PH.D. PROGRAM IN FRENCH
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The policies and requirements described in this Handbook are effective immediately and apply to all students in the French program. For 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, and The Graduate Center Student Handbook and Bulletin. Requests for exemptions from any of the program’s requirements outlined in this Handbook 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 such interdisciplinary topics as the arts, music, philosophy, and women’s studies. Therefore, 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. French program also offers a series of courses that focus on developments within genres such as “Tragedy – Medieval to Modern” or “Autobiography,” as well as courses on theory and 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 across 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 and current developments in French Studies. They provide a forum through which faculty and students can communicate and exchange ideas with a wide variety of active scholars.

I. DEGREE REQUIREMENTS
The Ph.D. in French consists of six major requirements students must fulfill. These six requirements are: course work; First Examination; Second Written Examination; Second Examination Orals; modern foreign language requirements; dissertation. Additionally, the program requires a specialization review, a dissertation proposal, and a dissertation concilium. The curricular options (French cultural studies, International Human Rights issues in the French-speaking world, Performance Studies, Translation Studies, and Comparative Studies, see Preface) are not certificates or subprograms, but interdisciplinary articulations of the student’s individual curriculum. In most cases, students can work the Program’s theory requirement into the coursework for the option. The descriptions and content of the options are regularly reworked. Students interested in one of the options should see the Executive Officer soon after entering the Program.

A. COURSE WORK:
  1. COURSE REQUIREMENTS
Effective fall 2008, the Program has changed its course-credit structure across the board, to a 2 credit/4 credit structure, with the sole exceptions of the three first-year mandatory courses which are all taken for 4 credits and one Independent Study for 1 credit. This means students can take any course (except those exclusions listed above) for EITHER TWO or FOUR credits. For two credits, students attend, do the readings, participate, and complete any TWO of the following: oral presentation, midterm exam, small paper/s (total of 10 pages), final exam. But they do NOT write a substantial term paper. For four credits, students complete all the work required by the instructor, including attendance, and they write a substantial final paper of 20-25 pages.
a. **Credit distribution**: 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.

b. **First Year Courses**: French 70010 and French 77020, Techniques of Literary Research I and II, 4 credits each, plus conference. Besides topical assignments, they require the production of one substantial (about 40 pages) research paper on a topic chosen by the student with the instructor’s approval. This paper is mostly framed, researched, and written the first semester. During the second semester, the bulk of the work consists in critical reading and analysis of a body of theoretical texts, and writing a series of short papers deriving from the readings. Those students who wish to polish their first-semester paper with a view to producing a conference paper or a publication from it, will work with the instructor to do so. The number of short papers required from them will be reduced accordingly.
   i. French 71110, Problems in French Literary History, 4 credits, plus conference.
   ii. A second 4 credit course in literary history or theory offered by the French program, at the student’s choice, to be completed as early as the spring semester of the first year, and not later than the spring semester of the second year. All new students will have to complete this group of four courses within the required time. All new students, full-time or part-time, will have to take the required technique courses during their first year, with French 77010.

c. **Period Courses**: A minimum of one course in each of seven periods/areas of French literature: medieval, sixteenth, seventeenth, eighteenth, nineteenth, twentieth century, and Francophone. The combined courses must total 22 credits. These include 4 courses at 4 credits for a total of 16 credits, and three courses for 2 credits for a total of 6 credits. **NOTE**: students who began taking their requirements in the three-credit system and have not completed them, will have their total number of credits (21 or 22) approved ad hoc, depending on their needs, the number of credits complete already, and available courses (they will not be forced to complete 22 credits if they can still complete the entire requirement with 21).

d. **Theory Requirement**: All students will take two courses in theory/criticism (or a total of 6 credits), 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 2/4 credits (see list in Appendix).

e. **Language Used in Courses**: 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 with other departments, the language in which work is written will be determined by the instructor.

f. **Advising**: 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 to ensure that the individual curriculum is consonant with the spirit of the option as stated in the Bulletin and Student Handbook.

To help students monitor their own program and take stock of both achievements and set-backs, the Executive Committee now asks that all students, regardless of satisfactory progress status, provide a yearly report of all activities relevant to their academic work. This report is to be filed with the Executive Officer by September every year.

2. **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 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. (See Satisfactory Progress.)

**New Curriculum Rules.** In the present curriculum, first-year students must complete all the work for both obligatory courses, in sequence, with a grade of B or better in all parts of the course. They cannot withdraw or receive an incomplete and then continue where they left off the second semester. All work for the first semester must be completed before proceeding to the second.

*Students who do not comply* with the timetable set by the program place their progress in jeopardy. Students with more than two incompletes receives a non-satisfactory progress report from The Graduate Center and sent for review to the Executive Officer. After the grace period set by the program, and, a fortiori, by The Graduate Center (see Graduate Center Handbook), has lapsed, students wishing to complete a course must secure the agreement of the instructor, in writing, and the authorization of the Executive Officer; after one 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.

3. OPTIONS

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<th>A. FRENCH CULTURAL STUDIES</th>
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a. Theory requirement: 6 credits.  
b. First-year sequence: 16 credits.  
For the scope of the second half of the Problems in Literary History Course, a variable thematic or theory-based course, please see description of the first-year curriculum above.  
c. Seven courses in periods of French literature: 22 credits.  
d. One independent study on the theory of cultural studies. It requires a substantial final paper of 25 pages or more: 4 credits.  
e. Courses taken from French offerings: 8 credits of courses in French; 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, or any other courses that are shown to be relevant: 8 credits.  
f. Additional credits taken out of the program: 4 credits.  
g. Total = 60 credits.

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<th>B. INTERNATIONAL HUMAN RIGHTS IN THE FRENCH-SPEAKING WORLD</th>
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a. Theory requirement: 6 credits.  
b. First-year sequence: 16 credits.  
For the scope of the second half of the Problems in Literary History Course, a variable thematic or theory-based course, please see description of the first-year curriculum.  
c. Seven courses in periods of French literature (2/4 credits each period): 22 credits.  
d. A minimum of one course in Francophone literature: 2/4 credits.  
e. An internship with public agencies, NGOs, etc.: 4 credits.  
f. Independent study and research paper on a specific topic connected to the internship: 4 credits.  
g. Additional 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). Four of the total 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: 26/28 credits.  
Total = 60 credits.

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 and tasks (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) accrued during the Academic 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 will receive 4 credits of Independent Study.

C. PERFORMANCE STUDIES

a. Theory requirement: 6 credits.
b. First-year sequence: 16 credits.
For the scope of the second half of the Problems in Literary History Course, a variable thematic or theory-based course, please see description of the first-year curriculum.
c. Seven courses in periods of French literature (2/4 credits each period): 22 credits.
d. Two courses in film studies or theater, or literature and the arts, with a minimum of one on French/ Francophone material: 5 – 8 credits.
e. A theoretical and practical unit consisting of one practicum on a special project (installation, video, stage performance, etc.): 4 credits
f. Independent study on a special aspect of performance theory: 4 credits.
g. Additional credits of courses pertaining to performance outside of French, such as anthropology, art, cultural studies, English, sociology, or theatre
Total = 60 credits.

D. TRANSLATION STUDIES

Please note that the Program is currently working on establishing a Masters in French Translation and the options requirements are under review.
a. Theory requirement: 6 credits. Whenever possible, students in this option should choose courses that pertain to the theory of language.
b. First-year sequence: 16 credits.
For the scope of the second half of the Problems in Literary History Course, a variable thematic or theory-based course, please see description of the first-year curriculum.
c. Seven courses in periods of French literature: Total 22 credits.
d. The course in the Theory of Translation offered jointly by MALS and French: 4 credits
e. The Practicum in Translation (French 78600) offered by French: 4 credits.
f. An Independent Study translation project from French to English or English to French, which may derive from the first-year paper: 4 credits.
g. Additional credits of courses within or outside of French, half of which must address some aspect of translation (e.g. Cultural Translation, Literature in Translation, etc.): 4 credits.
Total = 60 credits.

E. COMPARATIVE STUDIES

a. Theory requirement: 6 credits.
b. First-year sequence: 16 credits. For the scope of the second half of the Problems in Literary History Course, a variable thematic or theory-based course, please see description of the first-year curriculum.
c. Seven courses in periods of French literature (4 credits each period): 22 credits.
d. Remaining credits = courses in the theory and methods of comparing literatures, the relations of French and Francophone 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: 22 credits.
e. Individual project to be worked out with a committee of faculty interested in interdisciplinary work which may lead to the dissertation. This should be phrased similarly to the other descriptions on Individual projects/Independent studies.

B. FIRST EXAMINATION
The First Examination consists of three parts: the in-class exam given at the end of each of the three required courses for the first year of study (French 77010 and 77020, and French 71110). All course sections of the First-Year Examination take place in the classroom and are two hours each. 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 is advised to 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 semester 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 a second 40-page research paper according to the specifics of the course they are now auditing, with the new cohort of students. A student who interrupts 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.)

C. SECOND EXAMINATION:
   The take-home examination structure has been discontinued, effective August 2008, and is replaced by an in-house format. All exams will be THREE hours
in length and will examine the level of knowledge in the field and the capacity to think through important questions in that field. Exam questions will be communicated to students exactly 48 hours ahead of examination time. They will be communicated electronically. Students are responsible for notifying the Program Office immediately if they have not received the questions.

i. 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 if they intend to take any exam during the exam period, when prompted to do so by the Assistant Program Officer, at the end of the month of October for the Fall semester and mid-April for the Spring semester.

ii. 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 examinations must be in French, two in English, at the student’s choice.

iii. The grades to be given on this exam are “Pass” or “Fail.”

iv. A copy of the bibliography for the Second Written Exams is available in the program office, on the department website, and included in the Appendix section of the Handbook. 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.

v. A student who fails any part of the written exam must take that part again and can take it twice. If a student fails any part of the examination twice, the student 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’s matriculation will be terminated. The student has the right to appeal this action. The Graduate Center’s procedures for appealing grades or academic dismissal are detailed in The Graduate Center’s Student Handbook 14-15 (pp. 64-65).

vi. Students who are admitted with a master’s degree will be allowed to take the second written exams in the semester following the completion of 60 credits.

2. **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:

i. 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.

ii. 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.

iii. Two questions will be answered in French, one in English.

iv. While the three subjects treated must be related to the prospective dissertation, there should be no overlapping of similar material. This means, precisely, that no primary or critical work should appear at once on TWO or MORE of the three reading lists for the Orals.

v. Oral exams on topics treated in courses must extend beyond the course material.

vi. 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.

vii. Candidates must be sure that they have adequately prepared, and are adequately acquainted, with the works on the accepted reading lists.

viii. 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.

ix. 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.

x. Any topic failed must be retaken.

xi. As with the written examination, a 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, but has the right to appeal. The Graduate Center’s procedures for appealing grades or academic dismissal are detailed in The Graduate Center’s Student Handbook 13-14 (pp. 64-65).

D. SPECIALIZATION REVIEW

No later than the sixth semester in the program, all French doctoral students participate in a specialization review. This review is not an examination, but a consultation and conversation with the Executive Officer and a group of three faculty members conversant with the candidate’s work. The purpose of the review is to help the candidate assess his or her progress in a field of specialization or, when none has yet been elected, to help formulate one.

After consultation with the Executive Officer, the student convenes a panel of three faculty members who specialize in the field or fields that s/he plans to focus on or have an interest in. Candidates submit a review dossier consisting of a five to ten pages position paper assessing their own intellectual itinerary since entering the program and their progress towards a clear area of specialization and dissertation topic. The dossier also includes a section of four to six writing samples. These can be papers written in courses completed at the Graduate center and papers given at Conferences or submitted for publication. The faculty members and Executive Officer read the dossier and come to the meeting with suggestions on how to better achieve the goals formulated by the candidate. Suggestions might include course work to complete in or outside of the program, language skills to acquire, or ways to formulate a topic or series of questions leading to a topic. A minimum of one faculty member, besides the Executive Officer, must be a member of the French doctoral faculty.

This committee has a mentoring capacity. It aims to advise, guide, and support the candidate in developing a true specialization. It is the student’s responsibility to contact faculty and settle a date that must be agreed upon by the Executive Officer and communicated to the Assistant Program Officer.

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. A CV may be included. The meeting can be in French or in English, at the candidate’s choice.

Specialization reviews should take place by the end of October during the Fall semester, and by the end of March during the Spring semester. Faculty members need a minimum of one month to read the dossier.

E. LANGUAGE REQUIREMENTS

i. The Program requires TWO languages (other than French and English). Being exempted from Latin as a modernist does not exempt a student from fulfilling the requirement of demonstrating a reading knowledge of TWO modern languages. 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 at least a third modern language of demonstrable pertinence to their fields of specialization and professional
development. In other words, there are two options: a) English, French, Latin and another modern language; b) English, French, and TWO modern languages.

ii. 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. Students may take the exam twice in a semester. Students may fulfill the language requirement by taking a CUNY Graduate Center Language Reading Program course and pass it with a grade of B. Students can take the exams twice a semester. The exams are given twice a semester, during the first two weeks of the semester and during the exam period on set dates. Students will be informed well in advance of those dates.

iii. Students specializing in the pre-modern fields are required to fulfill a Latin requirement. Latin is not required of students specializing in the modern fields. 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. Students can take the exams twice a semester. Students will be informed well in advance of those dates.

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.

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.

iv. NOTE: Students are required to take both language examinations by or before the semester preceding their application to level 3.

F. 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.

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.

1. 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. The departmental Assistant Program Officer has previously accepted proposals, which students are encouraged to read.

   i. The proposal must be presented for approval by the end of two consecutive semesters after successful completion of his or her oral exams.
   The proposal is submitted to the director; the director accepts it by signing the dissertation approval form; it is then to be signed by the Executive Officer and then presented to an ad hoc committee of readers.

   The ad hoc committee consists of two readers in the field and the Executive Officer acting as chair. The readers are appointed after consultation between the director, candidate, and Executive Officer. If the Executive Officer is one of the
readers, then the committee is chaired by the Deputy Executive Officer. If both the Deputy Executive Officer and Executive Officer are readers, then the Executive Officer remains chair of the committee and appoints a third reader. In all cases then, a proposal is read by four distinct faculty members: the advisor; the Executive Officer; and two more faculty readers.

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.

ii. 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.

iii. The initial response must take place within four weeks. If, at the end of four weeks, the candidate has not received a response from one or more readers, the Executive Officer will inquire about the cause of the delay. If the reader remains committed to reading the proposal, an extension of 15 days will be given. A second extension of 15 days can be requested by the advisor or candidate. However, if the reader indicates an inability to read the proposal within this time, the Executive Officer will ask that reader to step down and will assign the evaluation to another member of the faculty.

iv. 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.

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

2. 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.

3. 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 should be a minimum of 250 pages and 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 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.

a. DISSERTATION WRITING

The CONCILIUM with the readers and in the presence of the Executive Officer is held after two chapters are written to discuss the progress, style, and scholarship of the work. 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.

b. DISSERTATION PROGRESS

The Executive Committee recommends that a dissertation progress report be put into use by the faculty. Every semester, the advisor would answer three questions:
1. How many times did you meet with the student?
2. Has the student submitted a minimum of 25 pages?
3. Do you feel that progress is being made?
A copy of this report would also be given to the student. It also recommended that faculty keep a written log of contacts with their dissertation advisees, with times and dates, during the semester.
Once the proposal has been approved, candidates must write regularly and substantially, and provide their advisor/s with such written work in a timely fashion. In a given semester, candidates must produce a minimum of 25 pages of writing. The student must present the first draft of this work no later than the eighth week of the semester. Failure to produce this written work will automatically result in the grade of NRP, No Record of Progress. This rule does not, in any way, negate the time limit imposed by The Graduate Center for completion of the degree. The matriculation of a third-level student who receives three consecutive grades of NRP will be terminated.
It is understood that candidates are expected to remain in regular contact with their advisor. It is the candidate’s responsibility to communicate with the advisor, inform her/him of any problems arising with completing work, keep up with deadlines and meetings set up with the advisor, respond in a timely way to communication from the advisor, and prompt for feedback when it is slow in arriving. When no work is turned in at the end of the semester, or work turned in is deemed insufficient or inadequate, the advisor renders the grade of NRP. An accumulation of such grades has serious consequences for Satisfactory Progress and continuation in the Program (see Satisfactory Progress).

c. DISSERTATION READING PROGRESS
The Dissertation Defense takes place only after the candidate’s director has notified the Executive Officer in writing that s/he considers the dissertation ready to be forwarded to the readers in preparation for the defense. The candidate cannot set the defense in motion on her or his own.

When the dissertation is, in the Director’s view, near completion, the candidate should initiate the scheduling of the defense. Within at least one month of the estimated defense date, and once the dissertation Director has approved its final form for defense, the candidate must provide all readers with a clean copy, by attachment or in paper form, according to the individual reader’s preference. Readers must have a minimum one month to read and review the dissertation. If during the reading, a reader finds major problems with the thesis and deems that it is not ready for approval, s/he should notify the candidate, advisor and the executive Officer ahead of the scheduled meeting.

4. THE DEFENSE
   i.) Dissertations that have been informally approved by the readers (as described above) must be submitted four weeks before the defense. The Executive Officer is to receive a copy at that time.
   ii) The oral defense must be scheduled with the Executive Officer who attends the defense, one month before the proposed date. The defense is approximately two hours long, and includes an initial fifteen-minute presentation of the dissertation in whatever the language the dissertation is written. 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.

II. ACADEMIC POLICIES

A. 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 apply for readmission 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 apply for readmission when ready.
   The matriculation of a third-level student who receives three consecutive grades of NPR will be terminated.
Students who are in danger of being dropped from the Program for academic reasons, such as non-compliance with SP, Satisfactory Progress rules or failing examinations, and who wish to appeal, are advised to do so promptly. The Graduate Center’s procedures for appealing grades or academic dismissal are detailed in The Graduate Center’s Student Handbook 07-08 (pp. 72-74).

B. READMISSION
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. If readmission is approved, the student then files a readmission form with the Registrar.

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.

III. MISCELLANEOUS

A. 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, in this case, 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.

B. TEACHING
1. Most students seek employment as language teachers. Students are urged to 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.

C. 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 to the Program’s Executive Committee are elected 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 also 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, and Membership. Students are also regularly invited to serve on ad hoc committees.

D. 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. The primary focus of this MA may be on translation studies.

E. 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 and Francophone literature and culture by offering colloquia and conferences on current topics in languages, literature, philosophy, politics, art, theatre, film, and music. It may offer 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. The Ph.D. Program in French makes the announcement that the competition for the dissertation research travel award is open. Students should contact the Director of the Henri Peyre French Institute for application guidelines.

F. FELLOWSHIPS
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

G. STATEMENT OF NONDISCRIMINATION: EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION REGULATIONS

The Graduate School and University Center is an equal opportunity and affirmative action institution and, as a constituent unit of The City University of New York, adheres to the policy of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, Prior record of arrest or conviction, alienage, citizenship, military or veteran status, or status as a victim of domestic abuse, sex offenses, or stalking.

Sexual harassment, a form of sex discrimination, is prohibited under The Graduate Center/CUNY Policy Against Sexual Harassment.

The City University of New York, as a public university system and The Graduate School and University Center as a constituent part, adhere to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, the Civil Rights Law of 1866, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, the New York State Human Rights Law, the New York State Civil Rights Law, and the New York City Human Rights Law. The ‘protected classes,’ as delineated in Executive Order 11246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan native and Women), were expanded on December
9, 1976, by the Chancellor of The City University of New York to include Italian-Americans.

Should any federal, state, or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this policy, this policy shall be read to prohibit discrimination based on those grounds or characteristics, as well.

Retaliation against any member of The Graduate Center or University community who has made a complaint of discrimination is prohibited.

**Affirmative Action Officer:** Ms. Edith Rivera, Room 7301; 212-817-7405  
**504/ADA Coordinator:** Vice President for Student Affairs Matthew Schoengood, Room 7301; 212-817-7400  
**Title IX Coordinator:** Vice President Matthew Schoengood, Room 7301; 212-817-7400  
**Sexual Harassment Coordinator:** Professor Michelle Fine, Room 6304.17; 212-817-8710  
**Ombuds Officer:** Professor Rolf Meyersohn, Room 7313; call for appointments at 212-817-7191. The Ombuds Officer offers complete confidentiality to all students, staff and faculty.  
**Assistant Vice President for Faculty and Staff Relations:** Yosette Jones Johnson, Room 8403; 212-817-7700.

Actions that involve discrimination or bias of any sort will be subject to disciplinary sanctions in accordance with the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law, a copy of which will be found in the *Bulletin of The Graduate Center.* Students who believe they have been discriminated against in violation of this policy should bring their complaints to the Vice President for Student Affairs for investigation.

**APPENDICES**  
A. List of theoretical fields  
B. Orals Examination form  
C. Dissertation form

**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: Examinined by:
2. Subject: Examinined by:
3. Subject: Examinined 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 FORM including:**

- APPROVAL OF THE DISSERTATION DIRECTOR
- APPROVAL OF THE PROPOSAL BY THE DISSERTATION DIRECTOR
- APPROVAL OF PROPOSAL READERS
- APPROVAL OF THE PROPOSAL
- DISSERTATION COMMITTEE MEMBERS APPROVED
- CONCILIUM

**DISSERTATION FORM**

STUDENT NAME:

DISSERTATION TITLE:

The candidate is required to read the section of the current French Handbook regarding the dissertation and follow all rules (See Handbook).

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 office.

**APPROVAL OF DISSERTATION DIRECTOR**

DISSERTATION DIRECTOR:

EXECUTIVE OFFICER’S SIGNATURE
approval of the Dissertation Director:

DATE:

**APPROVAL OF THE PROPOSAL READERS**

The student, after consulting with the dissertation director, recommends one reader for the proposal. The Executive Officer chooses the second.
1. READER:

2. READER:

EXECUTIVE OFFICER’S SIGNATURE approves readers:

DATE:

APPROVAL OF THE DISSERTATION PROPOSAL

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.

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

EXECUTIVE OFFICER’S SIGNATURE:

DATE:

The candidate must then get the proposal signed by both 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:

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. Candidate provides proof of having filed the Human Participants form with the Registrar.

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

EXECUTIVE OFFICER’S SIGNATURE:

DATE:

APPROVAL OF DISSERTATION COMMITTEE

DISSERTATION ADVISER:
DISSERTATION READERS:

EXECUTIVE OFFICER SIGNATURE:
DATE:

CONCILIUM
DATE:
FACULTY PRESENT:
NUMBER OF CHAPTERS PRESENTED:
REPORT FILED BY ADVISOR:

CONCILIUM PROCESS COMPLETE:
CERTIFICATION BY EXECUTIVE OFFICER SIGNATURE:
DATE: