



New York University

Department of French literature,
thought and culture

Ph.D. HANDBOOK

Effective Fall 2023

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I. Structure of the Ph.D. in French

The Department's Ph.D. program in French prepares students to teach in all areas of French and Francophone literature, thought and culture, stressing both breadth and depth through research seminars and qualifying exams. The program also trains students to be outstanding researchers and important contributors in the field that best speaks to their intellectual passions. Students have the opportunity of studying with about a dozen faculty members as well as with many visiting faculty from France. A regular program of lectures, seminars, and workshops at La Maison Française puts students in touch with the most prestigious thinkers and innovative ideas in the fields of French and Francophone studies, be they literary, philosophical, political, or cultural. In addition, there are many ways of taking advantage of the NYU Paris site, including taking IFS courses or participating in the Global Research Initiative.

Students who have successfully completed the first-year requirements in French at New York University are normally admitted to the doctoral program on the basis of their performance in courses. Admission may be refused on the grounds of a student's inadequate performance in overall coursework.

A. Funding and Time to Degree

Admission to the PhD program in French comprises a full package of financial aid. Every doctoral student in the Graduate School of Arts and Science at New York University is awarded a Henry M. MacCracken Fellowship which carries guaranteed financial aid for five years with annual renewal contingent on good academic standing. The minimum package for the year 2022-23 consists of a \$32,000 nine-month stipend; remission of tuition, service, and registration fees; full coverage of mandatory NYU student health insurance; a \$1,000 Dean's supplementary fellowship for start-up costs; and additional summer funding in their first, second, and third year (conditional upon satisfactory completion of the preceding year's work). Students are also expected to teach for four semesters. The teaching load is one course each semester, with all teaching salaried independently for approximately \$8,064 per course. Other teaching opportunities may include preceptorships in core humanities courses; summer courses (in English); introductory literary surveys and civilization; courses offered at NYU, Paris.

Students who have completed the PhD qualifying examination may apply for dissertation fellowships in both departmental and university-wide competitions. Students are also encouraged to compete for fellowships such as the French Government Chateaubriand Fellowships or the Lurcy Fellowship. (For more information on departmental, university, and external fellowships, see the department website.)

The French PhD program is designed to be completed within the term of the MacCracken award (5 years). The Graduate School of Arts and Sciences sets a limit of ten years to complete the Ph.D., or seven years for students who have transferred 24 credits or more. (For more on time limits, see section 3.I.)

B. Course Work

Students in French Literature are expected to acquire a solid background in critical practice and a broad knowledge in all periods of French literature by completing, along with the proseminar, at least three courses that focus primarily on a historical period prior to 1800, and at least three courses on a period after 1800. Students must also take the proseminar in their first semester, for which they will receive a grade of "pass" or "fail." Students will take a total of 18 courses or 72 credits for their work in the PhD program. (See "roadmap")

The course work of PhD candidates should be drawn mainly from the department's diverse offerings in French and Francophone literature, literary theory, and civilization studies, but students are also encouraged to take courses in other departments or through the Inter-University Doctoral Consortium.

C. First-year Review

On or around May 15, students should submit to the Graduate Assistant a portfolio containing: 1) 200-300 word abstracts of each of their seminar papers for the year, and 2) a written document (1000-1500 words, in French or English) discussing how their first year of coursework has reshaped or recontextualized the intellectual problems and questions that matter most to them.

This document should be carefully edited and well-structured, as it will be the basis of a 30-minute conversation with the DGS (and first-year advisor or other faculty, as available) during the third or fourth week of May. The document should make connections among courses, identify particularly surprising or thought-provoking readings, and point out places where the student would like to acquire greater knowledge or more thorough training (a historical period or theoretical field not yet explored, an additional language to be learned, etc.). Students may also wish to discuss what they have gleaned from attending departmental and university talks, conferences, film series, and so on, with the understanding that their graduate education and professional training takes place both within the classroom and outside it.

First-year candidates must maintain an average of B or better in order to be allowed to present themselves as candidates for the First-year Review. Any exceptions to the date of the review may only be made through petition to the Director of Graduate Studies.

D. Inter-University Doctoral Consortium

A consortial arrangement allows graduate students from NYU to take courses at any of the member schools. Decisions to do so should be made in consultation with the Director of Graduate Studies or the student's PhD advisor. This program is open to doctoral students from participating schools who have completed at least one year of full-time study toward the PhD. Participating schools include: Columbia University, CUNY Graduate Center, Fordham University, The New School, NYU, Princeton University, Rutgers University, Stony Brook University. For further information and registration procedures, please check the NYU website at [<http://gsas.nyu.edu/academics/inter-university-doctoralconsortium.html>](http://gsas.nyu.edu/academics/inter-university-doctoralconsortium.html)

E. Language Requirements

NYU PhD students are expected to have or acquire native or near-native command of French.

Knowledge of a second foreign language is required by the French Department for the doctorate in French. Proficiency must be demonstrated by the end of the fourth year of study, and preferably by the start of the third year. This may be satisfied in a number of ways, for example:

- 1) By completing (or having completed not more than two years before matriculation into the graduate program) an intermediate-level college course or graduate level reading course in the language with a grade of B or better; this includes graduate level coursework in literatures besides French.
- 2) By passing the foreign language proficiency examination (at the intermediate level) set by the Graduate School of Arts and Science. The Foreign Language Proficiency Examination is offered three times a year, generally in November, March, and August [<http://gsas.nyu.edu/aboutgsas/policies-and-procedures/flpe.html>](http://gsas.nyu.edu/aboutgsas/policies-and-procedures/flpe.html); preregistration is required at least one month prior to the testing date. Students should contact the Office of Academic and Student Affairs at 6 Washington Square North, floor 2, or by phone at 212-998-8060 for information about the proficiency exams.

Native speakers of languages other than French and English may be exempted from the requirement.

The Director of Graduate Studies must approve any foreign language course work taken in lieu of the proficiency exam to meet the second language requirement. Undergraduate language courses taken to fulfill this requirement ("skills courses") are eligible for full tuition remission; however, these courses will not count toward the 72 point residency requirement.

F. Advising & Independent Study

All new first-year entering students are assigned to the First-year advisor. At the end of their second semester they choose a field advisor with whom they begin to plan for their qualifying exams, and with whom they may complete an independent study (guided reading) in their second year. Students are encouraged to discuss professional societies and development with their chosen advisor. Students may also contact the graduate administrative assistant for lists of suggested professional affiliations.

2nd year students may opt to enroll in an independent study course, either during the first or the second semester, under the direction of a chosen professor in a field of interest, in order to explore a series of texts and questions which will bring them closer to the formulation of a dissertation topic. For this variable credit course, meeting

times will be worked out with the independent study supervisor. At the end of the class students should hand in a paper comparable in length and scope to the kind of work they would submit for a seminar.

The second-year review takes place in the spring semester of the second year. Each student meets with the DGS and their current advisor. In addition to reviewing the student's academic record, they advise about remaining courses and preparation for the Qualifying Exam; at this point a change in field advisor may be made. All third, fourth, and fifth-year students should meet during the spring term with their field advisor to review their progress toward the doctoral degree.

G. Certificates of Achievement

Candidates for the PhD may obtain an Advanced Certificate of Achievement in French Studies by taking any four courses at the Institute of French Studies, one of which may be cross-listed with the French Department. (See Section III.4. for more information about the certificate) Students must apply directly to the Institute of French Studies for admission into this Advanced Certificate program; the Department cannot register on behalf of the student. GSAS will pay the tuition for up to two extra courses to fulfill the requirements for the Certificate.

Advanced Certificates in [Medieval and Renaissance Studies](#) (5 courses), [Poetics](#) (5 courses), [Public Humanities](#) (3 courses), and [Calamegs](#) (Comparative Approaches to the Literatures of Africa, the Middle East, and the Global South, 5 courses) are also viable options.

H. Policy on Incompletes

Coursework must be completed by the end of the semester during which the course is taken. An unresolved grade, "I," reverts to "F" one year after the beginning of the semester in which the course was taken unless an extension of the incomplete grade has been approved by the Office of Academic and Student Affairs (OASA). An unresolved grade, "NR," reverts to "F" one year after the beginning of the semester in which the course was taken and no extension will be allowed.

I. PhD Qualifying Examination

The purpose of the Qualifying Examination is to prepare students to write the best possible dissertation as quickly and effectively as possible, and to equip them with the advanced knowledge and skills for the job market in their chosen field. It can be taken either in French or in English.

In the course of their second year, and certainly by their second-year review, students should identify their future research field, make progress with formulating their research topic (or *problématique*), and select a secondary field on which they intend to focus as a teaching field. They should also have decided on a transversal list that will complement their research topic (for example, from the perspective of literary history, cross-cultural comparison, or methodology).

Compilation of reading lists for these fields should be in hand. Students should consult a faculty member about each of their three lists; these three faculty will be the examiners of the Qualifying Exam and subsequently constitute the student's provisional PhD committee. Each list should comprise primary and secondary works and be approximately 35-40 works in length.

The research topic list. When designing this list, students should address questions or problems posed by the area of inquiry they plan to pursue in their eventual dissertation. Some of the work involved in compiling this list may be done in a course of Independent Study. Sample special field topics include Literature of the Algerian War; Theorizing the Exotic; *Préciosité*.

The teaching field list might cover a wider historical range, for example: the Lyric "I" (Middle Ages/Renaissance), Women's Writing (17th/18th), Ecological Thought (18th/19th), Politics and the Novel (19th/20th), Literature and Theory of the African Diaspora (20th/Francophone), etc. This list need not necessarily include the same historical period as the research field.

The transversal list is to be envisaged as contextualizing the research topic from one of a number of standpoints—historical, methodological, or theoretical/critical. For some students, it will be most useful to undertake a transversal study of their chosen topic across several centuries (e.g. literary scenes of listening

from the Middle Ages to the present). For others, a broadly methodological or theoretical course of reading will prove most useful (e.g. environmental humanities; feminist and queer theory). For yet others, the most fruitful topic might be one that offers a comparative purchase on their research topic, e.g. the literature of another culture or another art form in the same period. It might be helpful to think of this third list as a means of situating or contextualizing the main research field.

During the summer before their third year students should finalize their lists with the help of their three committee members. All three lists should be approved by their committee and submitted to the DGS by Sept. 1. The lists may be appended up until six weeks before the oral examination.

The written part of the examination is to be submitted during the January term of the student's third year and the oral follows within a window of three weeks following submission. Students unable to take the exam at the prescribed time may petition the DGS for a deferment.

The written exam consists of EITHER: three written essays of about 12 pages each, elaborated in response to questions from each of the three committee members, and reflecting a thorough engagement with the problems central to each list. Students opting to write three essays do so over a period of ten days (that is, a period of 10 times 24 hours, typically extending over 9 full and 2 partial calendar days).

OR: two written essays of about 12 pages each for the research and transversal lists, written over a period of 5 days, and a syllabus for the teaching list. As with the first option, the essays are to be elaborated in response to questions from the committee members directing the research and transversal lists.

The syllabus, due 48 hours before the scheduled oral exam, should be polished (and enticing to prospective students) and include a catchy course title, 1-2 paragraphs describing the course and its goals, and a list of readings and assignments, based on a 14-week semester. Each week (or unit) should also include a short description of the key questions or problems to be explored. (Essentially, it should resemble the sort of syllabus one would submit as part of an academic job application, if asked to do so.) A compelling syllabus will not simply be a shortened version of the teaching list, but involves careful selection, curation, and conceptual reframing of the topic at hand.

The oral exam. The examiners will examine the student on their written answers and on the wider reading lists, as well as on the teaching list syllabus they have devised. Students will be expected to demonstrate extensive and precise knowledge of primary texts and significant secondary literature on their three lists, and to be at ease thinking about the issues which they raise.

Students may receive a grade of pass, honors, or fail on the Qualifying Examination. Students failing all or part of the exam may take it a second, and final, time.

J. Dissertation Prospectus

A dissertation prospectus presents in outline the subject of the dissertation, its rationale, and its likely contents. It may be formatted in a number of ways but should include the following (the Graduate Program Assistant can provide sample prospectuses upon request):

1. A short description of the project (10 pages or so), to include an explanation of its topic, of its originality and relevance for the field, the questions which it raises, and the principal materials (e.g. the primary and secondary texts) with which it will engage. The approach or methodology to be deployed should also be indicated.
2. A fairly detailed (5 pages or so) outline of the proposed work plan leading to completion of the dissertation.
3. A core bibliography (5 pages or so).

Normally the topic is the outcome of the *research field* of the student's Qualifying Exam, and aspects of its rationale will have been covered in one or more of the two other fields, especially the *third list*. The student is therefore not starting from scratch and the prospectus should be presented for discussion by the end of the semester following the Qualifying Exam (generally the spring semester of the third year). Extension beyond this date will require a special petition to the DGS.

Dissertation Prospectus Discussion:

The prospectus discussion should be conceived of as an opportunity for the feasibility and desirability of the student's project to be assessed by their dissertation committee. During the discussion, they will ask questions and contribute ideas; they may suggest both points to include and some to avoid.

The discussion consists of a one-hour oral discussion of the prospectus by the student's dissertation committee. This committee, which is likely to have already taken shape in the Qualifying Exam, consists of a director and two primary readers. The dissertation committee serves as a resource for the student during the elaboration of the dissertation, both before and after the prospectus discussion.

Upon successful completion of the Dissertation Prospectus discussion, the student then registers the title of the thesis (along with the names of the director and two principal readers) with the Director of Graduate Studies and the Graduate Assistant.

Alternatively, the committee may refer the prospectus back to the student for reworking before they are allowed to continue to the dissertation. The committee might want to discuss the revised prospectus but they might be willing to approve a paper submission.

K. Degree of Master of Philosophy (MPhil)

To remain in academic good standing, doctoral students must achieve doctoral candidacy within 4 years of initial enrollment. Candidacy is reached when the student earns the Master of Philosophy, M.Phil., degree, indicating that all requirements for the Ph.D. have been met other than the dissertation. Students who have completed all doctoral requirements except the dissertation (including all 72 credits of coursework, qualifying exams, prospectus defense, and language proficiency) should contact the Graduate Program Assistant, who puts students forward for the degree of MPhil.

L. Writing the Dissertation

While no single approach or format is prescribed, the dissertation will be evaluated according to criteria of scholarly rigor as well as originality and methodological innovation. Dissertations are usually around 200-300 pages long. They may be written in either English or French. Students whose native language is English are encouraged to write in that language.

Writing the dissertation usually takes two to three years, during which a student should be in regular contact with their director who follows the progress to completion, chapter by chapter. The dissertation director will inform the student of the positive evaluations as well as the objections and critiques her or his work might elicit. The director should not offer the student any work external to the direct advancement of the dissertation, including editorial projects, translations, and conference organization.

More detailed information regarding the submission and formatting requirements for the dissertation can be found on the Graduate School of Arts and Sciences website at <<http://gsas.nyu.edu/academics/submitting-your-dissertation.html>>

M. Dissertation Defense

When the student is completing their dissertation, the dissertation director invites two additional readers to join the committee (for a total of five) for the thesis defense. With the Director of Graduate Studies' approval, the Graduate Assistant will organize a date for the defense.

At least three of the committee members *must* be full-time faculty members in the Faculty of Arts and Science but up to two readers from other institutions may be included. The dissertation director should formally invite any outside readers to the committee as a matter of courtesy; the department does not reimburse travel expenses for outside readers.

Should one of the readers be unable to be present at the defense, he or she may also participate via video conference. In exceptional cases, a written "absentee" report on the thesis may be submitted with prior approval from the thesis director.

A student should give a copy of the completed dissertation to each of the five readers at least one month before the defense date. At the defense, lasting approximately 2 hours, the student will give a short oral presentation of the thesis before being questioned by the committee members.

Further revisions may be requested before approval, or the dissertation may be approved as it stands, with a mention of “pass” or, exceptionally, with “honors” (a departmental distinction), and the student is recommended for the doctoral degree.

For additional information about dissertation submission procedures, please refer to Section III. Administrative Information, J. Conferral of Degrees.

II. Teaching and Other Job Opportunities

Students generally teach for 4 semesters during their time as a graduate student, typically in their second and third years. Students usually teach at the elementary level for the first two semesters, and at the intermediate level after that.

When it is determined by the Director of Language Programs that there is need of additional language course instructors in a given semester, graduate students in their fourth or fifth year of study can apply to teach one course that semester. This situation will be possible only when the Director of Language Programs is unable to complete the staffing of the language classes with permanent Language Program Faculty and graduate students in their second and third years. Students in their third, fourth, and fifth years are also eligible to teach recitation sections for the College Core, and may be eligible to teach literary surveys in French as well, depending on demand.

To be eligible to apply to teach a course beyond year three, students must:

- have a solid record of undergraduate language teaching in the department with positive evaluations from students and from the Director of Language Programs,
- be making successful progress toward the completion of the thesis,
- have the written permission of the Director of Graduate Studies and the student’s thesis advisor, and
- have no incompletes for any graduate courses.

Summer teaching at NYU (Literature in Translation)

Description: Up to 2 intensive courses, 1 each six-week session (to be developed with the Director of Undergraduate Studies and the Department Chair).

Requirements: Coherent, well-developed and pertinent course focusing on French or Francophone literature and/or culture, ideally based on the student’s teaching list.

Amount: \$4,500, approximately (pay per contact hour is the same as for semester courses)

Application: Submit a cover letter that details the pedagogical approach taken by the teacher (teaching statement), C.V., syllabus draft, and a draft of a description of the course that could be posted on-line to the Director of Language Programs.

Dates: Call for the summer session of the following year goes out in or around December, with applications due shortly thereafter.

Summer teaching at NYU (Language)

Description: up to five graduate instructors to teach 2 sections of Intensive Elementary and 1 section of French Grammar and Composition during the first six-week session; up to five graduate instructors to teach 2 sections of Intensive Intermediate French and 1 section of Elementary French during the second six-week session. Depending on demand and on university guidance, several of the sections might be taught in an online format.

N.B. The "second section" for both terms can only teach if there are enough students. Some summers there will also be courses in Conversation and Composition and non-intensive language courses.

Requirements: Excellent teaching evaluations; strong recommendation from the Director of Language Programs. Priority is given to those who have had no prior summer teaching position in New York and who meet the other qualifications. *Amount:* \$4,500, approximately.

Dates: Call goes out in or around February; for more information, contact the Director of Language Programs.

Other possible teaching jobs include:

SPS teaching positions (French)

You may wish to investigate teaching possibilities at the School of Professional Studies (SPS) at NYU. You may contact the Director of the Center for Applied Liberal Arts Continuing Education Programs and Clinical Assistant Professor, Jenny McPhee (jm279@nyu.edu).

Speaking Freely teaching jobs

NYU Speaking Freely presents a unique opportunity for graduate students to develop their own teaching techniques and practice new instructional strategies. This language coaching experience provides an opportunity to work with highly motivated students who are anxious to learn a new language and more about a culture. The 75 minute sessions meet once a week for 10 weeks each semester. See <<http://cas.nyu.edu/speakingfreely.html>>

See also **Job Information for French Grad Students blackboard site.** <<https://home.nyu.edu>> Log in, click on the "Academics" tab, then the link for "Job Information for French Grad Students"

III. Administrative Information

A. Graduate Student Housing

The Graduate School offers students a variety of housing opportunities through the Graduate Housing Office and the Off-Campus Housing Office. Applications and the most recent information on graduate student housing can be found at

<<http://www.nyu.edu/housing>> <<http://gsas.nyu.edu/admissions/financial-aid/general-graduatehousing-information.html>>

First-year doctoral students in GSAS have access to a special housing option available through the MacCracken Housing Program (MHP) to live in furnished two bedroom apartments in Stuyvesant Town. Further information available at <<http://gsas.nyu.edu/admissions/financial-aid/general-graduatehousing-information.html#stuy>>

For students securing housing on their own, the Graduate Administrative Assistant can provide a letter of verification of enrollment and/or funding on request.

B. Registration

To register for classes, students use Albert: Student Information System <<http://www.albert.nyu.edu>>

The French Department requires all first-year students to meet with the DGS and the First-Year advisor prior to registering for classes. All other students should speak with their advisors before registering.

C. Maintenance of Matriculation (MM)

Maintenance of matriculation (MM) means that after a student's coursework is completed, they must maintain continuous enrollment until receiving their degree. Payment of the maintenance of matriculation fee entitles students to use the libraries, the Student Health Center, and other research facilities, consult faculty members, and participate in University activities.

All MacCracken Fellows are granted two years of automatic registration for MM and waivers for the registration and insurance fees upon completion of the five year MacCracken Fellowship. GSAS will register students on waivers.

After those two years, students must register themselves for MM and pay all associated fees. The cost of maintenance of matriculation and the associated fees for 2022-2023 is:

Domestic students: \$538 MM + \$568 registration and services fees

International students: \$538 + \$658 registration and services fees

Health insurance fees for 2022-2023 can be found on this page: <https://www.nyu.edu/students/health-and-wellness/student-health-insurance/washington-square-students/washington-square-plan-rates.html>.

Note that there is a basic and a comprehensive plan and that registration fees go up every semester. To register for maintenance of matriculation, students use Albert with the code MAINT-GA 4747. Master's students will register for section 001; PhD candidates for 004. Students who are not on MM waivers should register for maintenance of matriculation within the current registration period. If this is done in arrears, students will have to be manually activated to register for the following semester (contact the Graduate administrative assistant if this should occur).

D. Full-Time Equivalency

Students registering for less than 12 points (i.e. three courses) per semester may obtain full time equivalency with permission from the Director of Graduate Studies. Once approval has been granted, the student should inform the Graduate Assistant, who will register the full-time status. Students maintaining matriculation who wish to obtain fulltime equivalency should confirm their full-time status with the Graduate Assistant. For visa reasons, international students should be particularly vigilant about maintaining full-time status at all times.

E. Transfer of Credit

In consultation with the DGS, students who have successfully completed graduate course work at other institutions may be eligible to transfer credit toward their coursework requirements. This is normally completed before the start of the second year of enrollment and after the first-year review in April. Credit is transferred point for point between US institutions; credit equivalencies for overseas universities are determined by Graduate Enrollment Services.

The maximum number of credits that can be transferred is 40, but any transfer, on whatever scale, must be discussed with the Director of Graduate Studies for approval. MacCracken funding will not be affected by transferring credits.

F. Academic Probation

A student who has not maintained a B average, who has not successfully completed at least two thirds of points attempted at NYU (excluding the current semester), or who has not fulfilled a specific degree requirement within the appropriate time frame (see section I. "Time Limits for Degrees" below) will be placed on academic probation. Students placed on academic probation are required to meet with the Director of Graduate Studies to work out a plan for correcting their standing. Students will not be eligible to receive funding or register for courses until they have registered this plan with the Department and with the Vice Dean's Office.

If the circumstances of the probation have not been corrected within one year of the institution of probationary status or within the timeline proposed in their plan, the student is subject to dismissal by the Department Chair.

G. Leave of Absence

A student who is obliged to withdraw temporarily for national service, serious illness, or compelling personal reasons may request a leave of absence.

If granted, students on leave are assured of readmission at the end of the leave. The period of an approved academic leave of absence does not count toward time to candidacy or time to degree. The Graduate School of Arts and Sciences (GSAS) grants a leave of absence for up to one year. Note that students are not eligible for funding or insurance waivers while they are on leave of absence.

A student who wishes to request a leave of absence must submit either a written statement to the Director of Graduate Studies and the Chair explaining the "compelling personal reasons," a doctor's recommendation in the event of serious illness, or evidence of national service. If the department approves the request, a Leave of Absence Request form, accompanied by the student's GSAS transcript and the documentation received from the student, is then sent by the department to the Dean.

When a foreign student on a J-1 or F-1 visa takes a leave of absence, or leaves the U.S. for an extended period of time, the Office of Global Services should be notified immediately.

H. Readmission

A student who has matriculated into the graduate school but then fails to register for three semesters must apply for readmission and pay an application fee. This applies to both those students previously maintaining matriculation by fee as well as to those taking courses.

Students who have completed all course work and are readmitted are responsible for the maintenance of matriculation fees for the intervening years. The time to degree for a readmitted student begins with the original semester of admission.

I. Time Limits for Degrees

A candidate for the PhD degree who enters the department with a BA degree should ideally complete all requirements for the degree within **seven** years of their initial registration at New York University; the absolute maximum time set by GSAS for completion of all PhD requirements is **ten** years.

A candidate for the PhD degree who enters the department with an MA degree for which transfer credit is given towards the PhD should complete all requirements for the degree within **six** years; the absolute maximum time set by GSAS for completion of all requirements for students entering with an earned MA degree, who has transferred 24 credits or more, is **seven** years.

GSAS allows a maximum of **five** years for all MA candidates to complete all requirements for their degree, whether enrolled full- or part-time.

Students in violation of time-to-degree are placed on academic probation and a plan of completion should be submitted to the Director of Graduate Studies. When the plan is approved, the Department will apply for an extension from the Graduate School. Students are expected to maintain progress as outlined in their plan for completion; failure to complete the milestones on the plan will result in termination from the program.

J. Conferral of Degrees

Note: NYU refers to all degree conferral as "Graduation." This is the case whether the degree is terminal or not.

Students must "apply to graduate" to be conferred any degree, including non-terminal M.A. and M.Phil degrees. Students will be automatically registered by the department for the non-terminal M.Phil degree. The application period for a given graduation date is generally open 3 – 5 months prior to the graduation date.

There are three graduation dates/periods per year:

1. September, for those who complete requirements mid-May through mid-September (Summer semester);
2. January, for those who complete requirements mid-September through mid-January (Fall semester); and
3. May, for those who complete requirements mid-January through early May (Spring semester).

There is only one official ceremony (Commencement) in May, but students who graduated the previous September or January may participate.

Students become eligible for the **degree of Master of Philosophy (MPhil)** when they have completed:

1. 72 points of coursework, with at least 32 points earned in residency at NYU; and
2. passed both written and oral qualifying exams
3. for students in French Literature, fulfilled the second foreign language requirement; See Section I.E. "Language Requirements"

Students become eligible for the **degree of Doctor of Philosophy (PhD)** when then have completed:

1. All requirements for the MPhil (above) and
2. Successful defense and deposit of the dissertation

Note that at least one year must lapse between conferral of degrees, this is waived for the MPhil to PhD degrees.

Failure to meet a September or January graduation deadline will require the Maintenance of Matriculation by fee for an additional semester. However, if the May graduation deadline is missed, no additional fee is required to file for a degree in September (as students do not need to maintain matriculation over the summer).

K. Deposit of the Dissertation

Note: Defending students should check with the GSAS Office of Academic and Student Affairs website to make themselves familiar with all forms and deadlines required. <<http://gsas.nyu.edu/academics/submitting-your-dissertation.html>>

Students should plan to send their completed dissertation to their committee approximately 6 weeks before the scheduled defense.

For all students preparing to defend a dissertation, there are two administrative deadlines of which to be aware:

1. **PRELIMINARY DISSERTATION DEPOSIT** generally occurs 7 – 8 weeks prior to the graduation date. This deposit includes:

Online to ProQuest

A. An **initial deposit of the dissertation**. This is so that GSAS Office of Academic and Student Affairs (OASA) to check that formatting standards are being met. The document need not be in its final form for this deposit. The student will be informed via email of any changes to formatting that must be completed by final deposit of the document.

B. Payment of the **Dissertation Filing Fee** to ProQuest.

To the Office of Academic and Student Affairs

C. One copy of the **title page**, not signed.

D. The **Abstract Approval Form**, which must be signed by the dissertation director, **and two copies of the abstract**. If the dissertation is written in French, the student should present the abstract in both English and French.

E. **Doctoral Dissertation Agreement Form** for publishing the dissertation with ProQuest/UMI

F. **GSAS Doctoral Survey** G. **Survey of Earned Doctorates**

Note that this deposit includes electronic filing with ProQuest and *in-person delivery* of some items to GSAS OASA.

2. **FINAL DISSERTATION DEPOSIT** occurs one week prior to the graduation date. This deposit includes:

Online to ProQuest

A. The **final dissertation**, approved by the committee following oral defense and with any revisions required by the dissertation committee. NOTE that students are strongly advised to impose an embargo on publication of the dissertation by ProQuest.

To the Office of Academic and Student Affairs

B. The **Advisor's Final Approval Form**, signed at the defense if possible and delivered to OASA

C. A **signed Title Page**, signed at the defense if possible and delivered to OASA

To Graduation Services

D. **Doctoral Thesis Oral Defense Form** and **Dissertation Reader Sheets**, to be supplied and submitted by the Department

E. Outside Reader Sheets, if applicable, to be supplied and submitted by the Department

The candidate should contact the NYU Office of the Bursar to confirm that their account is not in arrears. Each candidate should review their permanent address on the Student Information System (SIS). Diplomas will be mailed to this address.

It is the responsibility of graduate students to know the deadlines for submission of any necessary forms required for graduation. Exact deadlines are posted on the Office of Academic and Student Affairs website <<http://gsas.nyu.edu/academics/submitting-your-dissertation.html>>. Students can contact the Office of Academic and Student Affairs at 6 Washington Square North, floor 2, or by phone at 212-998-8060 for more information.

IV. Prizes, Exchange Opportunities, Grants and Fellowships

A. Exchange with the École Normale Supérieure de La Rue d'Ulm

Description: Every year, one student from the Department has the opportunity to be a *pensionnaire étranger* at the École Normale Supérieure (on "rue d'Ulm" in Paris). The position includes: Lodging in a student residence (either in the Boulevard Jourdan Campus - next to the Cité Universitaire - or the Montrouge Campus, on the other side of the Périphérique, reachable by subway); attending classes, seminars and working closely with distinguished ENS professors; lifelong library privileges at one of the best libraries in Paris.

Students are expected to be mature and responsible, as well as intent on making the most out of this intellectual experience. Should you have specific questions, contact Frédéric Viguière (fv6@nyu.edu), the Director of the IFS.

Application: Submit a statement of interest and curriculum vitae to the Director of Graduate Studies

Dates: Call goes out in February. Applications due mid March. Decision announced at the end of March. Academic year at the ENS starts in the 3rd week of September and lasts until the end of June.

B. Prizes and Fellowships

Please refer to the GSAS and the French Department websites, (linked below), calls for applications or the graduate administrative assistant for the most up-to-date information about any fellowship, prize, opportunity, or award.

<https://as.nyu.edu/departments/french/graduate/fellowships.html>

<https://gsas.nyu.edu/admissions/financial-aid/graduate-school-fellowships-and-assistantships.html#1>

For useful information about fellowships, please also consult:

MLA Listings

The MLA publishes an extensive listing of Fellowships and Grants in its September Directory issue. The Department Chair subscribes to the journal; photocopies of the Fellowships and Grants section will be on hand for interested students.

NYU GSAS Office of Academic and Student Affairs

The Office of Academic and Student Affairs (OASA) at NYU has a collection of publications listing fellowship and grant sources. Though some material may be out of date, there is also useful information there for students willing to search for it. OASA is located at 1/2 Fifth Avenue, between Washington Square North and Washington Mews. The OASA also has information on its website: <<http://gsas.nyu.edu/financial-support/fellowships.html>>

Foundation Center.org

<<http://www.foundationcenter.org>> This is an on-line source for over 10,000 grants and fellowships. It costs \$19.95/month to have access to the service, or you can walk over to the Foundation Center headquarters on Fifth Avenue and 16th Street and use the service for free.

Cornell University Graduate School Fellowships Database

<<http://www.gradschool.cornell.edu/fellowships>> has a searchable database of external fellowships, sortable by discipline, demographics, citizenship status, and other criteria.

Free Application for Federal Student Aid <<http://www.fafsa.ed.gov>>

V. Standards of Ethical Behavior

A. Academic Integrity

The Department requires that all its members (students, faculty, and staff) adhere strictly to the highest standards of ethical academic and professional behavior. Among the offenses considered unacceptable and taken as grounds for immediate dismissal from the graduate program are: plagiarism, falsification, cheating, sexual harassment, bias, and discrimination. Deviation from these standards or questions concerning them should be addressed to the Chair, the Director of Graduate Studies, or the appropriate University office the GSAS Office of Academic and Student Affairs, 212-998-8060.

B. Climate and Diversity

The Department of French Literature, Thought and Culture is committed to the University's mission of creating and fostering an inclusive and diverse community of faculty, administrators, staff, and students. Discrimination or harassment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis is unlawful and undermines the character and purpose of the University. Such discrimination or harassment violates University policy and will not be tolerated.

If you should experience harassment, inappropriate behavior, or other climate concerns, please consult the resources offered by the Office of Equal Opportunity, including the confidential and nonconfidential/private reporting mechanisms in place <<https://www.nyu.edu/about/policies-guidelinescompliance/equal-opportunity/resources-and-support/new-york.html>>.

VI. ANNUAL DEADLINES CALENDAR

This calendar outlines rough deadlines for departmental, university, and external fellowship and job opportunities, as well as GSAS-administered deadlines. It is intended as a resource to be used in conjunction with PhD roadmaps and the Fellowships, Prizes, and Job Opportunities documents available in this document.

FALL

September Call for Deans' Dissertation
Call for GSAS and Departmental Travel Grants
Call for Chateaubriand fellowship (for December)
Call for Sibley Fellowship (if applicable), Jensen Fellowship, other external fellowships and post-docs

October Deadline to apply for January graduation on Albert
Dean's Dissertation nominations due

November Departmental Travel Grant application II due

December Course evaluations

SPRING

January

Call for teaching NYU Summer Language courses
Call for Sauter and other GSAS summer fellowships
Departmental Travel Grant application III due
Call for Cornell summer workshop
Call for Lurcy Fellowship (administered by department)
Call for ENS Exchange

February

Date TBA: Internal deadline for GSAS Summer Fellowships
Date TBA: Apply for March Foreign Language Proficiency Exam
Date TBA: Apply for Summer teaching at NYU Paris
Call for Departmental Fellowship
Call out for GSAS Travel Grant
Calls out for competitive departmental summer funding

March

Mac Day – typically the first Monday in March
Spring Break
March 30: Deadline for ENS exchange, Lurcy Fellowship and summer grants
Advising of all Graduate Students begun for following year (First- and Second-Year Reviews)

April

Admissions:
Ph.D.: April 15 response deadline
Departmental Travel Grant IV due

May

Deadline for years 1, 2, and 3 conditional summer funding

May 20: Commencement (tentative date)

Summer

July Date TBA: Apply for August Foreign Language Proficiency Exam

VII. ROAD MAP

First Year: 8 seminars (32 credits), including pro-seminar; preparation of first year review. Summer: possible seminars in Paris. Second language requirement.

Second Year: 6 seminars (24 credits), which may include one independent study; pedagogy formation (2 credits); begin preparing for qualifying exams (identify faculty who agree to direct each of the three lists; meet periodically with these professors to discuss your progress toward the exam); teach (2 courses). Q.E. workshop recommended (2 credits)

Third Year: Any combination of 4 and 2 credit courses to make up 12 for the year. Prospectus workshop recommended. Apply for fellowships; teach; qualifying exams during J-term; defend prospectus in May.

Fourth Year: work on dissertation; apply for fellowships. All requirements for PhD candidacy, including 72 credits of coursework and the second-language requirement, must be completed by the end of the 4th year. Summer: preparation for job market.

Fifth Year: dissertation; apply for fellowships; apply for academic jobs; defend dissertation.