GRADUATE STUDENT HANDBOOK
FRENCH STUDIES

(A Supplement to the School of Liberal Arts Graduate Catalogue)

Tulane University
Department of French and Italian

October 8, 2014
The regulations and procedures in this guide will apply to all students entering in August 2012 or thereafter. Students having entered prior to that date may follow either the new rules or the rules as previously set forth in the 2010 Graduate Student Handbook. Students who have the option of following either set of guidelines should inform the Graduate Director of their choice.

The School of Liberal Arts Graduate Catalogue (http://tulane.edu/liberal-arts/upload/SLA-GraduateCatalog-revisedGSCwithTOC_000.pdf) contains general requirements for degrees, including information regarding interdisciplinary programs, the Ph.D. prospectus, rules and procedures for filing for candidacy, and so forth. Additional information and resources, including downloadable forms, may be found on the School of Liberal Arts website at http://tulane.edu/liberal-arts/graduate.cfm. Students may also find current information about the Ph.D. in French Studies on the departmental web site at http://tulane.edu/liberal-arts/french-italian.

Contents
I. The application process .................................................................................................. 3
II. The 4+1 M.A. program in French ................................................................................. 5
III. The Ph.D. in French Studies ........................................................................................ 6
    M.A. requirements and procedures ................................................................................. 6
    Ph.D. requirements and procedures ................................................................................ 8
IV. Graduate student activities and opportunities ............................................................ 14
VI. Policies governing graduate students ......................................................................... 18
Appendix ........................................................................................................................... 20
    Graduate Student Schedules ......................................................................................... 20
    Degree Audit .................................................................................................................. 22
    Checklists ..................................................................................................................... 23
I. The application process

The department accepts applications from students all over the world and with preparation in a variety of disciplines. Preference is usually accorded to applicants who have completed a B.A. or M.A. in French or Comparative Literature, or in a closely related field.

Applicants who do not yet have the M.A. should specify on the application form their intention to pursue the Ph.D. as a terminal degree. Applicants whose goal is a terminal M.A. are encouraged to apply to other programs.

A complete application to the Ph.D. program in French includes:

- Application form and fees
- GRE scores
- A Statement of purpose (Application essay)
- At least three letters of recommendation
- Writing sample (in French or English)
- Official transcripts
- Minimum 3.0 GPA score; 3.5 in major
- International students who earned their Bachelor's or Master's from an institution outside the U.S. and whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL).

The department cannot consider applications that are incomplete. The application deadline for students wishing to enter in the Fall term is February 1st of the preceding academic year.

Applicants are required to fill out the application online. A link to the application is available at:
http://tulane.edu/liberal-arts/french-italian/admissions.cfm

The School of Liberal Arts requests transcripts of GRE exam scores to be sent directly to its office. Self-reported scores are acceptable on the application form, but official transcripts must be received by the application deadline.

As part of the application form, students should write a thoughtful essay explaining why they are choosing to pursue an advanced degree in French Studies; the essay should include a detailed research plan that suggests how the department's faculty and courses meet their needs. Information on faculty research and current graduate courses offered is available on the departmental website.

Applicants should solicit letters of recommendation from at least three professors familiar with their work. Letters of recommendation should address candidates’ competence in written and spoken French, and their ability to do advanced graduate work in the field of French Studies.
In addition, the application should include a writing sample, in French or English, wherein the candidate demonstrates the critical and analytical skills needed to pursue French Studies at the graduate level.
II. The 4+1 M.A. program in French

Students who major in French for the B.A. at Tulane are eligible to apply for the 5-year combined B.A. and M.A. program in French if they maintain a grade point average of at least 3.0. Students may apply to enter this program beginning in the Fall semester of their junior year, and applications will be accepted through the Fall semester of their senior year.

Those in the combined B.A. and M.A. program will complete the normal undergraduate French major comprising 33 hours (15 hours of core courses and 18 hours of advanced courses). In their senior year (4th year), students will take 12 credits in French (four 6000-level classes or three 6000-level plus one 7000-level seminar). These 12 credits will then also be counted towards the 33 hours required for the M.A. in French.

Bachelor’s degree with major in French

33 hours of course work
   15 hours of core courses
   18 hours of advanced courses, of which 12 will be taken during the senior year.
   (In exceptional cases, and depending on the rotation of course offerings, one or more courses taken in the junior year may be counted among these 12 hours.)

Note: French majors doing the regular B.A. are not required to take 6000-level courses. Four-plus-one candidates will take 4 courses at the 6000 or 7000 level in their 4th year.

M.A. in French

In their fifth year, students will take 4 courses in the Fall semester and 3 courses in the Spring semester. All course work should be taken within the Department of French and Italian.

The M.A. paper

Students will write and defend an original research paper written under supervision of a faculty member and a second reader. It may be an expanded version of a course paper, and in its final form should be from 20 to 30 pages in length. At least one member of the M.A. committee must be a tenure-line faculty member. In the event that neither of the first two readers is a tenure-line faculty member, a third, tenure-line faculty member will be added to the committee. In all cases the first reader will be a faculty member whose institutional appointment includes the expectation of research. The revised paper is to be submitted to the first reader by March 1st. The defense must take place no later than the first week of April. The supervising professor and a second faculty reader will participate with the student in an oral defense of the paper. The defense will be open to the departmental faculty.
Language requirement

Before the end of the Spring semester of their fifth year, all students in the combined B.A. and M.A. program will be expected to demonstrate reading competence in one of the following languages: Arabic, Creole (both taught within the department), Spanish, Italian, Latin, German, or Old Occitan. The department will consider students' petitions to have other languages accepted, but acceptance will depend upon the student making a case for the usefulness of this language to his or her research.

Filing for the degree

Students must inform the School of Liberal Arts of their desire to participate in graduate ceremonies. The Graduate Director will be asked to confirm, by audit, that candidates have completed their degree requirements. Students must also complete a departmental form available from the Graduate Director, called the 4+1 M.A. Checklist (see appendix).

III. The Ph.D. in French Studies

M.A. requirements and procedures

Description and course requirements

The M.A. in French Studies at Tulane is designed primarily as preparation for the Ph.D. It is a broad degree that provides students with the necessary tools to pursue interdisciplinary study at the Ph.D. level. Course work at the M.A. level aims to establish a comprehensive knowledge of French and Francophone literature, historically organized, as well as an acquaintance with linguistics, literary theory, and the techniques of literary scholarship.

The minimum course requirements for the M.A. degree in French are 36 semester hours. Since the M.A is designed as a platform to familiarize students with the canon of French and Francophone literature before they pursue the Ph.D., courses at this level should be taken within the department.

A minimum of 3 credits of 7000-level courses are required for the M.A.

French 6050 (“Teaching French”) and French 6150 (“Critical Theory”) are required of all M.A. students and must be taken in the first semester that they are offered after the student enters the program.

Entering students whose French language skills are found to be inadequate will be required to attend a designated language course in their first semester.
The M.A. paper

Students will write and defend an original research paper written under supervision of a faculty member and a second reader. It may be an expanded version of a course paper, and in its final form should be from 20 to 30 pages in length. At least one member of the M.A. committee must be a tenure-line faculty member. In the event that neither of the first two readers is a tenure-line faculty member, a third, tenure-line faculty member will be added to the committee. In all cases the first reader will be a faculty member whose institutional appointment includes the expectation of research. The revised paper is to be submitted to the first reader by March 1st. The defense must take place no later than the first week of April. The supervising professor and a second faculty reader will participate with the student in an oral defense of the paper. The defense will be open to the departmental faculty.

Language proficiency examination

Students must satisfy the departmental foreign language reading knowledge requirement by demonstrating proficiency in one of the following languages: Arabic, Creole (both taught within the department), Spanish, Italian, Latin, or German. The department will consider students' petitions to have other languages accepted, but acceptance will depend upon the student making a case for the usefulness of this language to his or her research. For the means of demonstrating proficiency, and for certain exclusions, see "Reading Knowledge Examinations" in the Ph.D. section.

Evaluation of students’ academic progress

In their second year of study, students undergo an evaluation of their performance by the entire departmental faculty. Based on the outcome of that evaluation, students will be encouraged either to go on for the Ph.D. or to seek a terminal M.A. degree. Students recommended by the faculty for advancement to the Ph.D. program will be granted the M.A. based on the successful completion of 36 credit hours and the M.A. paper.

Students who have been given permission by the Department to advance to the Ph.D. program must, by the end of their fourth semester, inform the Graduate Director in writing of their desire to continue for the Ph.D. (or, alternatively, to withdraw from the program). If a student does not provide written notice of his or her intent to continue in the program, the department will assume that the student has chosen to withdraw. Students who are encouraged to seek a terminal M.A. degree or who choose not to continue for the Ph.D. will not be granted financial support beyond the fourth semester.
Filing for the degree

Students must inform the School of Liberal Arts of their desire to participate in graduate ceremonies. The Graduate Director will be asked to confirm, by audit, that the graduate candidates have completed their degree requirements. Students must also complete a departmental form available from the Graduate Director, called the M.A. checklist (see appendix).

Ph.D. requirements and procedures

Description and course requirements

The Ph.D. builds on a solid core of course work in French Studies and includes as well a concentration in an interdisciplinary subfield that may be fulfilled entirely or in part through courses taken in other departments or programs. The degree is interdisciplinary and integrative, drawing on diverse fields for a broad methodological base.

Students must complete a minimum of 54 credit hours, including transfer work and work already presented for the M.A. degree. For students entering with a B.A., it is expected that course work will be completed by the beginning of the fourth year of study. Students will graduate with a Ph.D. in French Studies and a concentration in one of five integrated areas:

- **Visual cultures and technologies.** Courses in film, urbanism, new media, performance
- **European studies.** Courses in human rights; political, cultural and institutional histories; Islam in Europe; medical anthropology and ethno-psychiatry
- **Francophone colonial and post-colonial studies.** Courses in Atlantic, Caribbean and African area studies; Creole(s) and creolization; Arabic and Islamic studies
- **Language and identity.** Courses in theory, philosophy, ethics and law, minority languages and identities, world languages and literatures
- **Linguistics.** Courses to include Survey of French Linguistics (FREN 6070), History of the French Language (FREN 6210), Field Research on French in Louisiana (FREN 6110), Special Problems in French Linguistics (FREN 6910), Translation Theory and Practice (FREN 6160), and courses in the Linguistics program (any course with an LING prefix).

Students entering the program with the M.A. should declare their concentration at the end of their second semester on campus. M.A. students who will be continuing on to the Ph.D. should inform the Graduate Director of their choice of concentration when completing the M.A degree.

Concentration in one of the four subfields will be constituted by successful completion of two graduate courses on topics related to the subfield. One or both of the required
courses may be taken in correlate departments or programs. Each semester, students at the Ph.D. level are allowed to take at most one course outside the Department of French and Italian.

French 6050 (‘‘Teaching French’’) and French 6150 (‘‘Critical Theory’’) are required of all students and must be taken in the first semester that they are offered after the student enters the program.

Beyond the 3 credits of 7000-level courses required for the M.A., doctoral candidates who begin the program with a B.A. must complete two additional 7000-level courses (that is, 6 credits of seminar-level courses). Students entering the program with an M.A. from another institution must complete two 7000-level courses in the Tulane program.

During the course of their graduate study, Ph.D. students cannot take more than 3 hours (1 course) in independent study. Independent studies courses are approved only in exceptional cases; students are encouraged to fulfill their course requirements through regularly scheduled courses.

The Ph.D. qualifying examinations

For students entering the program with a B.A., two of three written Ph.D. preliminary exams will be taken in the Spring semester of the student’s third year, no later than two weeks before the end of classes. The specific date will be determined on an annual basis by the Graduate Advisor. The third, self-designed, exam will be taken in the second full week of classes of the Fall semester of the student’s fourth year.

Students entering the program with an M.A. will take their first two exams in the Spring semester of their second year, no later than two weeks before the end of classes. The specific date will be determined on an annual basis by the Graduate Advisor. These students will take the third, self-designed, exam in the second full week of classes of the Fall semester of their third year.

In the first week of the Fall semester prior to the semester in which the student plans to take the first two exams, s/he must notify the Director of Graduate Studies. The Director of Graduate Studies will then contact the student’s prospective dissertation advisor, who will serve as head of the examining committee and will select two additional readers.

Students will sit for three written examinations and an oral examination. The oral examination will normally take place in the week following the first two written exams. All three written exams are take-home and open-book. The questions for the written exams normally will be made available to the student on a Friday morning at 9:00 a.m., and the answers must be submitted electronically to the examining committee by 5:00 p.m. of the following Monday. It is expected that the answers be both synthetic and analytical, and that they demonstrate familiarity with the primary and secondary texts on the reading list independently of recourse to lengthy quotation and paraphrase. All sources consulted must be duly cited.
For each written exam, the student will answer either one or two questions. Students will normally write from 3500 to 4200 words (i.e., 10 to 12 pages in 12-point Times New Roman font with one-inch page margins) for each exam. If an exam consists of two separate questions, the 10 to 12 pages should be divided more or less evenly between them.

The first written examination will cover a particular century. The second written examination will cover either a century or one of the four subfields listed above. The third, self-designed, written examination will be based on a reading list composed by the student in close consultation with his or her prospective dissertation director. The reading list for the self-designed exam should not significantly overlap with the reading list for either of the other two written exams, and should be considered a blueprint for the dissertation bibliography.

The oral examination will last for approximately one hour, the first twenty minutes of which will consist of the student’s analysis of a literary text. The analysis should not be read but presented extemporaneously from a copy of the primary text along with an outline or notes prepared ahead of time by the student. The remainder of the oral exam will cover the same material that was initially tested on the two written exams.

The passage for textual analysis is chosen by the committee head in a conversation with the student in the semester prior to the examination semester. The student will not know ahead of time the precise work from which the text for analysis will be drawn, but will be provided with the text immediately upon his or her completion of the written exams.

For all preliminary exams, the language of examination will be alternately French and English. The first exam will be written in one of those two languages and the second exam will be written in the other. The self-designed exam is to be written in the same language as the dissertation. The opening portion of the oral exam (the textual analysis and subsequent questions or comments pertaining to the analysis) will be presented in French. The remaining portion of the oral exam will be conducted primarily in French, but examiners may also ask questions in English, particularly when the reading material being tested is in English. When students announce their intention to sit for the Ph.D. exams, they should remember to inform the Director of Graduate Studies of their choice of language for each of the written exams.

All examinations will be evaluated on a Pass/Fail basis, and a failed exam may be re-taken only once, normally within two to three weeks of the original exam. Students must pass all four exams, written and oral, in order to be admitted to candidacy. They will be informed of the result of the oral examination immediately following that exam, and they will learn of the committee’s decision regarding the first two written exams, including any need for re-takes, only after all sections of the exam (both oral and written) have been completed. Once the student has passed the self-designed exam, s/he will meet with the members of the examining committee to discuss the answer(s) to the exam and obtain guidance for writing the prospectus.
Transfer students

When a student enters the doctoral program with a Master's degree from another institution, the Graduate Director will examine the student's transcripts in order to determine how many credit hours may be transferred from the other institution to the Tulane Ph.D. program. A maximum of 24 hours of transfer credit is allowed by the School of Liberal Arts. Transfer credit is awarded for courses taken at the graduate level in a program more or less equivalent in quality and reputation to the French and Italian Department at Tulane; the content of the transferred courses should also correspond roughly to that of graduate courses that our department offers. Students requesting transfer credit must complete a form called the Graduate Student Transfer Credit Request Form, available on the website of the School of Liberal Arts at http://tulane.edu/liberal-arts/forms-for-graduate-students.cfm. Transfer credit may be awarded on recommendation by the department only after the student has successfully completed one full semester of graduate study at Tulane.

Defense of the dissertation prospectus

The dissertation prospectus should be defended by December 15 of the semester in which the student sits for the preliminary examinations. The prospectus is approximately 10 to 15 pages in length, including a supporting bibliography that convincingly lays the ground for subsequent dissertation research. The student should be familiar with the works listed in the bibliography and be able to explain their relevance to the research project. After summarizing the prospectus, the student will answer questions from the faculty. The prospectus is to be approved by the dissertation director (first reader) and by two other professors serving as second and third readers. All committee members and all full-time faculty of the Department of French and Italian are invited to attend the prospectus defense, which is to be held during the academic year, but not during semester finals or between semesters. The prospectus must be submitted to readers no less than two weeks before the date of the defense, with a copy left in the conference room for other faculty to read.

Upon successful defense of the prospectus, the student should ask readers to sign the form provided by the School of Liberal Arts (http://tulane.edu/liberal-arts/upload/prospectusform1.pdf).

Reading knowledge examinations

Students must demonstrate by examination reading competence in a second foreign language (beyond the language presented for the Master's) that is pertinent to their field of study. Students normally choose from among Arabic, Creole, Spanish, Italian, Latin, German, and Old Occitan, but they may petition to have another language accepted if they can clearly demonstrate that it will be of significant use in their research.
Language competence may be demonstrated by passing an examination administered by the department at Tulane in which the language is taught, by standardized (ETS) examination, official record of competence demonstrated elsewhere at the graduate level, or satisfactory performance in a 6000- or 7000-level course taught in the language.

In the summer, the Graduate School may offer reading-competence courses in languages for which there is adequate demand. Satisfactory performance on an exam given at the end of the course fulfills the reading-competence requirement for the degree. However, students may, if they wish, opt to take one of the external exams (as listed in the paragraph above) rather than sit for the in-course examination.

As an alternative to demonstrating competence in this second foreign language (actually a fourth language, beyond French, English, and a third language for the M.A.), students may elect to do advanced course work in the same language in which they demonstrated competence for the M.A. Successful completion of a graduate course requiring reading, speaking, writing, and lectures in that language will be accepted by the department in lieu of an examination in an additional language.

Students who wish to conduct research in the early periods, as well as those who wish to pursue topics in other fields requiring special linguistic competence, are strongly urged to consult with faculty members in the relevant fields so that they may plan which languages to study.

Time limit for completion of degree program

The time limit set by the School of Liberal Arts for completion of all requirements for the Ph.D. degree is eight years from the date of registration for graduate study at Tulane or at another institution. (See "Tenure for Degree Students" in the School of Liberal Arts Graduate Catalogue for details.) However, students in French Studies are expected to complete the Ph.D. degree within five years if they enter Tulane with a B.A., or within four years if they enter with an M.A. (see the schedule at the end of this document).

Filing for the degree

Students who have successfully completed all elements of the program (course work, examinations, language competence, thesis prospectus defense) may file for Admission to Candidacy. With the filing of this form, available from the School of Liberal Arts, (http://tulane.edu/liberal-arts/forms-for-graduate-students.cfm), a student is admitted to ABD status. Admission to candidacy for the Ph.D. can be important. ABD status is required for applicants for the dissertation-year fellowship (see below) and is crucial for job candidates attending the MLA convention.
Ph.D. dissertation committees

Prior to preparing the prospectus, the student will, in consultation with the Graduate Director, choose the director, the second reader, and the third reader for the dissertation. With the Graduate Director’s approval, the student will contact the faculty members to discuss the project and request their participation as readers. Following these discussions, the prospective committee members will inform the Graduate Director in writing of their decision either to accept or to decline to serve on the student’s dissertation committee.

Once the student is in the process of preparing the prospectus under the guidance of the established committee members, he or she may request changes to the composition of the committee only by petition to the Department. The petition, which should be addressed to the Graduate Director, must state clearly and convincingly the grounds for the desired reconfiguration of the committee, and may suggest alternatives to the membership as it stands. The Graduate Director will request that consideration of the student’s petition be placed on the agenda of the next regularly scheduled meeting of the Department faculty.

Present at the meeting in which the student’s petition is to be considered should be all of the regular tenure-line faculty of the Department, including, in particular, the Chair of the Department, the Graduate Director, the standing members of the student’s dissertation committee, and any faculty member directly affected by the petitioner’s proposed changes. The purpose of the discussion will be to determine the advisability and the feasibility of altering the membership of the dissertation committee in the light of faculty interest and availability as well as the cogency of the student’s written rationale. The Graduate Director will inform the student in writing of the outcome of the discussion, specifying what, if any, changes have been approved, and any provisos that the Department may have attached to its decision.

Dissertation prospectus in short form

Once the dissertation prospectus has been approved by the committee, the student must submit to the department three copies of a short form of the prospectus, which the department will deliver to the School of Liberal Arts along with its recommendation for approval of the prospectus. The short prospectus should be approximately three to five double-spaced pages in length. The cover sheet should state the student's name, department, the title of the proposed dissertation, and the names of the three members of the dissertation committee. Major sources of information should be indicated and a selective bibliography attached. (See the School of Liberal Arts Graduate Catalogue for details.)

Submission of dissertation chapters to committee members
Each committee will establish a protocol for the submission of chapters of the dissertation to committee members for review. Committee members will normally return chapters to candidates within two weeks of receiving them. Only under exceptional circumstances will more than a month elapse between the time chapters are submitted for review and the time they are returned to the candidate. These time frames do not apply, however, to chapters submitted during the summer or during the break between semesters.

**Defense of the dissertation**

The oral defense of the dissertation, held after the dissertation has been approved by all three committee members (or, if necessary, by two out of the three), will be open to all members of the committee and to all full-time faculty of the Department of French and Italian.

**Filing for the degree**

Students must inform the School of Liberal Arts of their desire to participate in graduate ceremonies. The Graduate Director will be asked to confirm, by audit, that Ph.D. candidates have completed their degree requirements. Students must also complete a departmental form available from the Graduate Director, called the Ph.D. Checklist (see appendix).

**IV. Graduate student activities and opportunities**

**Orientation**

All graduate students are expected to attend the general departmental orientation meeting in the Fall semester prior to the start of classes. New teaching assistants are required to attend the general orientation for teaching assistants organized by the Provost’s Office. They are also required to attend the course section meetings scheduled before each semester of teaching.

**Departmental services**

All department members, including teaching assistants, have a mailbox in the departmental office on the third floor of Newcomb Hall. Secretarial support for department members includes assistance with space utilization (classroom reservations), administrative forms, and photocopying of examinations.

**Graduate School Student Association**
Each year, a graduate student in French is chosen by his or her student colleagues to be their representative to the GSSA. Department members seeking funding for speakers from the GSSA should coordinate applications for funding through the department's GSSA representative. The GSSA representative also meets regularly with the Graduate Director to discuss questions and problems brought up by the students in meetings. In recent years, graduate students have been active in requesting reduction of health insurance fees, support for graduate projects, and computer hardware support. The graduate representative has, with the support of the Graduate Director, also presented requests directly to the departmental faculty.

Conferences and lectures

Each year the department invites distinguished scholars to speak to the university community about their research. From time to time the department also organizes conferences and symposia. These events are excellent opportunities for graduate students to broaden their education and to prepare themselves for careers as teachers and scholars. The department considers conferences and lectures to be an integral part of the graduate students' training, and all graduate students are expected to attend them. Attendance at departmentally sponsored talks, symposia, and conferences is taken into consideration during the department’s annual review of graduate students for renewal and advancement to degree. Participation in these events may be a criterion used in selecting candidates for funding or programs, such as dissertation-year fellowships, travel or research funds, and exchange programs.

Workshops and informal talks

The department typically organizes a series of workshops to help students respond to calls for papers, write and deliver conference papers, apply for external grants, prepare c.v.’s, and go on the job market. In addition, the graduate students themselves are welcome to organize "rencontres"--informal meetings to which the students invite one faculty member to speak about his or her research. These "Rencontres" are usually held off-campus, and students prepare for them by reading a recent faculty publication.

Internet resources

Two blackboard sites (French Language Resources and Information for Graduate Students in French) have been developed to help graduate students with teaching and to provide them with resources regarding conferences papers, publishing, and job hunting. Students are encouraged to use the material on these two sites and to post exercises, documents, articles, etc., that they would like to share.

Foreign exchange program
The graduate program in French Studies maintains an exchange with the Ecole Normale Supérieure in Paris. The exchange is open to advanced PhD students in French Studies, with preference given to those who have achieved ABD status. Each year, interested students will be asked to submit an application, which is to include an indication of their status in the program (e.g., course work for the PhD completed, qualifying examinations completed, language requirement satisfied, dissertation prospectus defended, etc.), a statement of purpose outlining the student’s proposed research plan for the year and explaining how participation in the ENS exchange would be beneficial to his or her professional development, and a timeline for completion of the PhD. Candidates will be selected based on the application materials submitted, their overall academic performance in the program, their performance as Teaching or Research Assistants, their participation in departmental events such as lectures and symposia, and other relevant criteria.

The university also maintains an exchange program with the Free University of Berlin. The exchange is open to advanced graduate students in all disciplines.

Internal funding available for graduate students

The department offers up to five years of financial support (four years for students entering with the M.A. degree) in the form of fellowships and teaching assistantships that include full tuition remission and a stipend. Most students will be on fellowship during their first year of study and will hold teaching assistantships thereafter.

Additional financial support is available on a competitive basis for research and travel to conferences. A complete list of funding and exchange opportunities offered by the university follows. Students interested in applying for one of these opportunities should speak to the Chair and the Graduate Director early in the year; departmental deadlines usually fall in March.

Dissertation-Year Fellowship

During their penultimate year of financial support, students may submit an application to receive their final year of support in the form of a fellowship instead of a teaching or research assistantship. The application should include the following elements:

- A list of degree requirements that have already been satisfied, along with the dates when each was completed, to include (1) completion of required course work, (2) passing of qualifying examinations, (3) passing of language examinations or granting of equivalencies, (4) defense of dissertation prospectus. If any of these requirements remain to be satisfied, the applicant should list an anticipated date of completion
- A list of grants or fellowships received or applied for at the graduate level
- A summary of research for the dissertation completed to date
- A description of the work to be carried out during the fellowship period
• A timeline for completing the work
• An anticipated dissertation defense date
• A current copy of the applicant’s *curriculum vitae*

All materials should be submitted electronically to the director of graduate studies, with a copy to the chair of the Department of French and Italian, by **January 31** of the penultimate year of support.

Among the criteria that will be considered in evaluating applications are

- Progress to degree: preference will generally be given to students who have achieved ABD status or who will have achieved it by the end of the academic year preceding the fellowship year
- Evidence of efforts to secure funding from sources outside Tulane or the Department of French and Italian
- Academic performance as demonstrated through course work and qualifying examinations
- Responsible and professional execution of teaching duties or other duties assigned by the department

Participation in departmental events such as guest lectures, symposia, and *journées d’étude*

**Summer Merit Fellowship**

The SLA Dean's Office provides summer awards to help graduate students complete their degrees. Students may use the funds for expenses or equipment; research travel; presentations at professional conferences; and completing the dissertation. A tuition scholarship will be provided to cover the cost of registration. For detailed instructions and the application deadline, please see [http://tulane.edu/liberal-arts/graduate-student-summer-merit-fellowship-awards.cfm](http://tulane.edu/liberal-arts/graduate-student-summer-merit-fellowship-awards.cfm).

**Travel Funds for Graduate and Professional Students**

The Provost’s Office provides graduate and professional students funds for travel to present a paper or poster at a conference. Requests for funds must be received **before** travel is initiated, and must meet the application deadlines below.

An application may be submitted by the appropriate deadline pending receipt of an official notification of acceptance to present. A conditional award can be made contingent upon notification of paper/poster acceptance. If the abstract is not accepted, the award will be withdrawn.

Applications will be accepted three times per year:

- December 1 for travel in the Spring semester (January through May)
- May 1 for travel in the summer (June through September), and
VI. Policies governing graduate students

Petitions

In matters concerning the requirements and procedures for the M.A. and Ph.D. programs, students may petition the Department of French and Italian for exceptions to particular rules.

Residence requirement

To hold a fellowship or assistantship, a student must be registered in full-time residence status. (See the School of Liberal Arts Graduate Catalogue for the definition of full-time residence status.) Upon completion of the minimum hours of course work required for the Ph.D. degree, a student in residence with an assistantship may retain full-time student status and privileges by registering for Dissertation Research. Furthermore, a student admitted to a graduate degree program must be in continuous registration in a degree-granting division of the university until the awarding of the degree. See the School of Liberal Arts Graduate Catalogue for details. (See also Leaves of Absence, below).

Termination of graduate status and requests for extensions

A student whose graduate status has been terminated will not be allowed to re-apply to the Department of French and Italian. However, a student prevented by extraordinary extenuating circumstances from fulfilling program requirements may present a petition to the department detailing such circumstances and requesting an extension.

Grades of "incomplete"

Students are urged to avoid incurring incompletes, but those who do are responsible for respecting the guidelines for completion of incomplete grades provided in the School of Liberal Arts Graduate Program, p. 8. Students will be permitted no more than two incompletes during their graduate study in the Department of French and Italian.

Leaves of absence
Under exceptional circumstances, a student may be granted a leave by the department and the School of Liberal Arts. A leave results in the temporary suspension of the schedule of examinations, but should not be routinely employed to extend the regular examination period.

Restrictions on Extra-Stipendiary Employment during the Academic Year

It is expected that, while on stipend or fellowship, students will devote themselves full time to their graduate studies and their teaching duties on the Tulane campus during the academic year. Unless special permission is granted from the Department of French and Italian for work that is related to a student’s field of study and will not delay his or her progress towards completion of the PhD, off-campus employment is not permitted during the academic year and may result in the withdrawal of financial support. Both on-campus employment and off-campus employment (if approved) are limited to a maximum of 10 hours per week for all students on stipend or fellowship.

During any given semester, graduate students teaching a multi-section course are not allowed to tutor students taking classes at that level.
Appendix

Graduate Student Schedules

Ph.D. schedule

Students entering with B.A.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td>1st week of class: Notify Graduate Director of intent to take first two Ph.D. exams; indicate languages. Consult with head of exam committee regarding possible text for analysis in first part of oral exam.</td>
<td>2nd week of class: Write self-designed exam. Subsequently meet with examining committee to review the results of the exam.</td>
<td>May: 1st language exam</td>
</tr>
<tr>
<td>Spring</td>
<td>Revised M.A. paper is to be submitted to the first reader by March 1st. The defense must take place no later than the first week of April.</td>
<td>Write two Ph.D. exams. Sit for oral exam.</td>
<td>May: 2nd language exam</td>
<td>May: Ph.D.</td>
</tr>
</tbody>
</table>

May: 1st language exam
### Students entering with M.A.

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
<td><strong>1st week of class:</strong> Notify Graduate Director of intent to take first two Ph.D. exams; indicate languages. Consult with head of exam committee regarding possible text for analysis in first part of oral exam.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>2nd week of class:</strong> Write self-designed exam. Subsequently meet with examining committee to review the results of the exam.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Defend dissertation prospectus by <strong>Dec. 15</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>Write two Ph.D. exams. Sit for oral exam.</td>
<td><strong>May:</strong> <strong>2nd</strong> language exam</td>
<td><strong>May:</strong> Ph.D.</td>
<td></td>
</tr>
</tbody>
</table>
Degree Audit
Graduate Program, French

Candidate name __________________________

M.A. (indicate semester / year)
1. ____________________________

Ph.D. exams (indicate semester/year)
1. ____________________________
2. ____________________________
3. ____________________________

Committee members _________________________________________________

Defense of dissertation prospectus:
Defended on ___________________________  
Expected defense date _____________________
Committee Members

Reading knowledge examinations (indicate language / date)
1. M.A. language ____________________________
2. Ph.D. language ____________________________
Checklists

4+1 M.A. Checklist:

☐ 12 credits during senior year in four 6000-level classes or three 6000-level plus one 7000-level seminar

☐ 21 credits during the fifth year (4 courses in the Fall semester and 3 in the Spring semester. Coursework includes French 6150.

☐ Write and defend the M.A. paper

☐ Language proficiency exam
M.A. Checklist:

☐ 36 credits of coursework at the graduate level, three of these credits from 7000-level seminars

☐ The above coursework includes French 6050 (Teaching French) and French 6150 (Critical Theory)

☐ Write and defend the M.A. paper

☐ Language proficiency exam
Ph.D. Checklist:

- French 6050 (Teaching French) and French 6150 (Critical Theory)
- Declare concentration
- Fulfill concentration requirements
- 1st Language proficiency exam
- Students entering with a B.A. write and defend the M.A. Paper
- 9 credits of seminar-level (7000-level) courses for students entering the program with a B.A.; 6 credits of seminar-level courses for students entering with an M.A.
- Complete 54 credit hours
- 1st Ph.D. exam
- 2nd Ph.D. exam
- Oral exam
- 3rd (Self-Designed) Ph.D. exam
- Complete and defend dissertation prospectus
- 2nd language proficiency exam
- Apply for ABD status
- Complete dissertation
- Ph.D. defense