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 in consultation 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.

CONTENTS

PREFACE .............................................................................................................. 3

I. Degree Requirements
   COURSE WORK .......................................................................................... 4
   1. Course Requirements
      a. Credit distribution
      b. First Year Courses
      c. Period Courses
      d. Theory Requirement
      e. Language Used in Courses
      f. Advising on course selection

   2. Incompletes ......................................................................................... 6
   3. Options ............................................................................................... 7
      a. French Cultural Studies
      b. International Human Rights in the French-Speaking World
      c. Performance Studies
      d. Translation Studies
e. Comparative Studies

**TIMETABLE OF PROGRAM BENCHMARKS**

FIRST EXAMINATION

SECOND EXAMINATION

1. Written Component
2. Oral Component

SPECIALIZATION REVIEW

LANGUAGE REQUIREMENT

ADVANCEMENT TO CANDIDACY

**DISSERTATION**

i. The Proposal

ii. The Proposal Committee

iii. Dissertation
   1. Dissertation Writing
   2. Dissertation Process
   3. Dissertation Reading Process

iv. Defense

**3. Academic Policies**

A. SATISFACTORY PROGRESS

B. READMISSION

**B. Miscellaneous**

a. CUNY/PARIS EXCHANGE

b. TEACHING

c. STUDENT ACTIVITIES

d. M.A. DEGREES

e. THE HENRI PEYRE FRENCH INSTITUTE

f. FELLOWSHIPS

g. STATEMENT OF NONDISCRIMINATION

**APPENDICES**

A. Orals examination form

B. Dissertation forms
PREFACE

In addition to educating students 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 develop other academic and professional interests, including translation and interpretation, criticism and cinema. It allows students to pursue interdisciplinary studies in areas such as the visual arts, music, philosophy, and women’s and gender studies. To reflect its multi-prong approach to the study of French literature and culture the program offers, in addition to the traditional literary curriculum, five interdisciplinary curricular options: French cultural studies, International Human Rights issues in the French-speaking world, Performance Studies, Translation Studies, and Comparative Studies.

While many courses are structured according to periods - sixteenth century, seventeenth century, etc. - the French Program also offers courses that focus on genres such as “Modernity,” or “Autobiography,” as well as courses on theory and the relation of texts to the arts. To reflect its strong francophone component, the program includes courses in non-European literature written in French, in particular that of the Caribbean and across Africa. The program’s curriculum also fosters the exploration of current critical theory, including poetics, film theory, feminist, gender, and queer theory, postcolonial theory, and theories that examine the notion of the human.

The Program has been at the forefront of academic innovation over the last twenty years. In the past, it was the first French doctoral program to incorporate human rights into its curriculum. Recently the Program has become a welcoming home to work in the Digital Humanities in the classroom and in cutting-edge dissertation work.

Symposia, colloquia, and lectures organized or co-sponsored by the Program with The Graduate Center keep our academic community abreast of intellectual trends and current developments in French Studies. They provide a forum through which faculty and students communicate and exchange ideas with a wide variety of scholars.

DEGREE REQUIREMENTS

The Ph.D. in French has six major requirements or benchmarks that students must meet. These six requirements are: Course work; First Examination; Second Written Examination; Second Examination Orals; Foreign Language Requirement; 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. The descriptions and content of the options are regularly reworked. Students interested in one of the options should speak to the Executive Officer very soon after entering the Program.
COURSE WORK:

1. COURSE REQUIREMENTS

The French Program’s courses follow a 2 credit/4 credit structure across the board, with the sole exceptions of the two first-year mandatory courses, which are both taken for 4 credits and one Independent Study that may be taken 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. 16 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, Techniques of Literary Research, 4 credits. This course is taken during the first (fall) semester of the first year in the Program and is open only to first-year students in French. The course consists of critical readings and the analysis of a body of theoretical texts. It also requires the production of one substantial (about 40 pages) paper on a topic chosen by the student with the instructor’s approval. This paper is framed, researched, and written during this semester.

Note: The Program has replaced the TWO techniques courses required in all previous versions of the Handbook by only this ONE course as of FALL 2016.

The aims of the course are as follows: a) Bring the entering cohort together in a cohesive unit that provides peer mentoring. b) Enhance all entering students’ knowledge and practice of some of the theoretical texts required by the field of French literature or studies; c) Enhance students’ ability to write a substantial essay in French in preparation for the dissertation.

French 71110, Problems in French Literary History: the Novel, 4 credits, plus conference, taken by all first-year students in the second (Spring) semester of the first year. The course is open to all students at the Graduate Center whose French proficiency is sufficient to do the course work.
The course addresses the history and development of the novel in French literature through primary texts and critical readings. Course outcomes include the completion, under the instructor’s guidance, of a paper related to the themes of the course and prepared to be submitted for publication at the end of the course. This dimension of the course provides valuable professional and publication training to students and is in keeping with the Graduate Center’s current emphasis on early research and professionalization.

At the early stage of their studies, students are urged to take a second course of their choice in literary history, offered inside or outside the Program, optimally by the end of the second year.

Entering students must take the techniques course and the French literary history course for 4 credits each during their first year of study. There are no 2-credit options for these mandatory courses.

c. **Period/Area Courses:**

The Program requires that students complete a minimum of one course in each of seven periods/areas of French literature: medieval, sixteenth, seventeenth, eighteenth, nineteenth, twentieth century, and Francophone. Some, but not all, of this requirement can be completed with courses taken at the MA level or beyond that are eligible for transfer credit. A minimum of three of these areas must be completed at the Graduate Center and at least two of these seven courses must be taken for four credits.

d. **Theory Requirement:**

All students must complete a total of 6 credits of theory beyond the Techniques of Research course. They may take the courses in the French Program or in another program at The Graduate Center, subject to approval by the EO. Students must also verify with the Executive Officer that the courses they elect in this area do fulfill the theory requirement. In the French Program, courses are considered “theory,” if they have 50% or more of required readings that pertain to theory *qua theory*, as opposed to theoretically informed critical analysis of specific texts.

e. **Language Used in Courses:**

In courses taught in French, doctoral candidates in French must write seminar papers and exams 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 on Course Selection:**

The Executive Officer (or Deputy Executive Officer as delegated by the Executive Officer) acts as graduate advisor to all students with respect to all academic matters, including course choices and curricular options. When a student elects
to complete a curricular option, the dossier will be monitored at the end of each academic year.

By the second year in the Program, all students must also either elect or are assigned a Faculty Mentor to help them advance towards their specialization and overall academic goals. That mentor may become but is not automatically the student’s advisor.

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.)

First-Year Curriculum Rules. 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, including the final exam. They cannot withdraw or receive an incomplete, neither in Techniques of literary research nor Problems of French literary history, barring exceptional personal circumstances.

Students who do not comply with the timetable set by the program place their progress in jeopardy.

Students with more than two incompletes receive a non-satisfactory progress report from The Graduate Center which is 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

The Program offers five curricular options that allow students to focus on an interdisciplinary area while completing their doctoral studies in French. These choices are, as the name indicates, “optional” and it is possible to pursue a standard course of study without completing an option. The difference between an “option” and using methods of and referring to other disciplines in one’s written work is that the option requires students to take courses in the methods and literature of the other discipline(s).

An option in French/Francophone Cultural Studies emphasizes methods for interpreting literary and non-literary sources. It trains students to think critically about a variety of cultural phenomena, including media, considered along interdisciplinary lines. In contrast with Comparative Studies, French/Francophone Cultural Studies does not compare “literature” to “other disciplines.” It is not concerned with literary texts except as a conduit for cultural analysis. The option prepares doctoral students to teach civilization courses to undergraduates.

An option in International Human Rights in the French-Speaking World is available to students who plan a career with a Human Rights agency, institution or NGO or wish to incorporate Human Rights in their scholarship and teaching. It combines Human Rights theory courses offered inside or outside of the French Program with courses in literature, history, economics, and geopolitics of a pertinent Francophone area. An internship provides students with experience working in human rights with nongovernmental organizations or with an educational unit within an academic institution with clinical work.

An option in French/Francophone Literatures and Performance Studies explores the place of art, media studies, and the relationship of body, text, and space in French/Francophone studies. This can be, but is not necessarily, focused on the arts of the theater, but can incorporate all aspects of performance, from avant-garde movements to multimedia and popular performance.

An option in Comparative Studies includes courses in the theory and methods of other disciplines, and explores the relationships of French/Francophone literatures to other media or disciplines, through courses tailored to the students’ interdisciplinary interests. This is not a comparative literature option, rather, it allows students in the French Program to explore French/Francophone cultural manifestations in relation to other disciplines, which could be literature in another language, but could as well be philosophy or neurobiology.

An option in French Translation Studies allows students with an interest in translation to combine courses in translation theory offered by French and other programs at the GC with non-literary courses in other disciplines. Students may incorporate translation workshops and include individual translation projects in their curriculum. The entire unit of study must constitute a cohesive whole, either in literary translation or in translation with a focus in another discipline.

*Please note* that this option may be superseded in the next few years by a Masters in French Literary Translation currently under review by the Program.
The following charts offer model organizations of courses for students electing an option but please note that these are currently under review because of the curriculum changes implemented in 2015-2016.

### A. FRENCH/FRANCOPHONE CULTURAL STUDIES

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<tbody>
<tr>
<td>a.</td>
<td>Theory requirement: 6 credits.</td>
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<tr>
<td>b.</td>
<td>First-year sequence: 8 credits.</td>
</tr>
<tr>
<td>c.</td>
<td>Seven courses in periods of French literature: (2/4 credits each period) Total: 14 to 28 credits.</td>
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<tr>
<td>d.</td>
<td>One independent study on the theory of cultural studies. It requires a substantial final paper of 25 pages or more: 4 credits.</td>
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<tr>
<td>e.</td>
<td>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: 8-10 credits.</td>
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<tr>
<td>f.</td>
<td>Additional credits taken out of the program: 12-22 credits.</td>
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<tr>
<td>g.</td>
<td>Total = 60 credits.</td>
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### B. INTERNATIONAL HUMAN RIGHTS IN THE FRENCH-SPEAKING WORLD

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<td>b.</td>
<td>First-year sequence: 8 credits.</td>
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<tr>
<td>c.</td>
<td>Seven courses in periods of French literature (2/4 credits each period): Total: 14 to 28 credits.</td>
</tr>
<tr>
<td>d.</td>
<td>A minimum of 4 credits in Francophone literature: 4 credits.</td>
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<tr>
<td>e.</td>
<td>An internship with public agencies, NGOS, etc.: 4 credits.</td>
</tr>
<tr>
<td>f.</td>
<td>Independent study and research paper on a specific topic connected to the internship: 4 credits.</td>
</tr>
<tr>
<td>g.</td>
<td>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: 6-20 credits.</td>
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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: 8 credits.
c. Seven courses in periods of French literature (2/4 credits each period): 14-28 credits.
d. Courses in film studies or theater, or literature and the arts, with a minimum of one on French/Francophone material: 10 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 8 to 18 credits

Total = 60 credits.

### D. TRANSLATION STUDIES

Please note that the Program is working on establishing a Masters in French Translation and that this may supersede the option within a few years.

a. First-year sequence: 8 credits.
b. Theory requirement: 6 credits. Whenever possible, students in this option should choose courses that pertain to the theory of language.
c. Seven courses in periods of French literature: Total 14 to 28 credits.
d. A course in the Theory of Translation: 4 credits
e. The Practicum in Translation (French 78600) offered by French: 4 credits.
f. Independent Study translation projects from French to English or English to French, which may derive from the first-year paper: 8 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.): 6 to 16 credits.

Total = 60 credits.
**E. COMPARATIVE STUDIES**

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<tr>
<td>b. First-year sequence:</td>
<td><strong>8 credits.</strong></td>
</tr>
<tr>
<td>c. Seven courses in periods of French literature:</td>
<td><strong>Total 14 to 28 credits.</strong></td>
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<tr>
<td>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:</td>
<td><strong>12-28 credits.</strong></td>
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<tr>
<td>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.</td>
<td><strong>6 credits.</strong></td>
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# TIMETABLE TO DEGREE

**Students with 0 to 12 transfer credits:**

**YEAR 1**: required courses plus any extra=about 18 credits; process Language requirement equivalency where possible

**YEAR 2**: add course credits, prepare Language requirement; take 2 written exams (old system) or comprehensive (new system) end year with 36 credits plus

**YEAR 3**: get to 45 credits by end of fall semester and to specialization review by early spring; complete 2 more written exams (old system) or prepare qualifying paper (new system); complete 53 credits by end of year. Complete language requirement

**YEAR 4**: finish all course credits in fall semester; last call for completing language requirement, plus any written exams left (old system or new); take orals by end of the spring semester; work on proposal during the summer

**YEAR 5**: Prepare proposal draft in the fall semester. Get proposal approved end semester. Write in spring, continue writing in year 6

**Students with MA or 27 transfer credits:**

**YEAR 1**: required courses plus any extra=about 18 credits. Complete 45 credits by the end of the year; process language requirement equivalency; take at least one written exam (old system); prepare specialization review for the following fall

**YEAR 2**: hold specialization review in the fall; complete 60 credits of course work; complete old system written exams or take comparative exam (new system) and begin writing long paper (new system)

**YEAR 3**: finish long paper in the fall; take orals by the end of spring; draft proposal over the summer

**YEAR 4**: submit and get proposal approved in the fall; begin dissertation writing in the spring

**YEAR 5**: write dissertation
EXAMINATIONS

FIRST EXAMINATION

The first examination consists of two parts: an in-class exam given at the end of each of the two required courses for the first year of study (French 77010 and French 71110). The First-Year Examinations take place in the classroom and are each two hours long. The student must receive a grade of B or better for each final exam.

In case of failure, the student must retake the exam before the beginning of the following semester and pass it. Students must have a B average or better for the work done in each of these two 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 in French 77010 and French 71110 is below a 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 a 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 take Problems in French Literary History: the Novel the following spring but cannot move to Level II until they have completed that course. This constitutes a serious delay in their work and no such leave of absence can be granted outside of exceptional circumstances.

Completing the First Examination and 45 credits of course work with a B average or better allows the student to move to Level II.

SECOND EXAMINATION

The Second Examination required by the Graduate Center consists of two components in the French Program: written examinations and an oral examination.

WRITTEN COMPREHENSIVE EXAMINATION:

The written examination component of the Second Examination required by the Graduate Center of all programs consists of A TOTAL OF TWO ITEMS, that is:

1. ONE written in-class exam that crosses a minimum of two centuries or periods and asks candidates to analyze a theme or problem in relation to a specified number of texts.

All exams will be THREE hours in length and will examine students’ knowledge in the field and their capacity to think through important questions in that field. Exam questions are communicated electronically to students 48 hours ahead of examination time. Students are
responsible for notifying the Program Office immediately if they have not received the questions.

2. **AND ONE substantial (25-page) examination paper** in the candidate’s elected field, broadly defined (e.g. medieval literature; Human rights and 21st century literature; queer theory and early modern), which is NOT the presumed dissertation topic proper, addresses themes and/or problems within that field, is based on a reading list and topic prepared with at least TWO faculty members in that field, is read and graded by these two faculty members, and is **completed no later than one semester** before candidate completes 60 credits of course work.

The **PAPER is NOT a duplicate of the Specialization Review position paper.** The paper’s purpose is to expand candidate’s knowledge of a field in broader terms than either the planned dissertation topic or courses taken by the student in that field. It is aimed at getting the candidate to explore and master other sub-areas within his/her general area of interest.

For instance, a medievalist who plans to write a dissertation on Christine de Pizan, and took a course centered on the narrative tradition, will write the paper on another topic or in another genre, such as lyric poetry or the theater.

Like any term paper the examination **PAPER explores and develops a theme or problem in writing** but it also has an oral component, since it is, at the end, discussed with the graders during a meeting. This structure assures a constant interaction of the candidate with two or more faculty members and is thus a more engaged and “progressive” form of examination than the standard one.

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

ANY STUDENT WHO ENTERED THE PROGRAM as of or BEFORE FALL 2016 can either complete or choose to pursue the OLD (pre-2017) system, as described below. That means that if a student completed even one exam in the old structure, the second written exam requirement can be completed within it, and that a student entering in FALL 2016 can still make that choice as well.

Once the new structure has been approved by Graduate Council (anticipated at the end of fall 2016), the new structure (two items: comparative exam and paper) will be THE written examination structure of the Program.

**ALSO, any student in the Program can elect to switch to that new system,** regardless of how many written exams he/she has already taken in the current system.

**WRITTEN EXAMS: OLD STRUCTURE**
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 electronically to students 48 hours ahead of examination time. Students are responsible for notifying the Program Office immediately if they have not received the questions.

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.

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.

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

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 exam questions are available from the French office.

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’ Student Handbook 14-15 (pp. 64-65).
ORAL COMPONENT OF THE SECOND EXAMINATION

The purpose of this examination is to help the candidate advance rapidly towards the writing and completion of the dissertation proposal. It must be taken by the end of the semester following completion of 60 credits of course work, or as soon as the student completes forty-five credits, the written exams, and the specialization review.

Content of the exam

1. The orals are a two-hour examination. They consist of three separate topics related to the prospective dissertation. One of the questions must specifically address the subject of the dissertation and the other two must support it by either providing background knowledge or necessary critical tools. The questions are based on both primary and critical/theoretical sources, including different perspectives. Reading lists are constituted by the candidate and approved by the prospective examiners and by the Executive Officer. Each list must include a minimum of fifteen texts combining primary texts and secondary sources (foundational articles and books) and no more than twenty.
2. 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.
3. Lists related to topics treated in courses taken by the candidate must extend beyond the course material.

Exam Procedures

1. The Executive Officer or Deputy Executive Officer is present at the exam.
2. On the day of the examination the candidate should bring to the exam five copies of all reading lists of works prepared for the orals.
3. The candidate begins the examination on each topic with a 10 – 15 - minute presentation of his/her chosen material and may bring a double-spaced 12-point Word document one-page outline for each topic. Under no circumstances may the candidate read a prepared text.
4. The entire examination lasts two hours, including time for the examiners to confer. The candidate should expect each topic to be treated for a total of 30 to 35 minutes.
5. It is recommended that at least one topic be treated in French, depending on the composition of the examining committee.

Preparation and Set-Up

1. A special form must be filled out by the candidate and signed by the Executive Officer and then by the appropriate professors during the process of preparing for the orals. The candidate should obtain this form from the Assistant Program Officer (also in Appendix B). The form should be submitted on or before the day of the exam.
2. The candidate should first meet with the Executive Officer to discuss the composition of the examining committee. At this stage, input from the Advisor is recommended.
3. The examining committee is made up of three faculty members chosen by the candidate, subject to approval by the Executive Officer.
4. It is the candidate’s responsibility to get in touch with each examination committee member and to present him or her with a prospective plan of study for the dissertation and a bibliography. Candidates should meet at least twice with each of the prospective examiners to discuss the reading list and the articulation of the topic.

5. To set up the date and time of the examination, the candidate must present options by email to the committee of examiners and the EO, and work with them (doodle polls or survey monkey are among the recommended tools) to establish the final date and time. The Executive Officer has to confirm the choice and forward it to the APO. The APO then checks for conflicts and room availability and confirms the exam on the Program calendar. The APO also reminds committee members.

6. Candidates should note that scheduling for an agreed-upon day and time among the three professors and Executive Officer can be lengthy and should be initiated at the beginning of the semester. Candidates should also realize that the entire process takes very close to a semester.

Passing the exam

1. 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.

2. Any topic failed must be retaken.

3. 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

The language used during the examination: AT MINIMUM of ONE QUESTION MUST BE IN FRENCH regardless of the composition of the committee, even though examining faculty may include members who are NOT fluent in French, and may not follow that part of the conversation in French that well.
SPECIALIZATION REVIEW

Please note that this benchmark must be met well before the oral examination even though it is placed after the description of all exams in this Handbook. Please refer to “Timeline”

No later than by the time they have taken 45 credits, all French doctoral students must 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. 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.

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 selection of four to six writing samples, chosen for their pertinence to the candidate’s interest or interests. These can be papers written in courses completed at the Graduate Center, presentations given at conferences or articles submitted for publication. A current CV should be included.

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.

It is the student’s responsibility to contact faculty members and arrive at a date that must be agreed upon by the Executive Officer and communicated to the Assistant Program Officer.

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.

LANGUAGE REQUIREMENT

The foreign language requirement must be fulfilled to move to Level III.
i. In addition to the mastery of written and spoken French and English, students must demonstrate a reading knowledge of at least one more modern language of demonstrable pertinence to their fields of specialization and professional development.

ii. If they are early modernists and medievalists, they MUST demonstrate at a minimum a basic proficiency in Latin. They are encouraged, but not compelled, to also acquire proficiency in a modern language.

iii. Students then have two options: a) English, French, Latin, and, if possible, another modern language; b) English, French, and ONE other modern language.

iv. Students can fulfill the language requirement by several means: passing an exam given by the Program; upon entering the Program, proving that they passed a similar exam for a MA foreign language requirement within the last five years; completing a CUNY GC Reading course; completing a modern foreign language sequence up to and including 202 at a CUNY College; demonstrating equivalent training at a previous institution; providing proof of native fluency in a modern language. Requests for substitution of language courses taken elsewhere must be approved by the French Executive Committee.

v. The language exam given by the French Program 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.

vi. Students may take the exam twice in a given semester. The exams are given 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.

vii. Students may fulfill the language requirement by taking a CUNY Graduate Center Language Reading Program course and pass it with a grade of B.

viii. While 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.

ix. The Latin exam offered by the Program 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.

x. 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.

xi. They may also take a Latin 101-102 sequence or higher at a CUNY college with a grade of B or better.

xii. They may also elect to complete Comparative Literature 79800, Introduction to Latin, at The Graduate Center, with a grade of B or better.

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.
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 (thesis advisor) 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 composition of the committee.

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, through humanparticipantshold@gc.cuny.edu

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.

AS OF JULY 7, 2016 the filing process HAS CHANGED: namely, the form used for clearance application and the method for submitting it. Now all forms must be submitted by email to humanparticipantshold@gc.cuny.edu

The form and FAQ are available at http://www.gc.cuny.edu/About-the-GC/Administrative-Services/Research-Sponsored-Programs/Human-Subjects-Research-IRB-HRPP

IF you submitted this form BEFORE JULY 7, 2016, you do NOT have to resubmit it. If you are unsure about your status regarding clearance, check your Banner account for the Human Participants hold. You do need to allow 8-10 weeks following submission of the Clearance form for the hold to be lifted.

THE PROPOSAL

Students are required to present a dissertation proposal limited to 10 pages, not inclusive of bibliography.
The Proposal 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 relevant material: primary sources, edition or editions available, and useful critical works. It must be prepared according to MLA latest guidelines. The Program office keeps examples of proposals that have been approved and that their authors have agreed to share: these can be requested for consultation.

The proposal must be presented for approval by the end of two consecutive semesters after successful completion of the oral examination.

The proposal is first submitted to the dissertation director; when the director considers it acceptable, s/he signs 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 readers must be given at least one month to read the proposal and render an opinion.

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 director (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.

i. The proposal is 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.

ii. 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.

iii. 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.

iv. 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 WRITING

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.

The Ph.D. Program in French requires that the dissertation be a minimum of 150 double-spaced pages (Times New Roman point 12); the recommended length is between 175 and 200 pages. A candidate can go over that size if s/he needs to for the quality of the argument but cannot be compelled to do so.

Students submit their writings to their adviser for corrections and comments. They may send to readers a copy of their work only when they have incorporated adviser’s corrections and with the approval of their adviser.

CONCILIUM

The French Program requires a CONCILIUM for each dissertation.

This is a meeting of the candidate with all the readers and in the presence of the Executive Officer. It is held after two chapters are written and have been approved by the director to discuss the progress, style, and scholarship of the work.

A report by the dissertation director 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.

4. DISSERTATION PROGRESS

The Executive Committee recommends that a dissertation progress report be put into use by the dissertation directors every semester, answering the following questions:
1. How many times did you meet with the student?
2. How many pages/chapters has the student submitted?
3. Do you feel that progress is being made?

A copy of this report would be given to the student. It is 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 directors with written work in a timely fashion. In a given semester, students should produce at least a chapter. Students must present the first draft of their work no later than the eighth week of the semester. Failure to produce written work will 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 the director of their dissertation.

It is the candidate’s responsibility to communicate with the director, inform her/him of any problems arising with completing work, keep up with deadlines and meetings set up with the director, respond in a timely way to communication from the director, 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 director renders the grade of NRP. An accumulation of such grades has serious consequences for Satisfactory Progress and continuation in the Program. (see Satisfactory Progress).

5. 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, director and the executive Officer ahead of the scheduled defense.

6. 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, at least one month before the proposed date.

iii) The defense is approximately two hours long, and includes an initial fifteen-minute presentation of the dissertation in either English or French, depending on the language the dissertation is written in. At a defense the candidate answers questions and “defends” the methods, scholarship, and conclusions of his/her work.

*Note*: All students at the dissertation level are encouraged to submit an application for the yearly dissertation awards competition 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.

Students are expected to complete all aspects of the degree 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.

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 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 who have withdrawn or been dropped from the Program 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. This is similar to the personal statement included in the original application. The committee will not accept a letter merely stating 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.

Students readmitted to the Program may be subject to particular conditions, such as a specific timeframe to complete a given academic benchmark within the Program.

Readmitted students have no guarantee of financial support. Only students who apply for admission and are accepted as a part of a first-year cohort are eligible for a full Graduate Center fellowship.

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 have to reapply for admission. This may be the case as well with students past the first exam but who have not advanced significantly with other Program benchmarks.

Given the variety of individual situations, students who wish to re-enroll in the Program should consult the Executive Officer before applying.

Note: The pre-2002 curriculum is no longer in effect and cannot be considered as fulfilling Program requirements.

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 Mohamed Tahmani (Mohamed.Tahmani@qc.cuny.edu)
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. All students begin to teach one course per semester by the second year, through the GTF portion of their Graduate Center fellowship.
2. Many students seek additional employment as adjunct instructors in the CUNY colleges. Students are urged to submit requests for consideration, their schedules, and a recent curriculum vitae to the Executive Officer, to be kept on file and forwarded to CUNY colleges as last-minute positions open.
3. Students who wish to adjunct should also write directly to chairs of the various departments of colleges within the New York area (e.g. Fordham University, Saint John’s University, the Fashion Institute of Technology). 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.

4. Students are encouraged to constitute a dossier, with curriculum vitae and application letter soon after entering the Program and to update them regularly. They are also encouraged to call on the faculty, in particular the EO or DEO, for suggestions on how to prepare and present this dossier.

5. Doctoral students teaching as adjunct instructors in the CUNY system are eligible for tuition remission from the college where they teach after teaching five consecutive years (or ten consecutive semesters) in ONE SAME college. This is extremely important when students have not completed the degree within 5 years and find that, after the 5th fellowship year, their tuition is no longer automatically covered. We thus urge students to plan strategically, and, if they begin teaching in their first semester of their studies at GC, to make sure that they maintain a course at that college throughout their studies to qualify for the 5-year service tuition remission support.

6. The Ph.D. Program in French regularly holds its own teaching development workshops, complementing teaching development available through the Graduate Center’s Teaching and Learning Center.

7. Our doctoral candidates complete their degree with a wealth of teaching experience, acquired through the teaching component of their fellowships at colleges in the CUNY system, and through working as part-time instructors within CUNY and in other colleges and universities in the New York area.

C. OTHER PROFESSIONAL TRAINING

1. Students write a conference paper or an article ready to be sent off to a professional journal as part of the requirements in the course: Problems of Literary History: the Novel.

2. Workshops on writing grant proposals, publishing, preparing for the job market, and other aspects of professional training are regularly organized by the Graduate Center, the French Program or shared with other Programs.

3. Students participate in the various components of the Program assessment process mandated by the Graduate Center.

4. An ad hoc students’ committee organizes a yearly student conference on a subject of their choice and approved by students’ vote.

D. STUDENT ACTIVITIES

1. The French Program offers a series of lectures throughout the academic year. Students help with arrangements for these lectures and 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.

4. DEGREES

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.

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, 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 on the faculty of or approved by the senior college. 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 and knowledge of French and Francophone literatures and cultures by offering seminars, colloquia and conferences on current topics in languages, literature, philosophy, politics, art, theatre, film, and music.

It offers French doctoral students various forms of modest support, in particular travel to conference support to students at all levels. See website or contact the Director of the HPFI.

F. FELLOWSHIPS

For information about student travel and research funds, UFS (University Faculty Senate) funds, dissertation-year and other awards, please contact the Executive Officer and 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. Orals Examination form
B. Dissertation form

APPENDIX A

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 within preparing for the orals and approved the student’s reading list. The student will be questioned about:

   First examiner’s signature:

   I have worked within preparing for the orals and approved the student’s reading list. The student will be questioned about:

   Second examiner’s signature:

   I have worked within 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 attends 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 B**

**DISSERTATION FORMS 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: