doctoral Completion Fellowship (described below). Consult the Graduate Division webpage for more eligibility requirements. International students should consult Berkeley International Office prior to going on approved withdrawal status.

Students who exceed the maximum number of semesters of withdrawal may be placed on probation for not making normal progress toward the degree. Failure to register could result in termination from the program.

In Case of Unsatisfactory Progress

The faculty and staff of the Department of Landscape Architecture and Environmental Planning are committed to supporting doctoral students in their course of study. In rare cases, the department, specifically the Ph.D. program committee, will render warnings and take action to signal the failure of a student to make satisfactory progress toward degree goals. Such action is guided by the policies of the Graduate Division and is designed to give the student ample opportunity to address the concerns of the committee and their faculty advisors.

Action regarding insufficient progress. Based on the annual progress reports, the Ph.D. program committee may determine that a student is failing to make satisfactory progress toward degree goals. If this is the case, the committee may: 1) send the student a warning letter, with a copy to the Graduate Division, apprising the student of his or her insufficient academic progress; or 2) write to the Graduate Division requesting to place the student on formal probation, with the consequence that the student is ineligible to receive a fellowship or hold an academic appointment. Students who have failed to advance in their studies may be subject to dismissal by the university.

Probation for students not yet advanced to candidacy. Students who have not yet advanced to candidacy can be placed on academic probation and ultimately dismissed if they fail to make satisfactory progress toward their degrees. Probation is intended to provide a student whose performance is less than satisfactory with a period in which to correct the deficiencies and to raise his or her performance to a level consistent with the minimum standards set by the Graduate Division in consultation with the department. Students on probationary status may register and enroll, but they may not hold academic appointments, receive graduate fellowships, or be awarded advanced degrees.

Probationary Status after Advancement — Lapsed Candidacy. Students advanced to candidacy are also subject to a probationary status termed “lapsed candidacy.” This usually occurs when students have exceeded their major’s Normative Time in Candidacy (NTIC) by two years. However, a department may request the Graduate Division to “lapse” a student earlier if the student is not advancing satisfactorily towards completing the degree, such as unsatisfactory progress toward the dissertation. As a consequence of being lapsed, a student may not hold any academic appointment or fellowship. Requests for extension of candidacy will be made by the Ph.D. program committee and will require substantial evidence of progress toward a completed dissertation.

Warning letters. In keeping with Graduate Division guidelines, all department warnings and recommendations for probation/ lapsed candidacy will include the following pieces of information:

1. the nature of the problem or deficiency;
2. the steps to be taken to correct the deficiency;
3. a reasonable period in which to correct the problem or to show acceptable improvement; and
4. an approximate date on which the student's record will next be reviewed.

Removing a student from academic probationary status. Students may be placed on, or removed from, probation or lapsed status only by the Dean of the Graduate Division. If a student was placed on probation or lapsed because the department and the Graduate Division determined that he or she was not making adequate progress, the Head Graduate Advisor must inform Graduate Division that the student has met the conditions for removing probation and should be cleared.

Dismissal. In the unusual and exceptional circumstances that the Ph.D. program committee reaches the conclusion that a student on probation or in lapsed status is unable to meet requirements for the degree and has failed to correct the deficiencies listed in the warning letter/ probation letter, the Head Graduate Advisor will recommend dismissal (or "termination" for lapsed individuals) to the Dean of the Graduate Division. Such recommendations are reviewed and approved by the Graduate Division.

Appeals of Probationary Status or Dismissal

The procedure for LAEP graduate students to appeal placement on probationary status and/or dismissal from graduate status described below applies to continuing and returning graduate students.

For complaints regarding actions originating within LAEP, a student may initiate informal resolution with the Department's Head Graduate Advisor. If a mutually satisfactory resolution cannot be reached through informal resolution, the student may initiate resolution with the Graduate Division. See the 'Graduate Appeal Procedure' posted on the Graduate Division website. To initiate an informal resolution within LAEP, the student must begin by submitting a written statement indicating the action(s) being appealed, the date(s) the action(s) occurred, the grounds upon which the appeal is based, and the relief requested.

Attempts at informal resolution within LAEP must be initiated within 30 calendar days from the time at which the student knew or could reasonably be expected to have known of the action in question. LAEP's informal resolution procedures should normally be concluded within 60 calendar days from the date the appeal was initiated, except that summer and inter-semester recesses are not included within this time frame.

Note that this appeal procedure does not apply to grade grievances, which are treated through a different process. See 'Procedures for Grade Appeals Based on the Alleged Use of Non-Academic Criteria' of the Faculty Senate Committee on Courses of Instruction on the Academic Senate website.

Writing Resources for PhD Candidates

As noted above, each PhD student is expected to enroll in a semester-long dissertation-writing seminar offered by GMS, DCRP, or another unit, which presents writing strategies and tools for overcoming challenges, and which provides students with feedback on their draft chapters. In addition, the [Graduate Writing Center](#) assists graduate students in the development of academic skills necessary to successfully complete their graduate programs and prepare for future faculty and professional positions. This unit offers workshops on topics such as academic writing, grant writing, dissertation writing, editing, and preparing articles for publication, in addition to writing groups and individual consultations on these topics for graduate students. Each PhD student is expected to attend at least one of these workshops before graduating.

Financial Resources for PhD Candidates

Farrand Dissertation Research Grants

Students who have advanced to candidacy are eligible to apply to the Farrand Fund for the Dissertation Research Grant to offset expenses incurred for dissertation research. Allowable expenses will include, but are not limited to, travel to and from sites, survey preparation, postage, photocopying, software, etc. (The grant cannot be taken as a stipend or salary.) Ph.D. candidates must prepare a detailed, line-item budget prior to submitting application for the grant, and then submit an expense report (including receipts) as a condition of receiving reimbursement. Maximum award amount is \$5,000.

Doctoral Completion Fellowship (DCF)

The Graduate Division offers a [Doctoral Completion Fellowship \(DCF\)](#) as an incentive for doctoral candidates to complete their degree within a reasonable time. The DCF provides a student with one year of full fellowship – covering tuition and fees plus providing a stipend. A student may only hold one 25% GSI or GSR appointment during the duration of this fellowship.

To be eligible for the DCF, students must:

- Be advanced to candidacy. Please note [Dates for Completion of Requirements for Higher Degrees](#) for application to Advancement to Doctoral Candidacy in order to advance in time.
- Be in good academic standing with a minimum GPA of 3.0
- Have a current, satisfactory annual progress report on file with Graduate Division
- Have participated in PhD completion activities, which in the case of LAEP includes a) enrollment in the Doctoral Writing Seminar (either prior to or during the DCF); b) satisfactory progress toward dissertation research and writing as measured by the annual review process conducted by the Ph.D. program committee
- Students must apply for at least one external fellowship in order to be eligible for the DCF. DCF eligibility is not contingent upon winning an external fellowship, nor would the receipt of external funding in any way affect a student's eligibility for a DCF. This requirement is intended to enhance students' intellectual and professional development by making them aware of funding opportunities and working with their advisors to prepare application materials. International students are exempt from this condition, however, because there typically are very few external fellowships for which international students are eligible.

Students who satisfy these requirements may accept the DCF award in any semester post candidacy, and before filing their dissertation or the end of the year Normative Time to Degree (NTD) plus one year. Filing of the dissertation is expected to occur before the end of year NTD+1.

Consequences of Using the DCF. Filing of the dissertation is expected to occur before the end of one year past Normative Time to Degree, at the latest. Subsequently, no university fellowship funding can be awarded to a student who has activated the DCF beyond one year past Normative Time to Degree Normative Time plus one year grace period).¹ The DCF does not in any way affect the eligibility of students for university employment, access to loans, or use of outside funding to continue after one year past Normative Time to Degree.

Reduction in Non-Resident Tuition

Upon advancement to candidacy, international students are waived from non-resident tuition for up to a period of three years (6 semesters). However, any student who continues to enroll, or re-enrolls after the three-year period will be charged the full non-resident tuition.

For more information on available University financial resources please visit the Graduate Division's webpage on Fellowship and Awards at:
<http://grad.berkeley.edu/financial/fellowships/>.

Support for PhD Students Exceeding Normative Time

Filing of the dissertation is expected to occur before the end of year NTD+1. (For LAEP, this is 5+1 = 6 years, unless an exception has been approved.) After this time, no university funding is available (except for loans) for students who choose to accept the DCF. The Filing Fee option is available to students at any time they qualify.

¹ University fellowship funding is defined as funding awarded or controlled by the Graduate Division or UC Berkeley. This includes departmental block grants, Graduate Division Conference Travel Grants and Summer Grants, Berkeley Connect, and Hellman Graduate Awards, etc. Exceptions include awards from departmentally restricted funds, reimbursement for travel and conferences from non-fellowship funds, student parent grants, FLAS stipends used to pay non-Berkeley fees, and awards for meritorious service (e.g., Teaching Effectiveness Awards for GSIs, Outstanding GSI Awards).