

**HANDBOOK**  
**Tenth Edition**  
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**PH.D. PROGRAM IN FRENCH**  
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All policies and requirements described in this Handbook are effective immediately and apply to all students in the French program. For official information concerning services and regulations pertaining to the University in general, consult the *Student Handbook* and the *Bulletin* for The Graduate Center. It is the student's responsibility to be familiar with all material in the French Handbook, Student Handbook, and Bulletin. Requests for exemptions from any of the requirements outlined herein may be directed in writing to the Executive Officer who will review them with the Executive Committee of the Ph.D. Program in French.

The Handbook is subject to revision as program policy is modified. Any petitions for policy change proposed by students or faculty will be approved or disapproved by a majority vote of the members of the Executive Committee of the Ph.D. Program in French.

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#### **PREFACE**

In addition to preparing students for professional endeavors in all aspects of the history, periods, genres, and theories of French literature, the French doctoral program at The City University of New York enables students to explore many other topics of professional interest, including translation and interpretation, criticism, film, and interdisciplinary topics such as the arts, music, philosophy, and women's studies. Additionally, the program offers five curricular options: French cultural studies, international human rights issues in the French-speaking world, performance studies, translation studies, and comparative studies. While a number of courses are structured according to the traditional periods (sixteenth century, seventeenth century, etc.), the French program hosts a series of courses that focus on developments within genres such as "Tragedy – Medieval to Modern" or "Autobiography," as well as on theory or the relation of texts to the arts. The program has a strong component in non-European literature written in French, in particular that of the Caribbean and Africa. Additional symposia, colloquia, and lectures reflect a collective effort within both the French program and The Graduate Center to keep our academic community abreast of all relevant intellectual trends. They provide a forum through which faculty and students can communicate and exchange ideas.

**The Ph.D. in French Literature** consists of six major requirements students must fulfill to be awarded a Ph.D. These six requirements are: course work; First Examination; Second Written Examination; Second Examination Orals; Latin requirement; modern foreign language requirement; dissertation. Additionally, the program requires a specialization review, a dissertation proposal, and a dissertation concilium.

#### **I. OPTIONS**

The options are not certificates or subprograms, but interdisciplinary articulations of the student's individual curriculum. The descriptions and content are currently being reworked and should be finalized at the end of the Fall 2004 semester. See the Executive Officer if interested

in the latest version of the requirements.

### **A. FRENCH CULTURAL STUDIES**

Core: The 6 credit theory requirement. First-year sequence: 14 credits. Seven courses in periods of French literature (3 credits each period) = 41 credits

One 3-credit independent study on the theory of cultural studies

6 credits of courses in French, taken from the French offerings; for instance, but not limited to, French Literature in Relation to Other Arts or Disciplines 87200, Contemporary French Culture and Civilization 70600, Literature and French Film 70700, French Paradigms of Western Thought 87100

Up to 10 credits taken out of the program = 10 credits

Total = 60

### **B. INTERNATIONAL HUMAN RIGHTS IN THE FRENCH-SPEAKING WORLD**

Core: The 6 credit theory requirement. First-year sequence: 14 credits. Seven courses in periods of French literature (3 credits each period) = 41 credits

A minimum of one more course in Francophone literature = 3 credits

An internship with public agencies, NGOs, etc. = 3 credits

Independent research on a specific topic: 3 credits (these units of study must be related)

10 credits in French or outside of French (for instance, in cultural studies, economics, history, philosophy, political science, sociology, social welfare, twentieth-century studies, or women's studies.); 3 of the 10 credits should be a course in the history and/or practice of human rights. Should such a course not be offered during the semester in which the student needs to take it, s/he should consult the Executive Officer for alternatives.

Total = 60

#### **Human Rights Option Internship**

This internship is designed to provide students with experience working in human rights with nongovernmental organizations or with an educational unit within an academic institution with clinical work. Prior to the beginning of the internship the Executive Officer and the representative of the nongovernmental organization with whom the student would be interning will agree on the nature of the duties, tasks etc. (these would not be clerical, but principally involve field work, examining documents, and/or doing research). It would involve approximately 140 hours (10 hours a week x 14 weeks) that could be done during the year or the summer. A month into the internship the adviser on the project or the Executive Officer would have a meeting with the student to make sure that things were going well and that no serious problems had arisen. The student will

1. keep a log of activities/work
2. prepare a final document of 5 – 10 pages evaluating the work done

For this internship the student would receive 3 credits of Independent Study.

### **C. PERFORMANCE STUDIES**

Core: The 6 credit theory requirement. First-year sequence: 14 credits. Seven courses in periods of French literature (3 credits each period) = 41 credits.

Two courses in film studies or theater, or literature and the arts, with a minimum of one on

French/Francophone material = 6 credits

A theoretical and practical unit consisting of one practicum on a special project (installation, video, stage performance, etc.) = 3 credits

1 independent study on a special aspect of performance theory = 3 credits

7 credits of courses pertaining to performance outside of French, such as anthropology, art, cultural studies, English, sociology, or theatre

Total = 60

#### **D. TRANSLATION STUDIES**

Core: The 6 credit theory requirement. First-year sequence: 14 credits. Seven courses in periods of French literature (3 credits each period) = 41 credits.

Two French translation courses: one French Literary Translation 78200, one Practicum in Translation 78600 = 6 credits

Two core courses in translation from MALS - Theory of Translation - Cultural Translation = 6 credits

Three courses outside of French in one other discipline (sociology, political science, economics, women's studies) = 9 credits

Total = 62. Please note that this involves 2 credits over the basic requirement.

#### **E. COMPARATIVE STUDIES**

Core: The 6 credit theory requirement. First-year sequence: 14 credits. Seven courses in periods of French literature (3 credits each period) = 41 credits

Remaining credits = 19 credit courses in the theory and methods of comparing literatures, the relations of French literature to the visual arts, including film, and to other disciplines, along with more specialized courses relating to the student's particular area of interest along interdisciplinary lines. An individual project will be worked out with a committee of faculty interested in interdisciplinary work and may lead to the dissertation.

**Advising** in all options will devolve to the Executive Officer on a semester basis at registration. The student's dossier will also be monitored at the end of each academic year by the Curriculum Committee. It will ensure that the individual curriculum is consonant with the spirit of the option as stated in the *Bulletin* and *Student Handbook*.

## **II. COURSE WORK**

1. Students are required to take a minimum of 60 credits in course work after the B.A. to qualify for a Ph.D. Students already in possession of an M.A. degree in French must have their transfer credits individually evaluated: up to 30 credits may be awarded provided the courses correspond to those accepted in the program. Sixteen of the 60 credits may be taken in other fields and programs approved by the Executive Officer. Students with 27 or more transfer credits must take at least 18 credits in the French program.

2. Four courses are required of all students upon entering the program, to be taken during their first year of study:

a. French 70010 and French 77020, Techniques of Literary Research, 4 credits each, plus conference. Besides topical assignments, they require the production of one substantial (about 40 pages) research paper by the end of the second term, on a topic chosen by the student with the

instructor's approval. This paper is framed, researched, and written over the two semesters.

b. French 71110 and French 71120, Problems in French Literary History, 3 credits each, plus conference. Each course addresses problems of genre and their evolution, and the cultural context of major literary developments.

These courses must be taken together, two per semester, and in sequence (see also First Examination).

3. A minimum of one 3-credit course in each of seven periods/areas of French literature: medieval, sixteenth, seventeenth, eighteenth, nineteenth, twentieth century, and Francophone.
4. All students will take two 3-credit courses in theory/criticism, whether in the French program or in another program at The Graduate Center. They may choose the area/s in which they take the course, in accordance with the list of theoretical fields prepared by the program and with the approval of the Executive Officer. Students are urged to take at least 3 credits of theory per 30 credits (see list in Appendix).

In courses taught in French, seminar papers and exams will be written in French. In courses taught in English, the seminar paper and exams will be written in English. For courses that are cross-listed, the language in which work is written will be determined by the instructor.

### III. INCOMPLETES

Students should know that the program's overall policy is to disallow incompletes. All incompletes incurred over the Fall or Spring semesters of a given academic year must be made up by the end of the second week of the following Fall semester. If a student expects that s/he will have to take an incomplete for a course, s/he must get prior permission from the professor and the Executive Officer. Whenever possible, students are encouraged to elect taking an examination in a course instead of an incomplete for a paper they cannot complete on time (see also Satisfactory Progress).

Students who do not comply with the timetable set by the program endanger their chance of making up the work in the future. If they have more than two incompletes, their Satisfactory Progress status is immediately and negatively impacted.

After the grace period set by the program, and, a fortiori, by The Graduate Center (see Graduate Center Handbook), has lapsed, students who want to make up work for an incomplete grade must secure the agreement of the instructor, in writing, and the authorization of the Executive Officer; after a year, the Vice-President for Student Affairs must sign as well. Faculty members agree to read and grade late work entirely at their discretion, and when they do so, they must notify the Executive Officer in writing of their intent; the Executive Officer must then indicate approval by signing. Note: the possibility to make up incompletes is not automatic, nor is it an entitlement. In some cases, authorization may be denied, for instance, if attendance or part or whole of the work for the course were deemed unsatisfactory.

### IV. EXAMINATIONS AND PAPERS

Students taking three or more courses in the program may elect to take every semester an in-class exam in lieu of a paper in one of their courses. Students taking two courses a semester will be allowed one exam in lieu of a paper over one year of study. There is no such option for students taking only one course a semester. Accountability for papers and exams rests with the student and the program office.

Because all exams, of any type, course-related or qualifying, will be taken during exam weeks in May and December, the program office will record the courses in which students elected to take exams. Faculty members who already assign an examination at the end of their course, as well as a paper, will give either two exams or a lengthier one to the student who has elected to have an examination in lieu of a paper, and for the record, will inform the Executive Officer of the format chosen.

## **V. THE FIRST EXAMINATION**

The First Examination consists of four parts: the in-class exam given at the end of each of the four courses in the first year of study (French 77010 and 77020 and French 71110 and 71120). The student must receive a grade of B or better for each final exam.

In case of failure of any single exam, the student must retake the exam before the beginning of the following semester and pass it.

In addition, students must have a B average or better for the work done in each of these four courses.

The work must be completed on time and the grade for each course turned in before the following semester begins, or the student will not be allowed to continue in the program and registration will be cancelled.

If the final grade received for any part of the course sequence is below B, the student's continuation in the program will be subject to review by the Executive Committee; the student may be withdrawn from the program if the Executive Committee judges the overall performance to be poor. If the student wishes to appeal a first semester grade, s/he must do so immediately after being notified of the grade received, since s/he cannot continue on to the following semester with even one grade below B. All grade appeal procedures are detailed in *The Graduate Center Student Handbook*.

Students who complete the work for the Fall semester but take a leave of absence for the Spring are required to retake the first semester of the Techniques course as an auditor and do the required work in the course when they return. They must complete their writing project anew, according to the specifics of the course they are now auditing, and with the new cohort. A student who interrupted the first-year work cannot resume work on the first-year paper where s/he left off. Students are not obligated to retake the final exam if they received a grade of B or better on it.

Completing the First Examination and 45 credits of course work with a B average or better allows the student to move to Level II. (See Appendix F for requirements for students who entered before 1999 and from 1999-2002.)

## **VI. SECOND EXAMINATION, WRITTEN COMPONENT**

1. The Second Examination consists of four exams in periods of French literature, chosen by the students from the seven they must fulfill as course work. A minimum of one exam must be in the premodern period, defined as Middle Ages, Renaissance, and seventeenth century. A minimum of two must be in the modern period (eighteenth century to twenty-first century). Students must inform the program in writing one month before exam week in December or May if they intend to take any exam during the exam period.
2. The written examination is reviewed by two faculty members who are unaware of the name of the student. In the event of a disagreement, a third faculty member reads the exam under the

same conditions. A single grade will be submitted, and the comments will be available to the students. The most important criterion for passing the examination is relevance of the answer to the question asked. Other criteria are knowledge, argumentation, evidence, and presentation. A command of the language in which the exam is written is essential. Two of the four must be in French, two in English, at the student's choice.

3. The grades to be given on this exam are "Pass" or "Fail."
4. A bibliography for the First and Second Written Exam is available in the program office. Students are strongly advised to obtain a copy upon arrival in the program and begin working on it immediately. Critical works are included in the bibliographies to offer guidance in their preparation. It is understood that this bibliography is meant as a supplement to courses and is a minimum list. Sample exams are available in the French office. In preparing for the examination, the student should first consult with the Executive Officer.

Because instructors often require students to submit papers, and students have little or no practice in taking exams, it would be advisable for students to take advantage of final exam options offered in some courses. Students should consult faculty members for each individual period in preparing for the exam.

5. A student who fails any part of the written exam must take that part again. The exam may be taken twice. A student who fails any part of the examination twice may petition the Executive Committee for permission to take it a third time - and present compelling reasons for doing so. If permission is not granted, the student must leave the program.
6. Students who are admitted with a master's degree will be allowed to take their written exams in the semester following the completion of 60 credits.

## **VII. SPECIALIZATION REVIEW**

All students, whether full-time or part-time, undergo a specialization review on the basis of their full dossier. The specialization review must occur no later than by six semesters or 30 credits of course work.

A panel of faculty members who specialize in the student's field or fields of interest is convened, in consultation between the student and Executive Officer, to meet with the student and discuss the status of her or his progress in the specialization. The candidate presents a five- to seven-page position paper that reflects on the present state of his/her work. During the meeting the writing done in courses will be discussed, as will the candidate's curriculum strategy and academic/intellectual goals. This committee has a mentoring capacity. It aims to advise, guide, and support the candidate in developing a true specialization.

The dossier includes the first-year research paper and a minimum of one paper per subsequent semester; all papers written in the field of choice should be submitted. The meeting can be in French or in English, at the candidate's choice.

## **VIII. SECOND EXAMINATION, ORAL COMPONENT**

The purpose of this examination is to help the candidate acquire a competent grasp of those areas in which s/he has specialized or wants to specialize. It must be taken by the end of the semester following completion of 60 credits of course work, but may be taken following completion of 45 credits. A special form is available in the Program office and must be filled out by the candidate and signed by the appropriate professors during the process of preparing for the orals (Appendix

B.) The candidate should obtain this form from the Assistant Program Officer and follow each step.

Additional guidelines and suggestions follow:

1. For the two-hour oral exam, a jury made up of three faculty members is set up by the candidate, subject to approval by the Executive Officer, who is also present at the exam. It is the candidate's responsibility to get in touch with each examination-jury member and to present him or her with a prospective plan of study for the dissertation and a bibliography. On the day of the examination the candidate should bring to the exam all lists of works prepared for the orals, plus the form.
2. The orals consist of three separate topics related to the prospective dissertation. One of these topics must relate directly to the subject of the dissertation. The questions are problem-oriented and based on both primary and critical/theoretical sources, including different perspectives, with substantial reading lists constituted by the candidate and approved by the prospective examiner and by the Executive Officer.
3. Two questions will be answered in French, one in English.
4. While the three subjects treated must be related to the prospective dissertation, there should be no overlapping of similar material. For example, a candidate choosing to treat seventeenth-century theater may not choose Molière as a second topic.
5. Oral exams on topics treated in courses must extend beyond the course material.
6. Candidates should meet at least twice with each of the prospective examiners to discuss a) the reading list; b) sample questions; c) the *problématique* of the topic.
7. Candidates must be sure that they have adequately prepared the works on the accepted reading lists.
8. The candidate shall begin the examination on each topic with a 10 – 15 - minute presentation of his/her chosen material, and may bring a double-spaced one-page outline for each topic. Under no circumstances may the candidate read a prepared text.
9. During the examination the candidate should address as closely as possible the specifics of the questions asked by the examiners. A display of generalized knowledge of the subject when a specific question has been asked does not constitute a valid response. In answering the questions, candidates should avoid paraphrasing and/or summarizing the content of a given work.
10. Any topic failed must be retaken.
11. As with the written examination, student who fails any part of the oral exam must take that part again. The exam may be taken twice. A student who fails any part of the examination twice may petition the Executive Committee for permission to take it a third time and present compelling reasons for doing so. If permission is not granted, the student is required to leave the program.

## **IX. LATIN EXAMINATION**

1. The Latin requirement must be fulfilled to move to Level III, by passing the Latin examination with a grade of "Pass." The exam lasts two hours and requires the translation of a single text, poetry or prose, chosen by the examining faculty from classical to early patristic Latin. A dictionary may be used. Students may translate from Latin into French or English. Sample exams are available in the program office. The exam is given upon request. Students should submit a written request to the Executive Officer two weeks prior to the proposed exam date. Students may take the exam up to two times a semester.

2. In lieu of the Latin examination, students may elect to take the intensive 6-week Latin course given by the CUNY Latin/Greek Institute and pass it with a grade of B or better. They may also take a Latin 101-102 sequence or higher at a CUNY college with a grade of B or better. Students are advised that for those intending to specialize in French literature before 1600, the 10-week intensive summer course offered by the Latin /Greek Institute represents minimum preparation. Requests for substitution of Latin courses taken elsewhere must be approved by the French Executive Committee.
3. In lieu of the Latin examination, a student may elect to complete Comparative Literature 79800, Introduction to Latin, at The Graduate Center, with a grade of B or better.

### **X. FOREIGN LANGUAGE EXAMINATION**

1. The foreign language requirement must be fulfilled to move to Level III. In addition to the mastery of written and spoken French and English, students must demonstrate a reading knowledge of a third modern language, preferably German or one of the Romance languages. Other languages may be approved if they are to be used in connection with the dissertation.
2. The exam is two hours long and a dictionary may be used. Students may translate into French or English. Sample examinations are available in the French office. The exam is given upon request. The Executive Officer must receive a written request two weeks prior to the requested exam date. Students may take the exam twice in a semester. They may fulfill the requirement by taking a CUNY Graduate Center Language Reading Program course for German with a grade of B.

### **XI. ADVANCEMENT TO CANDIDACY**

Advancement to candidacy, or Level III, takes place after completing all course work, First and Second Examinations, Oral Examination, and language requirements. The Advancement to Candidacy form will be filed with the Registrar as soon as the student provides the office with the dissertation title and the names of director and readers. The Registrar will send the student notification of advancement to candidacy.

### **Research with Human Participants**

The U.S. Department of Health and Human Services requires The Graduate Center's Committee on the Protection of Human Subjects to review students' research design for compliance with human subjects regulations. This requirement is mandated by federal law and is given further impetus by the ethical standards set by professional societies and those of The Graduate Center. Any research that involves human participants must be approved by the Committee on the Protection of Human Subjects prior to starting the research. For information, please contact the Director of Sponsored Research (212) 817-7523.

### **Dissertation Proposal Clearance: Human Participants Form**

All students who have advanced to Level III after September 1, 1999, should submit a Dissertation Proposal Clearance: Human Participants Form in the Office for Research and Sponsored Programs (ORSP). This requirement includes students from all programs, whether or not their research involves human participants. This form becomes part of the student's file in the Registrar's Office. A student will not be able to deposit the dissertation unless this form is on file. For programs that allow students to begin research on their dissertations before advancing

to Level II, students may submit the form at the time their research begins. If there are revisions in the research methodology, it is the student's responsibility to report the revisions to the ORSP.

## **XII. THE DISSERTATION**

Candidates for the Ph.D. are required to write a dissertation on a subject approved by an ad hoc committee of the doctoral faculty. The dissertation is the culmination of the student's doctoral studies and should therefore constitute a serious work of original scholarship. The dissertation director is approved by the Executive Officer in consultation with the candidate. The candidate should discuss the composition of the dissertation committee with the Executive Officer, who must approve the committee.

### **A. THE PROPOSAL**

Students are required to present a dissertation proposal limited to 10 pages not inclusive of bibliography. It must include an introduction to the problem or problems that the dissertation addresses. It should state the thesis and how it will be approached. It must provide a review of literature and explain how the candidate's approach resembles and differs from the approach of other scholars who have worked on this problem or topic. It must describe the methodological orientation of the dissertation. It presents the chapter outline envisaged, the timetable, and any particular needs. If travel is required, the candidate must specify the reason, the amount of time projected, and any special needs. The bibliography must document the available material in this area, the primary sources, the edition or editions available, and the useful critical works; it must be prepared according to MLA guidelines.

1. The proposal must be presented for approval within 6 months of the orals. The proposal is submitted to the director; the director accepts it by signing the title page, and it is then presented to an ad hoc committee of readers.

The ad hoc committee consists of three readers in the field and the Executive Officer acting as chair. Two of these readers are appointed after consultation between the director, candidate, and Executive Officer. The third reader is appointed by the Executive Officer. The dissertation adviser is not a member of the committee, and if the Executive Officer is the adviser for the dissertation, the ad hoc committee is chaired by the Deputy Executive Officer. If the dissertation is codirected, the codirectors are both involved in this process.

Readers may be included from appropriate fields outside the program, but they should be on the CUNY doctoral faculty, unless exceptional circumstances warrant the presence of a reader outside the doctoral faculty. All such variances are to be approved by the Executive Officer.

2. The proposal will be judged along the same terms as dissertations: accepted; accepted with minor revisions; accepted with major revisions; not accepted. When there is divided opinion, the Executive Officer renders a final decision.

3. When a proposal is submitted, readers render an initial written response. Should a reader, the dissertation adviser, or the candidate wish to hold a meeting of the entire committee, it will be convened by the Executive Officer to discuss the proposal further. The initial response must take place within four weeks.

4. Should the candidate change the topic, the approval process begins anew.

## B. DISSERTATION COMMITTEE

Once the proposal is accepted, the candidate, in consultation with the director and Executive Officer, forms a dissertation committee of two readers who may be, but need not be, the same as the original readers. The Executive Officer approves the committee's composition. The Dissertation Committee form must be signed by the Executive Officer.

## C. DISSERTATION

When the student begins writing the dissertation, s/he should pick up Instructions for Preparing the Ph.D. Dissertation, available from the Registrar or the Dissertation Assistant in the Mina Rees Library. It gives information about the University's specifications for dissertations. The Dissertation Assistant can also provide guidance in preparing the manuscripts. The Ph.D. Program in French requires that students follow the style guidelines outlined by the Modern Language Association. Students will find a description of these guidelines in the most recent MLA style manual. The dissertation may be written in either French or English, depending on the candidate's native language, but the language chosen must be approved by the director and the committee. It is usually about 250-300 double-spaced pages in length (including notes and bibliography).

Students should submit the first completed chapter to the dissertation adviser and then to the rest of the committee. The student will then arrange a concilium with the readers to discuss the progress, style, and scholarship of the work. The dissertation writer is expected to send the adviser the chapters of the dissertation, one or a few at a time, for advice and correction. A clean copy embodying such advice and corrections is then to be sent to the other readers for their comments.

### Dissertation writing

The CONCILIUM is held after two chapters are written. A report by the dissertation adviser follows the concilium, detailing its conclusions, and is sent to the candidate, the committee members, and the Executive Officer. The concilium should also determine how the committee will proceed with the parceling out of chapters, the timetable for reading them, and the quantity of material sent to committee members at any one time.

### Dissertation reading process

Readers will be given two months to read a dissertation and render a final judgment. By the end of one month, the reader must say whether the dissertation is ready for defense. If so, the defense is to be scheduled at the earliest possible date. If one or more readers deem the dissertation not ready, the defense cannot take place, and a meeting of the entire committee with the candidate is called to decide what needs to be done so that the defense can take place.

## D. THE DEFENSE

1. Dissertations that have been informally approved must be submitted four weeks before the defense. The Executive Officer is to receive a copy at that time.
2. The oral defense must be scheduled with the Executive Officer one month before the proposed date. The defense is approximately two hours long, and includes an initial fifteen-

minute presentation of the dissertation in French by the candidate. The Office of the Provost invites the members of the dissertation committee. At a defense the candidate answers questions and “defends” the methods, scholarship, and conclusions of his/her work.

NB: All students at the dissertation level are encouraged to submit an application for the dissertation awards available through The Graduate Center. Information about these awards is available in the French program office and the Office for Student Services. Le Prix de l’Ambassade de France Dissertation Award is a prize given to the best dissertation for that year within the French program. The work is judged by an anonymous faculty committee. The director of the dissertation is not part of this committee. The award carries no stipend, but is mentioned during the commencement ceremonies.

### **XIII. SATISFACTORY PROGRESS**

The program holds its students to Graduate Center satisfactory progress rules and expects them to limit their number of incompletes to two. A student with three incompletes will not be registered for the following semester. A student with four incompletes will be asked to withdraw from the program and reapply when ready. The same expectations apply to completing all aspects of the degree (orals, dissertation proposal, dissertation) within the time limit of eight years. Students who exceed the time limits in taking orals, drafting the dissertation proposal, and writing the dissertation will be instructed to withdraw from the program and reapply when ready.

### **XIV. READMISSION PROCESS**

Students may apply for readmission to the Admissions Committee, which reviews applications for readmission. All decisions of the Admissions Committee are final and may not be appealed.

Candidates applying for readmission must submit a personal statement to the Admissions Committee detailing why they dropped out of the program, what they have been doing since they left The Graduate Center, and what their academic goals are. In other words, they must submit a personal statement similar to the one included in the original application. The committee will not accept a letter stating merely that the applicant wants to return.

New material, such as additional degrees acquired while absent from the program, relevant professional accomplishments, etc, should be added to the application for readmission, along with an up-to-date transcript.

All students are readmitted to the program under the rules of the present curriculum. Students who had not passed the first examination at the time they left the program must enter with the first-year cohort and fulfill all first-year and core requirements under the new rules. At the readmission stage, the pre-2002 curriculum is no longer in effect.

### **XV. MISCELLANEOUS**

#### **1. CUNY/PARIS EXCHANGE**

1. A student who takes 60 credits at The Graduate Center may elect to earn 15 of those credits through the CUNY/Paris Exchange. The Executive Officer must first approve all courses for credit taken abroad to ensure their consistency with the French program’s policies and standards.

For information about the exchange, contact Dr. Maxine Fisher at Queens College (718)997-4608.

2. If transfer credits are accepted from another institution, the student must still take a minimum of 30 credits in residence at The Graduate Center. Thus courses taken in Paris through the CUNY/Paris Exchange do not count among the 30 credits taken at The Graduate Center above the master's level. The student may take more credits in the Exchange program, but no credit will be given for them.
3. Students who have not studied at a European university are strongly urged to arrange for some period of study abroad during their graduate studies.

## **2. WORKING**

1. Most students seek employment as language teachers. Students should submit requests for consideration, schedules, and a recent curriculum vitae to the Executive Officer, to be kept on file and forwarded immediately as last-minute jobs open.
2. Students should also write directly to chairs of the various departments of colleges within the area. Divisions of The City University of New York are expected to give preference to CUNY doctoral students. A list of CUNY colleges and relevant departments is available in the French office.
3. Students should also create a dossier for the Office of Student Affairs (see Judith Koster x7401). This office will channel the student file, which should include references and a curriculum vitae, to prospective employers.
4. Any other job opportunities made known to the French program will be posted.

## **3. STUDENT ACTIVITIES**

1. The French program offers a series of lectures throughout the semester. Students help with arrangements for these lectures, and their presence is essential for the success of such endeavors. Students are expected to make every effort to attend.
2. Two student representatives are voted upon by currently registered students annually. Both attend the French Executive Committee meetings and represent the students at these meetings. Students who have any particular topics that they want presented at the French Executive Committee should contact the Executive Officer or their student representatives. A student representative is elected to the Graduate Council for a two- year term. A student representative is elected every year to the Doctoral Students' Council.
3. Students are also elected to serve on standing committees: Admissions, Curriculum, Elections, Membership, and the Henri Peyre French Institute. Students are also regularly invited to serve on ad hoc committees.

## **4. DEGREES**

1. Master of Philosophy - The Graduate Center awards the Master of Philosophy degree (M.Phil.) on request. An application form for the Master of Philosophy degree will be made available to Ph.D. students by the Office of the Registrar upon their advancement to candidacy.
2. Master's Degree "En Route" - The master's degree may be awarded by certain senior CUNY colleges to currently enrolled doctoral students who have fulfilled specific requirements. These requirements include a minimum of 45 credits with an average grade of B, successful completion of the First Examination, the Latin examination, and the foreign language examination, plus

submission of a major research paper. Work on the research paper is done under the supervision of a faculty member. The paper is then submitted to one of the senior colleges for approval. The senior college awards the master's degree. A copy of the paper should also be kept on file in the French office. Further information may be obtained from the Registrar.

## 5. THE HENRI PEYRE FRENCH INSTITUTE

The institute, founded in 1980, is named for the late Henri Peyre, internationally renowned scholar and critic, who served for many years as Distinguished Professor and Executive Officer of the Ph.D. Program in French at The Graduate Center. The purpose of the institute is to promote the study of French literature and culture by offering colloquia and conferences on current topics in languages, literature, philosophy, politics, art, theatre, film, and music. The institute cosponsors an annual interdisciplinary symposium on "Art and Text" as well as other events. It offers two awards, one for an entering student and one for travel related to dissertation. Students do not apply for the first award; it is conferred by the Admissions Committee and approved by the Henri Peyre French Institute Board. Announcements for the second award are made by the program.

## 6. NOTICE OF NONDISCRIMINATION

The Graduate Center of The City University of New York is an equal opportunity and affirmative action institution. The Graduate Center does not discriminate on the basis of age, gender, sexual orientation, alienage or citizenship, genetic predisposition, carrier status, race, color, national or ethnic origin, religion, marital status, veteran status, or disability in its student admissions, employment, access to programs, and administration of educational policies.

The Graduate Center is committed to promoting pluralism and diversity and combating racism and bigotry. Concerns, questions, complaints, and suggestions about affirmative action and equal employment may be addressed to any member of the Graduate Center Affirmative Action Committee through the Affirmative Action Officer.

The City University of New York prohibits sexual harassment and has instituted policies, procedures, and educational programs to prevent and address sexual harassment. For more information, please contact the coordinator of the Sexual Harassment Panel and the *Student Handbook*.

Employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation concerning discrimination or harassment.

## CONTACTS

**Affirmative Actions Officer:** Edith Rivera-Cancel, Room 7301; 212 817-7410.

**504/ADA Coordinator:** Matthew Schoengood, Room 7301; 212 817-7400.

**Title IX Coordinator:** Matthew Schoengood, Room 7301; 212 817-7400.

**Coordinator, Sexual Harassment Panel:** Professor Michelle Fine, Room 6304.17; 212 817-8710.

**Ombuds Officer:** Professor Rolf Meyersohn; call for appointments at 212 817-7191. The Ombuds Officer offers complete confidence to any individual in The Graduate Center

community in discussing informal as well as formal solutions to any problem.

**Executive Director for Human Resources:** Yosette Jones Johnson, Room 8403; 212 817-7700.

For information about student travel and research funds, Graduate Teaching Fellowships, CUNY Writing Fellowships, dissertation-year and other awards, please see The Graduate Center website, [web.gc.edu/provost/office.htm](http://web.gc.edu/provost/office.htm)

## **APPENDIXES**

- A. List of theoretical fields
- B. Orals Examination form
- C. Dissertation proposal steps and approval form
- D. Approval of dissertation committee form
- E. Pre-2002 student examination requirements

## **APPENDIX A**

### List of Theoretical Fields

Fields taught in our courses and/or referred to in our reading list:

Cultural studies theory  
 Film theory  
 Gender theory  
 General literary theory  
 Interdisciplinary theory  
 Interpreting visual cultures  
 Marxism and post-Marxism  
 Performance theory  
 Postcolonial theory  
 Poststructuralism  
 Psychoanalysis  
 Queer theory  
 Semiotics  
 Structuralism

## APPENDIX B ORALS EXAMINATION FORM

1. The student should read the Orals section of the French Handbook.
2. The student must meet with the Executive officer and discuss preparing for the orals and the student's faculty committee.

I have approved that the student \_\_\_\_\_ be examined on the following subjects:

- |             |              |
|-------------|--------------|
| 1. Subject: | Examined by: |
| 2. Subject: | Examined by: |
| 3. Subject: | Examined by: |

**Executive Officer's signature:**

3. The student must meet with committee members once approved by the Executive Officer and arrange for all three examiners to sign this document.

I have worked with \_\_\_\_\_ in preparing for the orals and approved the student's reading list. The student will be questioned about:

**First examiner's signature:**

I have worked with \_\_\_\_\_ in preparing for the orals and approved the student's reading list. The student will be questioned about:

**Second examiner's signature:**

I have worked with \_\_\_\_\_ in preparing for the orals and approved the student's reading list. The student will be questioned about:

**Third examiner's signature:**

4. **When the student is ready to take the orals, this form must be returned to the French program signed by the three examiners and with the three reading lists.** The student must sign this form indicating s/he has read the orals section of the French Handbook.

**Students' signature:**

5. This form must be approved and signed by the Executive Officer:

**Executive Officer's signature:**

6. The student may then contact the committee members and arrange the date of the orals. The Executive Officer usually attend the orals and the program should be contacted. When the date is arranged, the student should inform the French program. This must be done one month prior to the examination. **If this form is not properly filled out, the examination cannot be set up.**

## APPENDIX C DISSERTATION PROPOSAL STEPS AND APPROVAL FORM

**STUDENT NAME:**

**DISSERTATION TITLE:**

**1. The candidate is required to read the section of the current French Handbook regarding the dissertation and follow all rules.**

1. Candidates for the Ph.D. are required to write a dissertation on a subject approved by an ad hoc committee of the doctoral faculty. The dissertation is the culmination of the student's doctoral studies and should therefore constitute a serious work of original scholarship.
2. The proposal must be presented for approval within 6 months of the orals. The dissertation adviser is approved by the Executive Officer in consultation with the candidate. The candidate should discuss the composition of the dissertation committee with the Executive Officer.
3. Students are required to present a dissertation proposal limited to 10 pages not inclusive of bibliography. It must include an introduction to the problem or problems that the dissertation addresses. It should state the thesis, and how it will be approached. It must provide a review of the literature in the field and explain how the candidate's approach resembles and differs from the approach of other scholars who have worked on this problem or topic. It must describe the methodological orientation of the dissertation. It presents an outline of the chapters envisaged, the timetable, and any particular needs. If travel is required, the candidate must specify the reason, the amount of time projected, and any special needs. The bibliography must document the available material in the area under study, the primary sources, the edition or editions available, and the useful critical works. It must be prepared according to MLA guidelines.
4. The proposal is submitted to the director; the director accepts it by signing the title page, and it is then presented to an ad hoc committee of three readers.
5. The ad hoc committee consists of three readers in the field and the Executive Officer acting as chair. Under normal circumstances, two readers of the proposal will in all likelihood continue as members of the dissertation committee. Two of these readers are appointed after consultation between the adviser, candidate, and Executive Officer. The third reader is appointed by the Executive Officer. The dissertation adviser is not a member of the committee, and if the Executive Officer is the adviser for the dissertation, the ad hoc committee is chaired by the Deputy Executive Officer. If the dissertation is codirected, the codirectors are both involved in this process.  
Readers may be included from appropriate fields outside the program, but they should be on the CUNY doctoral faculty, unless exceptional circumstances warrant the presence of a reader outside the doctoral faculty. All such variances are to be approved by the Executive Officer.
6. The Executive Officer adjudicates the reports by committee members and, when there is divided opinion, renders a final decision.
7. Written comments will be provided by the readers and made available to the candidate and adviser within 4 weeks. The proposal will be judged along the same terms as dissertations: accepted; accepted with minor revisions; accepted with major revisions; not accepted.

8. The written comments will be placed in the student's dossier, providing an official record of the process should an appeal follow.
9. The Executive Officer will report to the Executive Committee at the end of each academic year on the composition of reader committees for dissertation proposals.
10. Once the proposal is accepted, the candidate, in consultation with the adviser and Executive Officer, forms a dissertation committee, which can be but need not be the same as the original readers. The Executive Officer signs off on the committee's composition.
11. Should the candidate change the topic, the approval process begins anew.

**This form must be filled out in the following order. Emails and comments must be attached to the form and not sent separately by email to the program.**

**2. I approve/disapprove the candidate's dissertation proposal.**

**DIRECTOR'S SIGNATURE:**

**DATE:**

**The candidate can either get the director/s' signature or attach an email from the director/s giving approval of the dissertation to this form. Attach comments to the form.**

**3. The candidate then gets this form signed by the Executive Officer.**

**EXECUTIVE OFFICER'S SIGNATURE:**

**DATE:**

**4. The candidate must then get the proposal signed by all readers:**

**I approve/disapprove of the candidate's dissertation proposal.**

**READER'S SIGNATURE:**

**DATE:**

**I approve/disapprove of the candidate's dissertation proposal.**

**READER'S SIGNATURE:**

**DATE:**

**I approve/disapprove of the candidate's dissertation proposal.**

**READER'S SIGNATURE:**

**DATE:**

**The candidate can either get the readers' signature or attach an email from the readers giving approval of the dissertation to this form. Attach comments to the form.**

**5. The candidate then gets this form signed by the Executive Officer.**

**EXECUTIVE OFFICER'S SIGNATURE:**

**DATE:**

**APPENDIX D APPROVAL OF DISSERTATION COMMITTEE**

**STUDENT NAME:**

**DISSERTATION TITLE:**

**DISSERTATION ADVISER:**

**DISSERTATION READERS:**

**APPROVAL OF EXECUTIVE OFFICER:**

**DATE:**

## APPENDIX E. PRE-2002 STUDENT EXAMINATION REQUIREMENTS

**I. FIRST EXAMINATION (Written)** The “old style” First Examination is no longer given as of Fall 2004. All first examinations are now under the new (present) curriculum. Applies to students who entered before 1999.

**II. THE SECOND EXAMINATION (Written and Oral)** Applies to students who entered before 1999.

1. At 60 credits and after passing the foreign language exam (see Section V), all students are required to pass a written examination in French or English to test their knowledge and critical sense of French literature and an oral examination that will test three areas of specialization. The Second Exam is drawn from the three remaining periods/centuries that the student did not choose in the First Exam, plus a “General Topic” question, and an oral examination. An examination taken when the student is not registered is invalid.
2. To be eligible to take the exam, students must file by November 15 if they plan to take the exam in the Spring and by April 15 if they plan to take the exam in the Fall.
3. The written part of the exam (see Section II4 for bibliographic information) will consist of the three periods/centuries not previously tested and a “General Topic” question. The “General Topic” section requires the student to draw on examples from different periods and genres in French literature while exploring and comparing trends, themes, and ideas. At least one of the twentieth-century examination questions will focus on Francophone literature. One of the “General Topic” questions will deal with theory.
4. Each period takes one and one-half hours to complete and consists of a choice of one out of three questions, except the twentieth-century, which consists of four.
5. The written comprehensive is to be answered in French or in English at the student’s choice. One question, at the student’s choice, must be answered in the language the student did not elect for the other two.
6. The written part of the Second Exam is reviewed by two faculty members who are unaware of the name of the student. In cases where these readers disagree, a third faculty member will read the exam under the same conditions. Their comments are made available to the examinees and will touch on the following criteria: knowledge, argument, relevance, and presentation.
7. If a student fails any part of the written exam, the student must take that part again. The exam may be taken twice. A student who fails any part of the examination twice may petition the Executive Committee for permission to take it a third time, on reasonable grounds.
8. The student should obtain an Oral Examination form from the program office, and follow each step. For old examination rules, refer to Section VIII, page 6 – 8 current system.

**III. FIRST WRITTEN EXAMINATION AND SECOND ORAL EXAMINATION**

Applies to students who entered the program in Fall 1999 and before Fall 2002.

No longer in effect. All students in this cohort have moved to Level III.