

Department of German

**POLICY AND PROCEDURES HANDBOOK
FOR GRADUATE STUDY**

GENERAL INFORMATION

New York University Website: www.nyu.edu

Department of German Website: <http://as.nyu.edu/german.html>

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Administration:

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| Professor Andrea Krauss | <i>Director of Graduate Studies</i> |
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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

The course instructor sets all course deadlines and determines the course policy on incompletes. All coursework must be completed and submitted by the first day of class of the semester immediately following the semester in which the course was taken. This means that all work for Fall courses must be submitted by the first day of Spring classes, and all work for Spring courses must be submitted by the first day of Fall classes. Absolutely no incompletes beyond this are permitted except where there are exceptional circumstances. In that case, students must request an “incomplete” from their instructor with a copy to the DGS at least one week in advance of the relevant deadline (the first day of class of the semester immediately following the semester in which the course was taken). No more than one incomplete can be carried into the following semester.

Everyone should also be aware of the GSAS policy on incompletes, which sets further limiting conditions on how long an incomplete may be carried before it goes to an F. Grades of “I” not completed within one year after the beginning of the semester in which the course was taken will automatically revert to an F. GSAS regulations also stipulate that any student who fails to complete at least two-thirds of all of the course credits for which s/he has registered since first matriculating at NYU will not be considered to be “in good standing,” and will be placed on Academic Probation.

Consortium Classes

Doctoral students who have completed at least one year of full time study toward the Ph.D. are eligible to register for courses at other institutions participating in the Inter-University Doctoral Consortium (IUDC). Local universities include Columbia University, The New School, and Rutgers University, CUNY Graduate Center, and Princeton University. 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. Additional information regarding registration and requirements can be found here: <http://gsas.nyu.edu/content/nyu-as/gsas/academics/inter-university-doctoral-consortium.html>. In addition, please remember that some schools offer courses for three credits, whereas GSAS offers them for four credits.

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. M.A. students must register in Albert for MAINT-GA 4747.001. 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 years beyond while a student may still be working on his or her dissertation (per the GSAS Henry Mitchell MacCracken Program Policy Guidelines, last updated in 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 (MAINT-GA 4747.004) 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.

Full Time Equivalency

Students who have finished coursework and are either writing their dissertations or preparing for exams are still considered “full-time” students, provided they are in good standing and show proof of active research and progress towards completing their dissertation. 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 Full-time Equivalency, or FTE.

Leave of Absence

In order to be granted a leave of absence, you must demonstrate cause to the Director of Graduate Studies (reasons including national service, serious illness, or compelling personal reasons). An approved leave of absence will not 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. An academic leave of absence can be approved for a period up to one year at a time, except in cases of compulsory national service in which case the leave would be approved for the duration of the service.

Good Standing

GSAS 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 3.0, having successfully completed at least two thirds of points attempted at NYU, excluding the current semester (courses with grades of “I”, “N”, “NR”, “W”, and “F” are not considered successfully completed), 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. (If, when checking over your transcript, you notice that you have not received full credit for such repeated courses, see the department administrator).

GUIDELINES FOR STUDENT GRIEVANCES

This statement describes the Department’s policies and procedures regarding the reporting of grievances by graduate students. The formulation of these policies and procedures were guided by the [GSAS guidelines concerning the mentoring of graduate students](#) distributed in 2019. Those guidelines ask that the department identify “an individual (or individuals, such as a committee) to whom students can bring concerns about any stressful, negative, or neglectful situations they experience. It is important that a safe, responsive environment be provided such that concerns can be brought forward without threat of repercussions. Each department should provide a plan for how such situations will be addressed and ensure that students and faculty know what the structure is.”

The purpose of this statement is to provide students with general guidelines on what to do if they have been the victim of discrimination, harassment, retaliation, or sexual assault; are witness to such action; or are told about such action by a NYU student. We seek to provide guidance on channels of communication so that all matters can be handled by the appropriate authorities. Individual cases may call for a unique course of action. In general, the Department suggests the following best practices for reporting:

- Students may contact the Director of Graduate Studies directly to report any issues. Students should feel empowered to come to the Director of Graduate Studies

regarding any matter they feel infringes on their right to a workplace free of discrimination or harassment. The Director of Graduate Studies will discuss with the student the next steps, including, when appropriate, involving others.

- The Director of Graduate Studies is committed to providing an environment where complaints can be made without fear of retaliation. Where applicable, confidentiality will be maintained. In his/her supervisory capacity, the Director of Graduate Studies has a responsibility to report claims of discrimination, harassment, retaliation, or sexual assault to the Office of Equal Opportunity, which will maintain the confidentiality of the complainant. As such, while the Director of Graduate Studies cannot always provide confidentiality, they will guarantee privacy.
- Students who act in a supervisory role (e.g., as adjunct instructors, etc.) should familiarize themselves with policies regarding their role as mandatory reporters. For a helpful guide, see [Resource Guide: Sexual Misconduct, FAQs](#).
- In compliance with NYU policy, students have the right to take any complaints directly to the Office of Equal Opportunity (212-998-2370 or equal.opportunity@nyu.edu).

FINANCIAL AID

MacCracken

The MacCracken Program provides five years of support. 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. If a student's GPA drops below 3.0 or if she/he carries more than 3 Is from one semester to the next, the University will revoke the award.

Teaching

The department recommends that its students teach for three semesters starting after the first year of study and typically scheduled in the second and third years.

Teaching opportunities include serving as a language instructor in departmental courses or serving as a recitation leader in general education courses in the undergraduate college. Teaching assignments are made based on departmental needs. The department tries to accommodate students' research and plans of study.

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 383 Lafayette Street and can be reached at (212) 998-4720.

Website: <https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration.html>

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/content/nyu-as/gsas/financial-support/fellowships/dean-student-travel-grant-program.html>

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 (such as 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 are currently \$2,000.

PROGRAMS AND REQUIREMENTS

ADVISING

Each student entering the program is assigned an academic advisor (usually the DGS) for the first semester of study; the student may select a different advisor at any time thereafter. Students are expected to choose a dissertation advisor before the end of their second year

REQUIRED COURSES

One of the two courses – Origins of Critical Thought I & II (GERM-GA 1115, GERM-GA 1116) is required of all degree candidates in the department.

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 is 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.

DOCTOR OF PHILOSOPHY

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

Transfer Credit. Transfer credit is reviewed by the Graduate School of Arts and Science and the University Registrar. 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 can be awarded only for *Haupt-* or *Masterseminare*. The application for credit transfer must be made before the end of your 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/content/nyu-as/gsas/about-gsas/policies-and-procedures/flpe.html>
- 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.
- 5) an NYU Summer Language for Reading Knowledge course completed with a passing grade.

Ph.D. Comprehensive Examination. The Comprehensive 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 Comprehensive Exam, the Dissertation Prospectus must be submitted.

Comprehensive Exam 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 72 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 one-and-a-half-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 students' fourth year; they are expected to submit the dissertation proposal by December 15.

Should a student fail a portion of the exam, they would be given the chance to repeat it within 4 weeks. In case the exam is failed a second time the student would be placed on a two-month probation and allowed to repeat the exam a final time. Failure of this attempt would then lead to termination from the program.

The Dissertation Proposal. The dissertation proposal should be submitted within two months after completion of the Ph.D. Comprehensive 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 the DGS 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.

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 credits from previous graduate study.

First Progress Review. This review takes the form of a 45-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.

Ph.D. Comprehensive Examinations. The Ph.D. comprehensive examination must be taken at least during the second semester after completion of the Ph.D. course requirements. New York State Education Department Standards 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, including required courses, 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. Comprehensive Examinations. All dissertation proposals require the approval of the department's graduate faculty.

M.Phil.

Students will receive the M.Phil. degree upon successful completion of the required course work, language requirement, comprehensive exam, and dissertation proposal.

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. Comprehensive 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 at least five faculty approved by the DGS to serve as readers, three of whom must be full-time members of the FAS faculty. 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 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 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/content/nyu-as/gsas/academics/submitting-your-dissertation.html>, 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.

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.

Dissertation Procedures:

GSAS requires that three core members of the dissertation committee, one of whom is the candidate's advisor, must approve the dissertation before the oral defense. In the interest of maintaining academic standards, GSAS permits 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 FAS 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 FAS faculty member for the purpose of dissertation supervision until the faculty member's advisees have completed their dissertations. A former faculty member may be added to a committee for up to five years from the date the faculty member severs ties with FAS and will be eligible to participate on the committee until completion of the dissertation.

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

A successful defense requires that no more than one member of the defense committee does not approve the oral defense. The vote is indicated on the *Doctoral Thesis – Oral Defense Form*.