

Department of German

**POLICY AND PROCEDURES HANDBOOK
FOR GRADUATE STUDY**

GENERAL INFORMATION

- New York University Website: www.nyu.edu
- Department of German Website: www.german.as.nyu.edu
- German Department

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Professor Christopher Wood:	Chair
Professor Leif Weatherby:	Director of Graduate Studies
Professor Alys George:	Director of Undergraduate Studies

Lindsay O'Connor:	Department Administrator
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- Graduate School of Arts and Sciences is located at ½ Fifth Avenue or call 212-998-8050
- Website: www.nyu.edu/gsas

INTRODUCTION

A Word from the Chair

The Department of German is one of the most carefully constellated language and literature departments in the country. We have given a great deal of thought to the needs of our students and to the expectations that await them as they begin to explore successful careers. Our program aims to be responsible, creative, and forward-looking. As a student and faculty body, we are uniquely committed to reinvigorating the field of German studies. Students are guided by a highly selective faculty that is known for its outstanding publication record and exemplary teaching. Professors work with the students to create a suitable program that engages each student's specific talents and intellectual passions in terms of a compelling scholarly plan of work.

The professors of the Department of German are widely acknowledged as leaders in their areas of specialization and are invited to lecture worldwide. In addition to maintaining this presence in continually evolving global discourses, they also remain unusually present and highly responsive to the wellbeing and success of every graduate student. We believe in maintaining a reciprocal commitment to excellence. We sponsor every single student that we admit and offer thoughtful assistance through the stages of comprehensive examination, the doctoral dissertation, and beyond.

Our department is characterized by its serious devotion to literary and theoretical study. We encourage students to negotiate creatively with the richly diverse and intersecting areas of inquiry that are offered in our courses, discussions, and colloquia. Some students have focused on media, others on poetry, theory, feminism, literary themes, performance, technology, or philosophy. In addition to highly rated graduate courses, we have distinguished visiting professors who complement our regular faculty.

As a department, our energy is consistently high and focused. We are attentive to each other's work and endeavor in every possible way to help make our students' contribution to the field meaningful.

We encourage the students to take part in the lectures and colloquia offered by the Deutsches Haus at NYU.

GENERAL ACADEMIC POLICIES

Incompletes

Incompletes are highly discouraged. They will only be granted where there are exceptional circumstances. Students must request an “Incomplete” from their instructor with a copy to the DGS before the date due for submission of written work. The Department policy specifies that students who receive a grade of “Incomplete” for a course taken in the fall must complete the work for the course by the following April 1st. Students who receive a grade of “Incomplete” for a course taken in the spring must complete the work for the course by the following August 1st. It is the student’s responsibility to submit completed work to the professor in question, along with a change of grade form (available from the Department Administrator) by the due dates as listed above. Students cannot take more than one “Incomplete” per semester. “Incompletes” produce penalties from the graduate school in terms of financial aid and eligibility for jobs, teaching, and degree. Three or more incompletes at any one time constitutes “bad standing” and leads to academic probation. Grades of “IP” not completed within a year will automatically revert to “N” (no credit).

Consortium Classes

Students who have satisfied the requirements for the six seminars (i.e., 24 credit points) are eligible to register for courses at Columbia University, CUNY Graduate Center, and the New School, provided a similar course is not available at NYU. You must have the Director of Graduate Studies’ approval to register for this kind of course. It is your responsibility to coordinate your registration and grade transfer with the host institution. You may pick up an Inter-University Registration Form from the Department Administrator’s office to begin the registration process. In addition, please remember that many schools (including NYU’s own Tisch) offer courses for three points, whereas GSAS offers them for four points. **In order to receive four credits for consortium courses, make sure to register for one point of an independent study.** (See “Consortium Course Handout” at the end of this handbook.) Also note, NYU has an agreement with the Jewish Theological Seminary. Please contact the JTS for the required procedure.

Maintaining Matriculation

All students must maintain continuous enrollment in the degree program from the time of matriculation to graduation. Students beyond coursework must continue to maintain matriculation every semester until the degree is granted, unless they are on a leave of absence. All M.A. candidates who are not proceeding to the Ph.D. may maintain

matriculation (in order to complete outstanding requirements) for one year after having completed their 32 points of course work. Fees will not be waived for M.A. candidates under any circumstances.

All Ph.D. candidates who have finished their coursework are expected to register to maintain matriculation. Maintenance of Matriculation fees are fully remitted for the MacCracken Term and for up to two year beyond while a student may still be working on his or her dissertation (per the GSAS Henry Mitchell MacCracken Program Policy Guidelines, updated 2010). Students eligible to receive MacCracken funding or Maintenance of Matriculation waivers will be automatically enrolled by the department administrator or GSAS Graduate Enrollment Services. Students beyond their years of MacCracken Funding and Maintenance of Matriculation waivers must actively register for Maintenance of Matriculation through the NYU electronic registration system ALBERT as they would register for a class. Students will need the maintaining call number, available each semester from the department administrator. To remain a graduate student, students must pay the matriculation fee in a timely fashion. If a student allows the matriculation fee to lapse for two or more consecutive semesters, exclusive of summer, the student will be considered to have withdrawn and will have to reapply for admission to be able to continue with his or her studies. Maintaining involves paying fees of several hundred dollars each semester for library privileges and so forth.

Full Time Equivalency

Students who have finished coursework, and are either writing their dissertations or preparing for exams, are still considered “full-time” students. To check your full-time status please consult ALBERT or see the department administrator. Students who have exceeded time to degree constraints are ineligible for FTE.

Leave of Absence

In order to be granted a leave of absence, you must demonstrate severe cause to the Director of Graduate Studies. A leave of absence will count towards your time to degree. A leave will waive your matriculation fees, but will also prohibit you from using NYU facilities, including the library.

Good Standing

The university requires that all students registered in either coursework or maintaining matriculation be in “good standing.” “Good standing” is defined as having a GPA of at least 3.3, no more than three incompletes at any one time, and in accordance with departmental time to degree trajectory. If you are not in good standing, it is your

responsibility to make an appointment either with the DGS or the Chair to discuss your situation.

Repeated Courses

Students will not be granted credit for repeating a course. The one exception to this rule is with the “topics” courses. Provided that the syllabus is substantially different each time, the student may repeat this course for credit. Be careful to register for a different section each time. (If, when checking over your transcript, you notice that you have not received full credit for such repeated courses or for a year long course, see the department administrator).

FINANCIAL AID

MacCracken

The MacCracken Program provides five years of support, including stipend and tuition. In the case of MacCrackens awarded to candidates who come in with an M.A., four years of support are granted. MacCracken fellows serve as Teaching Assistants for three to five semesters during the award, depending on the type of award and as specified in your admission letter from GSAS (teaching load per year is three sections). Teaching assignments are made based on departmental needs. The department tries to accommodate each student’s research and plan of study. MacCracken awards are contingent on maintaining superior academic performance and may be revoked by the department if such is not met. MacCracken students are strongly discouraged from taking incompletes even for one semester, from taking extended leaves of absence, and from any delay in satisfying degree requirements and deadlines as outlined in the ideal six year plan to Ph.D. If a student’s GPA drops below 3.0 or if she/he carries more than 3 IPs from one semester to the next, the University will revoke the award.

International Students

International students should contact the NYU Office of Global Services (OGS) for all questions pertaining to international status and procedure. Time to degree for international students may vary due to individual visa requirements.

OGS is located at 561 LaGuardia Place, telephone (212) 998-4720.

Travel Awards

The Dean's Student Travel Grants are also available through the Graduate School to help students defray the cost of presenting their scholarship at professional meetings and conferences. To be eligible for these \$500 awards, students must apply through the GSAS Dean's Student Travel Grant website during the posted two-week open enrollment periods: <http://gsas.nyu.edu/page/grad.travelgrant>.

Ph.D. students are eligible for a maximum of two Dean's Student Travel Grants. M.A. students may receive only one grant during their career in GSAS. The German Department may also contribute an additional \$250 to help graduate students defray the cost of attending conferences in special circumstances.

The Dean's Predoctoral Summer Fellowships may be used for visits to research sites (e.g., archival resource facilities, laboratories, and fieldwork locations) that will become an integral part of later sustained dissertation research. To qualify, a doctoral degree candidate must be nominated by the department chair and have no more than one year of course work or other requirements remaining. Awards do not exceed \$2,000.

1. PROGRAMS AND REQUIREMENTS

1.1 ADVISING

Each student entering the program is assigned an academic advisor from among the department's faculty for the first semester of study; the student may select a different advisor at any time thereafter. Students are encouraged to meet with advisors on a regular basis; at least one meeting per semester is required.

1.2 REQUIRED COURSES

One of the two courses – Origins of Critical Thought I & II (GERM-GA1118, GERM-GA1116) is required of all degree candidates in the department.

1.3 MASTER OF ARTS

Course Work. The M.A. Program normally consists of 32 points (8 courses) of graduate work, with a minimum of 24 points in residence at New York University.

Thesis. A thesis of about 50-80 pages and a one hour defense are required for the terminal M.A. degree. The written thesis should be submitted to the advisor and a second reader. The department may approve one outside reader.

1.4 DOCTOR OF PHILOSOPHY

Course Work. A total of 72 points of course work (40 points beyond the M.S.) is required for the Ph.D.

Transfer Credit. Transfer credit is granted by the Graduate School of Arts and Science. The Department submits a request for transfer credit, but it does not make the decision about credits awarded. No more than 32 points of credit toward the Ph.D. course requirements may be transferred from another institution. Students who have studied at German universities should note that transfer credit (usually no more than 16 points) can be awarded only for *Hauptseminare*. The application for credit transfer must be made before the end of a student's first year at NYU.

Language Requirements. Students are required to demonstrate proficiency sufficient for research purposes in a language other than German or English. The choice of language is subject to approval by the student's academic advisor. Students are expected to complete this requirement before taking the Ph.D. comprehensive examination. The German Department will accept proficiency exams from the following sources:

- 1) Foreign Language Proficiency Exams administered (for a fee) three times a year by the GSAS Office of Academic and Student Affairs. Registration may be completed here: <http://gsas.nyu.edu/object/grad.life.flpeform>;
- 2) native proficiency demonstrated by a degree from a non-Anglophone foreign university;
- 3) a graduate level literature course in any of the language departments at NYU;
- 4) an upper level, undergraduate literature class taken within the first two years of your registration at NYU, for which you received a B or better.

Ph.D. Qualifying Examination. The Qualifying Examination is a process with several components. By the time all exam requirements are satisfied, all remaining degree requirements must be satisfied. Within two months of the Qualifying Exam, the Dissertation Prospectus must be submitted.

QE Components

The Exam. At the end of the second year, students should begin to focus on four different areas of study. Two of these areas should fall within more traditional parameters such as a period, a genre, or an author. The remaining two should present more individualized research areas of the student. All topics and corresponding reading lists/bibliographies must be discussed with each member of the examination committee individually. By the middle of the third year, the final lists should be approved. At least one of the four topics must explicitly address a theoretical concern. At least one of the four topics should be conceived with an eye towards the dissertation.

Part I: For the written exam the student chooses two questions from a total of four submitted by the committee, each one taken from the areas referred to previously. Students will complete the written part in the form of a take-home exam. The student has 48 hours to finish the two essays which are expected to be 8-10 pages per question (double-spaced).

Part II: The remaining two areas are reserved for a two-hour oral examination. This examination should take place no later than two weeks after the written exam.

The comprehensive exam should be scheduled by October 15 of the student's fourth year; they are expected to submit the dissertation proposal by December 15.

The Dissertation Proposal. The dissertation proposal should be submitted within two months after completion of the Ph.D. Qualifying Examinations. Every dissertation project must be presented to the department in the form of a proposal that must be approved by the graduate faculty before the project advances to the writing stage.

Structure:

1. A dated cover page listing the tentative dissertation title, student's name, dissertation supervisor, and proposed readers.
2. A narrative overview of the intended dissertation, answering the following points:
 - What are the scope and goals of the project?
 - What theoretical and practical issues will be addressed by the project?
 - What new questions will be raised?
3. The overview should be concise (approximately 6 pages), but as complete as possible, and followed by a preliminary Table of Contents.
4. A bibliography of primary and secondary sources.

5. A one-page statement of intended progress and projected date of completion, i.e. a work plan. This plan, though tentative, should be well-considered and feasible; it should include mention of remaining research requirements, including research abroad that may be necessary.

Format:

Each part of the dissertation proposal must begin on a fresh page. The document should be prepared on a computer, double-spaced using one inch margins and standard proportions typeface sized at 12 points.

Current MLA guidelines for style and documentation *must be observed*.

Approval:

The dissertation supervisor should review and approve the proposal before it is submitted to the faculty at large for consideration. The supervisor will indicate approval by signing the cover page. The proposal is then submitted to the Director of Graduate Studies, who will circulate it among the faculty for comment.

Departmental approval of the project is indicated by the dated signature of the Director of Graduate Studies on the cover page. The approval process will take no longer than one week.

The Dissertation Defense. The completed doctoral dissertation must be approved by the committee, and must then be defended by the candidate in an oral examination which will be scheduled by the advisor. The committee must be comprised of five faculty that have been approved by GSAS to serve as readers. A formal request must be made for non-NYU faculty to serve as readers. For further details see the Department Dissertation Procedures Manual.

2. ACADEMIC CHECKPOINTS

Each student's academic progress is formally reviewed by the department at four crucial points in the student's career. Typically, the student will encounter one such checkpoint in each of the first four years of the program. The schedule outlined below assumes a full-time course load of 12 points per semester; it will differ for students who enter the program with transfer credit from previous graduate study.

First Progress Review. This review takes the form of a 60-minute consultation between the student and two members of the faculty. The purpose of the consultation is to review student's progress during the first year of graduate study and to begin the process of planning future study and research. The consultation should occur no later than the beginning of the third semester.

In preparation for the consultation, students should prepare a dossier of the work they have completed in their first two semesters. The dossier consists of an abstract and bibliography of each seminar paper written.

As a result of the consultation, students will receive either a “green light” to continue course work for the Ph.D. or be advised to complete their studies with an M.A. after the next semester.

M.A. Examination. Students who have not passed the first-year review will be required to complete their course work in the third semester. A thesis and a one-hour oral defense are required for the terminal M.A. degree. The written thesis (about 80 pages) must be submitted to the academic advisor before the defense is scheduled. One outside reader may be approved by the department.

Students who have passed their first-year review and been approved for continued Ph.D. study will receive the M.A. upon successful completion of the required course work.

Ph.D. Qualifying Examinations. The Ph.D. qualifying examination must be taken at least during the second semester after completion of the Ph.D. course requirements. GSAS regulations stipulate that a Master of Philosophy degree (M.Phil.) is granted only to students who have been accepted as candidates in a doctoral program and have fulfilled all requirements for the doctorate except the dissertation and its defense. A student being awarded the Master of Philosophy degree in German will have to complete the following: a minimum of 72 points, a grade point average of 3.0 or better, graduate level proficiency in one language other than German, and the Ph.D. comprehensive examination.

Dissertation Proposal. The student should work in consultation with her or his dissertation supervisor to produce a formal dissertation proposal within two months after completion of the Ph.D. Qualifying Examinations. All dissertation proposals require the approval of the department’s graduate faculty.

DISSERTATION PROCEDURES AND REGULATIONS

German Department Specifications

The Dissertation Proposal:

The dissertation proposal should be submitted within two months after completion of the Ph.D. Qualifying Examinations. Every dissertation project must be presented to the

department in the form of a proposal which must be approved by the graduate faculty before the project advances to the writing stage.

(For structure, format and approval see pages 9-10 of the Graduate Student Handbook).

The Dissertation Defense:

The student's main advisor guides the process of writing the dissertation. The dissertation should be submitted to the committee only if the success of the defense is regarded as highly probable. In case a conflict between advisor and student emerges concerning the quality of the given dissertation, it is assumed that the DGS will read the manuscript and mediate.

The committee must be comprised of five faculty approved by GSAS to serve as readers. At least two members of the dissertation committee must be tenured faculty.

A formal request must be made for non-NYU faculty to serve as readers. (*Request for approval of Outside Dissertation Reader* is submitted to the DGS for approval). The committee's constitution must be approved by the DGS and/or Chair, whose signature must be obtained for this purpose, and the defense has to be scheduled in coordination with the DGS and/or Chair. All correspondence with the dean's office and graduation services must be submitted via the department chair.

Once the dissertation advisor has decided that the dissertation is ready, the readers will review it and decide in advance whether or not there will be a defense. (The university rules require three votes of approval). The completed doctoral dissertation must be approved by the committee and must then be defended by the candidate in an oral examination scheduled by the advisor.

If one or more members have strong objections or critiques, the committee should discuss if a re-writing of the manuscript is required. If so, the details of this revision have to be formulated and transmitted in writing to the student in as productive a manner as possible.

GSAS Requirements

For Students:

A candidate for the Ph.D. degree should refer to the GSAS Doctoral Dissertation Submission Guide online: <http://gsas.nyu.edu/page/grad.life.dissertation>, upon applying for graduation. This guide will outline the procedures and deadlines for preliminary and final online upload of the dissertation, including necessary forms, payment, typography and pagination. For further information, contact Cherone Slater at 998-8062.

GSAS requires a minimum of 72 points of approved credit for the Ph.D. degree. Students may graduate in September, January or May. Apply for graduation through the NYU online registration system ALBERT. Students should apply no later than the beginning of the semester in which they plan to complete their dissertation defense.

General Information:

Prior to each graduation the department is sent a check sheet which must be signed by the Departmental Chair or DGS. It should be accompanied by the doctoral thesis reader sheets, language qualification reports, waivers, and validation of coursework. All paperwork is to be sent to NYU Graduation Services.

Dissertation Procedures:

GSAS requires that three dissertation readers, one of whom is the candidate's advisor, must approve the dissertation before the oral defense. The term dissertation reader applies only to those three and not to the other members of the defense committee. In the interest of maintaining academic standards, GSAS encourages but does not require departments to use outside readers where appropriate. The only restriction is that the five-member committee of examiners at the defense should include at least three full-time GSAS faculty, including the dissertation advisor.

In the case of a permanent faculty member who retires or accepts a position elsewhere, GSAS considers the faculty qualified as a full-time GSAS faculty member for the purpose of dissertation supervision until the faculty member's advisees have completed their dissertations. Such dispensation should last no more than five years from the date the faculty member severs ties with GSAS.

Approval for the defense does not constitute approval of the dissertation, and is indicated on the *Doctoral Thesis Reader Sheet*.

A successful defense requires at least four of the five members of the defense committee to vote to approve the oral defense. The vote is indicated on the *Doctoral Thesis – Oral Defense Form*.

INTER-UNIVERSITY DOCTORAL CONSORTIUM

Open to GSAS students on the doctoral track only, who have completed 24 points or more toward the Ph.D. Terminal M.A. students and non-GAS students are not eligible.

PARTICIPATING SCHOOLS

Columbia University Graduate School of Arts & Science
Columbia University Teacher's College
CUNY Graduate Center
Fordham University Graduate School of Arts & Science
New School for Social Research
Princeton University

HOW TO REGISTER

Obtain the New York City Doctoral Consortium registration form.

Fill out name, ID number, course name and number. Please make certain this information is clear and legible for accurate grade reporting.

Obtain advisor and instructor's signatures before the deans' signatures.

Follow registration procedures for the home institution. NYU students may register via TORCHTONE or in-person under course #G00.2000, "Consortium." The call number for Fall 2005 is 30010.

Pay tuition at the HOME institution. Tuition is charged at the per-point rate of the home institution.

Course credit is awarded based on the value of the course at the host institution. For example: NYU students registered for a three-credit course at the host institution must register for an additional point of independent study to total four credits.

Return completed forms to the dean's offices of both the home and host institution.

Non-NYU students may obtain an ID card application and authorization signature from the Associate Dean's Office. The ID card provides access to NYU buildings and libraries. Access to Coles Sports Center is not provided.

For further questions, please contact the Associate Dean's office at (212) 998-8030.