

**University of Virginia
Department of French
Graduate Handbook**

Adopted by the Executive Faculty of the Department, 11 November 2005
Revised, 3 November 2006; 1 December 2006; 1 August 2007; 8 August 2008; 1 June 2009

Students are responsible for knowing and complying with the policies presented in this document as well as those of the University and the GSAS, as outlined in the *Graduate Record*. See the *Record* for important information on financial policies, the Honor System, academic regulations, Conflict of Interest, Discriminatory Harassment, Grievance Procedures, Fellowships, etc. Students are also responsible for knowing and complying with the Department's honor policy, *Writing, Honor, and Community: A Guide for Compositions in the Department of French* (www.virginia.edu/french/honor.htm).

This Graduate Handbook of the Department of French conforms to University policy, but offers more precise explanations that are germane to the Department. For any further clarifications, contact the Director of Graduate Studies.

This document contains current graduate policies in effect at the time of publication and takes the place of any previously issued documents. All policies or memoranda inconsistent with this Handbook are superseded. The policies and programs contained in this Handbook may be amended, supplemented, or canceled by the executive faculty; such changes will take effect only after appropriate notification.

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I. Requirements for the Degree of Master of Arts

i. Overview

Whether an end in itself, or a preparation for the Ph.D, the M.A. is a broad and general degree, drawing upon the materials and methods of French (and closely allied) studies to extend and deepen the candidate's humanistic background and competencies. The program's prime goals thus include the following: broad knowledge and understanding of French culture and cultures of French expression from their origins to the present; effective teaching skills built through training and experience; tools of intellectual inquiry necessary for further study, including abstract thinking and research skills; mastery of the French language.

ii. Coursework

Thirty credit hours (usually ten courses) are required for the M.A. degree. A minimum of twenty-four credits (usually eight courses) must be taken within the department.

Nine credits (three courses) must focus on Field A; nine on Field B (see below). Six of the thirty credits may be taken in other departments.

Topics in Theory and Criticism (FREN 7500) is required (as a Field A or a Field B course, with instructor permission, or as an elective). Students may petition for exemption from this course, but such exemption will stand as a decision not to pursue doctoral work in our department. With the permission of the DGS, a literary theory course offered outside the Department may replace FREN 7500 and may count as a Departmental course for Field A or Field B or elective credit; in this case, the student will still be allowed to take two courses outside the Department.

All courses must be taken at the 5000 level or above.

All courses are selected in consultation with the Director of Graduate Studies and with the student's faculty advisor.

Please note: M.A. students are normally eligible to serve as graduate instructors and may therefore expect to take the practicum, FREN 7040, "Theories and Methods of Foreign Language Teaching," which is required of all TAs in the first semester of teaching. FREN 7040 does not count toward the ten courses required for the M.A.

iii. Review and Permission to Take Further Course Work

At the end of the first year, individual progress is reviewed and a second-year calendar prepared by the Director of Graduate Studies in consultation with the candidate. The Director submits to the faculty a report and evidence of insufficient progress, if the need arises.

iv. Optional Master's Thesis

Students may elect to write a Master's Thesis, for which they will enroll in FREN 5998 and 5999. All six credits count toward the required 30; three of the six credits may be applied to the course distribution requirements (i.e. in Field A or Field B).

v. Comprehensive Examination

The M.A. exam consists of a two-part written component and a two-part oral component, covering a broad chronological spectrum of French and Francophone Studies from the Middle Ages to the present: Field A (Pre-1800) and Field B (Post-1750). These exams are typically taken during the student's final semester in the M.A. program. Each candidate must choose one field (A or B) for his or her written examination and the other for the oral examination.

All M.A. written examinations are administered during a one-week period in mid March; oral examinations are scheduled two weeks after the written examinations. It is the responsibility of the candidate to notify the M.A. exam coordinator, by the end of January, of the intent to sit for the M.A. examinations and of the periods (Field A or B) selected for the written and oral segments. All parts of the examination must be passed; in case of failure, any part of the comprehensive examination may be retaken only once, normally at a make-up session held no later than the first week of May of that same year. No student passes whose French and English are not deemed by the examining committee to be sufficiently fluent and correct.

Part One of the written examination (Field A or Field B) is a 2-hour textual commentary based on the close reading of a passage distributed to exam candidates 72 hours prior to the examination date. Part Two is a 4-hour written exam, based upon the same reading list elected for the textual commentary. Questions will be distributed on Monday afternoon, at the end of the first part of the written examination. The examination is to be completed and returned by Wednesday afternoon at 5 P.M. Either Part One or one of the essays for Part Two must be in English; the other parts must be in French.

The 75-minute oral examination covers the field not examined in the written. It includes two parts, one of which will be conducted in French and one in English, as chosen by the student: (1) a twenty-minute oral presentation, based either on a course paper or on independent research, followed by discussion of that paper, and (2) general questions on the reading list elected for this examination.

vi. Time Limit

The M.A. degree is normally completed in four semesters. The GSC must be petitioned for any extension. By GSAS regulations, the absolute time limit for completion of the degree is five years.

vii. Continuation to the Ph.D.

Candidates who wish to take further course work must petition the Director of Graduate Studies for consideration by the faculty. Such candidates will submit to the Director of Graduate Studies, no later than April 15, the following documents:

1. a one-page statement of purpose for their doctoral studies;
2. the "Permission to Proceed" form, available on the Departmental website.

Beginning in the third semester of their M.A. program, candidates are expected to consult with faculty in their field(s) of interest in order to draft the statement of purpose.

In deciding whether or not to admit a candidate to the Ph.D. program, the faculty consider grades, M.A. examination results, and faculty reports. Prior to admission to the Ph.D. program, appointment to a graduate teaching assistantship does not entail, nor should it be construed as implying, such admission. Continuance is conditional upon satisfactory progress toward completion of the doctoral program; permission to take further course work does not entail admission to candidacy for the degree of Ph.D., which follows upon successful completion of the Ph.D. preliminary examinations.

Upon receiving conditional permission to proceed from the faculty, candidates are responsible for securing both the agreement of a faculty member in the Department to serve as their Advisory Board Director and this person's signature on the candidate's statement of purpose, revised if necessary. Candidates will submit the statement with signature to the DGS no later than one week after notification that they have received conditional permission to proceed. These two steps complete admission to the Ph.D. program. (Effective Fall 2008)

II. Requirements for the Degree of Doctor of Philosophy

i. Overview

The Ph.D. is a closely supervised research degree, emphasizing (1) extensive advanced work in at least two related fields of study; (2) a high degree of sophistication in appropriate aspects of theory and methods; and (3) proficiency in the expository, investigative and linguistic skills required in the chief modes of professional writing.

A student entering with an M.A. degree (or the equivalent) from another institution shall be considered for permission to take further course work after completion of all requirements for the University of Virginia M.A. in French not satisfied by courses taken (or proficiency achieved) elsewhere. A student admitted without deficiency shall be considered for permission to take further course work after two semesters (eighteen hours) of doctoral courses completed in this department.

ii. Advisory Board

Students with an M.A. from outside UVA will be appointed a faculty advisor for their first semester at UVA.

All students entering the Ph.D. program (with an M.A. from UVA or elsewhere) will declare their Advisory Board by the end of their first semester of doctoral coursework. At that time, they are required to complete an Advisory Board Declaration Form (available on the Departmental website) and to return it to Cabell 302, where it will be kept on file.

Students with an M.A. from outside UVA will first secure the agreement of a faculty member in the Department to serve as their Advisory Board Director. All students are responsible for obtaining approval of their Advisory Board from their Advisory Board Director. The Advisory Board will consist of two or three members of the Graduate Faculty in French or officially affiliated faculty in other Departments. Faculty members who are not officially affiliated with the Department may serve on an Advisory Board with the consent of the Advisory Board Director. (Effective summer 2006)

Experience tells us that members of the advisory boards have played an important part in guiding and challenging students outside of the formal confines of the classroom. As mentors, they help students focus on their academic and intellectual goals from the start.

The Board confers with the student each term on such matters as long-range goals, choice of major and adjunct fields, selection and timing of courses, deadlines and strategies for the satisfaction of degree requirements, as well as the rate and quality of the student's progress. In addition, the Board is responsible for administering the preliminary examination. After each meeting with the candidate, the Director of the Advisory Board reports to the Director of Graduate Studies. As the need arises, the advisory board may be changed by petition to the GSC from the student or any faculty member on the advisory board.

Upon the candidate's successful completion of the preliminary examinations, the Advisory Board is replaced by the Departmental Dissertation Committee. A period of at least three months must elapse (1) between changes in the composition of the Advisory

Board and the taking of the preliminary examinations, and (2) between any change in Dissertation Director and the defense of the dissertation.

iii. Coursework

A minimum of eight (8) courses beyond the M.A., (up to three courses may be taken in other departments) chosen in consultation with the student's Advisory Board. FREN 7500 (Topics in Theory and Criticism) is required of all students; students who have an M.A. from UVA will already have fulfilled this requirement.

By GSAS regulation, students entering with the M.A. degree from another institution must complete ten courses for the Ph.D.

All courses, other than FREN 7500, must be taken at the 8000 level.

Please note: Ph.D. students are normally eligible to serve as graduate instructors and may therefore expect to take the practicum, FREN 7040, "Theories and Methods of Foreign Language Teaching," which is required of all TAs in the first semester of teaching. FREN 7040 does not count toward the eight or ten courses required for the Ph.D.

iv. Total Credits

By GSAS regulation, total time in the graduate programs after the B.A. must be at least three sessions (academic years) and total credit hours of graduate study (excluding non-topical research, but including independent study and M.A. coursework) must be at least 54 hours (eighteen three-hour courses). (See also Time Limit)

v. Language Requirement

To fulfill the GSAS general reading knowledge requirement, the student pursuing the Ph.D. in French may not present that language, but should present another Romance language or German, or any other language approved by the Advisory Board. Two options are available:

1. two literature courses, not in translation, at the 3000-level or above, selected with the consent of the Advisory Board and completed with a grade of B or better; or
2. satisfactory performance on a written proficiency examination, which is completed with a dictionary.

Each Department follows its own procedures for administering the Language exams. At present, Spanish, Italian and Portuguese requests that candidates contact the SIP Department directly, while Classics requests that candidates inform the DGS of their own Department (French) who then contacts the Classics Exam Administrator.

The GSAS offers a limited number of grants to students for foreign language study; interested students should contact the DGS.

vi. Preliminary Examination

After the student has completed course work and language requirements, his or her Advisory Board determines readiness for the preliminary examination, successful completion of which admits the student to candidacy for the Ph.D.

Together, the Advisory Board and the student define a major field and an adjunct field and compose reading lists for each which must be formally approved by the full Advisory Board. These lists will balance coverage with focus on the presumed area of dissertation research. The examination consists of one six-hour written exam on the reading list of the major field, one three-hour written exam on that of the adjunct field, and one two-hour oral exam. Both parts of the written exam are closed-book and allow the student some choice in topics or authors or both; the student may not, under any circumstances, know the questions in advance. The major field of the written exam is composed in French; the adjunct field in English. The oral consists of two parts, one conducted in English and one in French: 1) in the language of the future dissertation, a thirty minute presentation of an aspect of the dissertation topic and a discussion of the presentation, and 2) in the other language, questions arising from the written examination and other issues related to the student's work. Admission to the oral is contingent on the quality of the written. The written exams are to be completed on non-consecutive days, normally in the same week; the oral exam occurs the following week.

Criteria for evaluating preliminary exams include the following: demonstration of comprehension of the questions, sound knowledge of the works involved, and synthetic and analytic thinking; overall coherence and logic of responses; and clear articulation of position in relation to major scholarship in the field. No student passes whose French or English is deemed by the advisory board to be inadequate. All parts of the examination must be passed. In case of unsatisfactory performance, only the part failed must be retaken. Only one reexamination is permitted on any part. Upon successful completion of the exams, the Advisory Board Director will submit to the DGS a copy of the Preliminary Exam Report, signed by the members of the Advisory Board.

vii. Dissertation

Upon the candidate's successful completion of the preliminary examinations, the Advisory Board is replaced by the departmental Dissertation Committee consisting of the Dissertation Director, chosen by the candidate, and a colleague, chosen by the candidate in consultation with the Dissertation Director. At that point or as the dissertation progresses, the student will choose, in consultation with the Dissertation Director, a third reader and a Dean's Representative (a member of a department other than French). Of these four committee members, the Director and at least one other must be members of the French Department Faculty. The third reader and the Dean's Representative will join the Dissertation Committee no later than four weeks before the final examination, an oral defense.

It is understood that the second reader will—with the Dissertation Director—approve the candidate's topic, read the work chapter by chapter, and suggest such revisions as he or she deems necessary (and consonant with the scope and method of the thesis). It is further understood that it is the candidate's responsibility to keep both readers

informed of progress made on the work. Finally, if the Dissertation Director and the candidate agree to change the second reader, this will be done.

Applicable for students entering the Ph.D. program before August 2007:

Within three months after admission to candidacy, the student will present a proposal of his or her dissertation to the Dissertation Committee for discussion, approval, and possible amendment.

Applicable for students entering the Ph.D. program August 2007 or later:

In accordance with the calendar defined under "Satisfactory Progress," students will give a ten-minute presentation of their dissertation at an open forum after the Dissertation Committee has approved the dissertation topic (and approximately four months after their preliminary exams). At the conclusion of the semester in which they make this presentation, students will submit to their Dissertation Committee a 15- to 20-page dissertation proposal, including a tentative title, abstract, review of literature, and description of procedure or method, accompanied by a selected bibliography (see Dissertation Proposal Form, available in 302 New Cabell).

viii. Final Oral Examination ("defense")

Once the candidate has completed all other requirements (including the Language Requirement), and the dissertation has been approved by the Dissertation Committee, the Dissertation Director will schedule the Final Oral Examination at a time that is acceptable to the candidate and to all members of the Dissertation Committee. After receiving due notice from the Dissertation Director (at least ten days prior to the Examination), the DGS will announce the time and place to the department, and in such other ways as he or she may consider proper.

A copy of the dissertation must be available in the French Department Office for one week preceding the Oral Examination, so that it may be available to other members of the Department.

At the Final Oral Examination, the Dissertation Committee examines the candidate upon such phases of the major subject and of allied subjects as the Committee deems appropriate. The Dissertation Director chairs the examination, sets the rules of procedure, and has the power to set prior limits to the time allotted each examiner. After the Committee has completed its questioning, other faculty members may request permission to question the candidate. Such permission shall normally be granted. The Dissertation Director may limit the time allotted to such questioning.

The Final Examination is open to all members of the faculty, to graduate students of the University, and to guests of the candidate.

ix. Time Limit

By Graduate School Regulation, all requirements for the Ph.D. must be completed within seven years from the date of admittance into the Ph.D. program. In special cases, upon approval of the Dean of the GSAS, work out-of-date may be revalidated by examination. In case of interruption of work by military service, time spent in service will be excluded from the computation of this seven-year period.

III. General Regulations and Procedures

i. Enrollment and Non-Topical Research (FREN 8998, 9998, 9999; formerly 897, 997, 999)

By GSAS convention, a student must enroll in at least 12 credit hours to maintain full-time status, which is necessary for deferring loans, having full access to the University and receiving health insurance benefits paid by UVA.

To maintain full-time status, students who enroll in fewer than 12 credit hours of coursework may enroll in FREN 8998 (for M.A. students; formerly 897), FREN 9998 (for Ph.D. students who have not yet selected a Dissertation Director; formerly 997) or FREN 9999 (for Ph.D. students who have a Dissertation Director; formerly 999). Students enrolling in FREN 8998 and 9998 enroll with the Director of Graduate Studies as the professor. The Dissertation Director is the professor for FREN 9999.

Students may enroll in 1-12 hours of NTR per semester. Note, however, that NTR does not count in evaluations of satisfactory progress (q.v.). NTR is not independent study.

18 credit hours of FREN 9998 and 9999 (combined) is required for the Ph.D.

ii. Grades

The comments and grades that faculty provide in response to papers and in course evaluations are intended to help students improve their skills for the successful completion of program requirements as well as for longer-term goals. All students are strongly encouraged to meet with their professors to discuss their papers and the comments they receive. Grades and comments will help students identify strengths on which they can build as well as areas for improvement. Grades in the "B" range may reflect problems that students need to address in order to pass required examinations (M.A. Comprehensives or Ph.D. Prelims), obtain permission to proceed to the Ph.D. program, or complete a dissertation. By GSAS regulation, B- is the lowest grade for which a student will receive credit, and students must maintain a minimum G.P.A. of 3.0 (B) to make satisfactory progress.

In addition to providing written comments on papers, faculty will complete evaluation forms for each student in their classes. Students will receive copies of their evaluations from the Department Administrative Coordinator; copies will also be placed in the students' files.

iii. Auditing

Enrolling in a course as an auditor does not count toward credit hours, but auditors are responsible for fulfilling auditing requirements set by the professor.

iv. Satisfactory Progress

Renewal of funding depends in part upon satisfactory progress as a student and satisfactory performance as a GTA (when applicable).

How progress is evaluated

The French Department executive faculty convene in late April or early May to assess academic progress on the part of the graduate students. Progress is evaluated on the basis of grades, work in current courses, course loads, adherence to deadlines, incompletes and performance as a GTA, as applicable.

Students in the doctoral program are required to submit an Annual Report, which includes information on progress over the past year and proposed deadlines for the coming year; the form is circulated in March. Advisory Board or Dissertation Directors review the students' reports before the final Department meeting in May; they send their reviews to both the student and the DGS. After the final Department meeting, the DGS sends a brief report to the student. (Effective spring 2007)

Definitions of Satisfactory Progress

Satisfactory Progress is defined as a minimum G.P.A. of 3.0 (B) in each semester of coursework. Students in their first year of the M.A. or the Ph.D. program must earn letter grades in a minimum of two 3-credit-hour courses per semester by the end of the grading period for each semester. Incompletes do not count toward maintaining Satisfactory Progress.

Doctoral students

Year 1: All students are expected to take a minimum of 5 courses during the year.

Year 2: Students with a UVA M.A. are expected to complete coursework in December and take their preliminary exams no later than May. Students with an M.A. from elsewhere are expected to complete their coursework by May.

Year 3: Students with a UVA M.A. are expected to give a ten-minute presentation of their dissertation at an open forum in late September, after their committee has approved the topic. Students with an M.A. from elsewhere are expected to pass their preliminary exams at the beginning of September and give a ten-minute presentation of their dissertation at an open forum in early February, after their committee has approved the topic. At the conclusion of the semester in which they make this presentation, students will submit to their Dissertation Committee a 15- to 20-page dissertation proposal, including a tentative title, abstract, review of literature, and description of procedure or method, accompanied by a selected bibliography (see Dissertation Proposal Form, available in 302 New Cabell).

(Above calendar effective for students entering the doctoral program in fall 2007; adherence is strongly encouraged for all students currently in the program)

Year 3-5: Following the presentation of the dissertation proposal, students will meet the specific deadlines they have set, in consultation with their advisors, on the previous year's progress report. Students who are within 18 months of completing their dissertation are expected to apply for dissertation completion grants at UVA and elsewhere (see the funding page of the Dept.'s website).

Year 5: Students who have completed at least 2/3 of their dissertation and intend to continue in an academic career are expected to apply for jobs during the fall.
(Above calendar effective fall 2007 for all doctoral students)

Note: Students are encouraged to spend a year abroad, either on a research fellowship (see the funding page of the Dept.'s website) or on one of the Department's Graduate TA exchanges. Although a year spent in this way extends a student's funding by one year, students at the dissertation stage are expected to adhere to the regular doctoral calendar. In the past, students have used the year to prepare for exams, to complete research in archives and to write. Doctoral students who spend time abroad are responsible for submitting their Annual Reports on time, even while out of the country. (Effective spring 2007)

Requests for extensions and partial leaves of absence

When personal circumstances, such as a serious injury, or circumstances in a student's immediate family, such as a birth or death, make it difficult for the student to meet the expected deadlines, the student will submit, within the semester, a request for modified deadlines to the DGS and to the student's advisor. The request will include an explanation of the circumstances and a specific timeline with revised deadlines. The student may submit subsequent requests for the same event; these must be received no later than the first day of classes of the semester in which the modified deadlines will apply. (Effective fall 2007)

v. Probation

A student who does not make satisfactory progress in a semester is placed on Probation. A permanent note is added to the student's transcript. The student is informed of the specific requirements, determined by the DGS in consultation with the GSC, necessary for remaining at the University beyond the semester of probation. These may include, but are not limited to, a specific number of courses taken for credit and a specific G.P.A. The student who does not meet these requirements will be required to withdraw from the University.

vi. Incompletes

The French Department strongly discourages incompletes. However, should the professor and student agree that circumstances dictate otherwise, and that an

incomplete grade is necessary, the French Department will follow the guidelines established by the GSAS:

"A report of IN (incomplete) on a graduate course is changed by the university registrar to a failing grade if the course is not completed by the end of the next regular semester." (*Graduate Record*, Chapt. 5)

A grade of F, like any other grade below B-, is considered to be an unsatisfactory grade. Receipt of such a grade is grounds for dismissal from the graduate program. Once a grade of F is recorded, the grade may only be changed with the approval of the Associate Dean for Graduate Studies, and the acceptable reasons for the Dean to authorize such a grade change are limited to cases "when an instructor certifies that, because of an error in calculation or transcript, an incorrect grade has been submitted."

Professors who wish to uphold a more stringent incomplete policy may do so, but such policy must be stated on the course syllabus at the beginning of the semester.

See also "Satisfactory Progress."

vii. FREN 7500 Topics in Theory and Criticism (formerly FREN 700 Proseminar)

Topics in Theory and Criticism, offered every fall semester, studies the motivations, ideas, and methods of literary theory, criticism and historiography.

viii. Courses taken at UVA / Université Lumière-Lyon II

Courses in Lyon are offered under the aegis of the SCPS (the School of Continuing and Professional Studies). It is the student's responsibility to notify the DGS of any credit obtained in Lyon so that the DGS may petition the GSAS for transfer credit for the courses.

ix. Foreign Research, Teaching and Study

All graduate students are strongly encouraged to spend some time in a Francophone country during their studies at UVA. For this, they may apply for grants such as the Châteaubriand and the Sibley, exchange programs such as the UVA-ENS exchange, the Department's summer program in Lyon, or one of the Department's TA Exchange Programs with the Universities of Nice, Provence (Aix-en-Provence) and Lyon II. For more information on these opportunities, visit the Department website.

x. Transfer Credit

Students must request approval from the GSC in advance in order to transfer credit from other institutions. They are also responsible for knowing and complying with the

GSAS regulations regarding transfer credit, which include securing permission from the Graduate Dean's Office prior to study.

The French Department requires a grade of B- or better for all transferred credit.

xi. Teaching Assistantships

A full-time TAship is defined as 6 contact hours/week: one section 1010, 1020, or 1050 with an additional hour of tutoring each week; or two sections of 2010, 2020 or 2320, 101, or another 3-credit course.

TAs must also keep two posted office hours per week, and must be available to make appointments with students who cannot attend those office hours.

Preparation and grading time vary from teacher to teacher. Full-time TAs should expect to spend 6-10 hours per week outside of class (preparing lessons, grading, office hours, test committees, etc.).

Individual TAs who need help managing their workload should meet with the Language Program Director (LPD) to work on strategies for reducing the workload.

"Theories and Methods of Language Teaching" (FREN 7040) is a required course for every TA and every Assistant/e during the first semester of teaching at UVa. Assistants/es may audit the course, but must attend regularly and do all assignments. TAs with prior experience teaching and previous coursework in language teaching must take 7040 if they are new to this program.

Please see the Handbook for TAs in French for more details at:
<http://www.virginia.edu/french/resource/teachers/handbook.htm/>

xii. Mediation and Grievance Policy

The faculty, staff and graduate students of the Department of French are committed to maintaining a community that is based on mutual respect, trust and intellectual integrity. Individuals (faculty, staff or students) who believe that they have been treated disrespectfully or unfairly should first attempt to resolve their concern informally and, if at all possible, directly with the other party.

Everyone is encouraged to consult with, or seek mediation assistance from Departmental resources: the Graduate Mediator, the Graduate Representatives, the DGS, the Chair, faculty advisors, or the LPD for GTA issues. Individuals who believe they have been unlawfully discriminated against on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex, sexual orientation, or veteran status, may either consult the resources listed above or contact the Office of Equal Opportunity Programs (924-3200) directly. Please see the *Graduate Record* for more details regarding extra-Departmental resources.

Mediation

If possible, the concerned individual should discuss the matter with the other party face-to-face. If no resolution results or if such a meeting would be inappropriate, the

individual may either ask one of the Departmental resources to speak to the other party in his or her stead, or he or she may request a departmental mediation session. Mediation is an informal and confidential process where the parties can participate in a search for a fair and workable solution. Mediation requires the consent of both parties and involves the participation of at least one of the Departmental resources mentioned above. The parties may agree to have the mediator(s) record in writing their resolution.

Every effort should be made to resolve the matter at an informal level without escalating the complaint to the status of a formal grievance. Discussions aimed at informal resolution must remain confidential and generally last for no more than 30 working days. Confidentiality protects all individuals involved.

Grievance

If no informal resolution occurs, the concerned individual should compose a written statement documenting the misconduct causing the complaint, its adverse consequences, and the informal efforts at resolution made to date. This statement should also include a description of the remedy sought. The grievance should be submitted to the Department Chair in a timely fashion. If the grievance concerns the Department Chair, then the grievance will be submitted to the DGS, who, if not a full professor, will designate a full professor to handle the grievance.

xiii. Colloquia and Lectures

The Department organizes scholarly colloquia, public lectures and more informal talks throughout the academic year. Attendance of graduate students at such events is strongly urged. The Department encourages graduate students to recommend possible lecturers.

Our Department also encourages and supports the continuation of the Graduate Student Conference, organized by our students for the in-house presentation of papers, lectures, readings and the like.

APPENDICES

Definitions and Abbreviations

| | |
|--------------------|---|
| Affiliated Faculty | Faculty in departments other than French, who have been elected to participate in the academic life of our department |
| DGS | Director of Graduate Studies |
| DUS | Director of Undergraduate Studies |
| Faculty in French | Faculty members employed by the Department of French Language and Literature |
| Fields A and B | Divisions for the purposes of the M.A. program (coursework requirements and comprehensive exam), Field A covers literature and culture before 1800 and Field B covers literature and culture after 1750 |
| GSAS | Graduate School of Arts and Sciences |
| GSC | Graduate Studies Committee; consists of faculty members in French, chaired by the DGS |
| LPD | Language Program Director |
| M.A. student | A student currently enrolled in the M.A. program, whether intending to continue on to the Ph.D. or not |
| NTR | Non-Topical Research; see description above, under General Regulations |
| Ph.D. student | A student currently enrolled in the Ph.D. program |
| RCS | Required Course Sequence (FREN 1010-2020) |
| SCPS | the School of Continuing and Professional Studies |

Graduate Student Representatives

Elections

Graduate student representatives are elected annually in April. The Ph.D. Representative organizes the election unless he or she is running for re-election or election to a new position. In that case, the Ph.D. Representative delegates the organization of the election to any one of the other representatives who is not running for office.

M.A. Representative

The M.A. Representative (M.A. rep) will attend monthly faculty meetings and report to the faculty, if necessary, regarding concerns or issues among graduate students, thereby serving as a liaison between the French department faculty and the French department M.A. students. In addition, the M.A. rep will report back to the M.A. students any relevant information from the faculty meetings. In cooperation with the Ph.D. representative, the M.A. rep will provide food for graduate teaching assistants on the evenings of the administration of undergraduate final exams. He or she will also assist to schedule meetings, if appropriate, where all French department M.A. and doctoral students will be given the opportunity to discuss departmental issues. Finally, the M.A. rep will spearhead any communal efforts to prepare for the M.A. exam, including, but not limited to, reserving rooms, organizing the format and schedule of those meetings, and communicating specific questions and concerns to professors as they arise.

Ph.D. Representative

Responsibilities include: Attending monthly faculty meetings and reporting to the faculty, if necessary, regarding concerns or issues among graduate students, thereby serving as a liaison between the French department faculty and the French department doctoral students; reporting also to the doctoral students, if necessary, regarding the goings-on during those meetings; providing food for graduate teaching assistants on the evenings of the administration of undergraduate final exams; scheduling meetings, if appropriate, where all French department doctoral students are given the opportunity to discuss departmental issues.

GSASC Representative

The GSASC Representative from the French department is the liaison between the Graduate School of Arts and Sciences Council and the department. The responsibilities are to attend monthly GSAS Council meeting (around an hour to an hour and a half) and to serve on one (or more) of the four committees that the council is divided into (Budget, Social, Research, and Teaching and Life). The committees meet separately once monthly.

The council sponsors events for Graduate Students, such as Happy Hours, Cookouts, Lectures, Sports and Athletic opportunities and a Research Exhibition each spring. There is an email list for the council. New representatives can sign up at:

<https://list.mail.virginia.edu/mailman/listinfo/gsasc> . The Council web page with more information is: <http://scs.student.virginia.edu/~gsasc/> .

Graduate Student Representative to the Mediation Committee

The Graduate Student Representative to the Mediation Committee in the French Department serves as a contact for M.A. and Ph.D. students to voice problems and/or misunderstandings between a graduate student and a faculty or staff member in the French Department. All discussions between the mediator and graduate students are strictly confidential. The mediator will provide advice for resolving the misunderstanding or conflict in consultation with the DGS, while preserving the graduate student's anonymity. If face-to-face discussions are organized between the two parties (the graduate student and faculty/staff member), the mediator may be called upon to be present at the meeting.

**New World Studies
Ph.D. Certificate Program
Graduate School of Arts and Sciences
University of Virginia**

Prerequisites

- Admission to a Ph.D. or M.A./Ph.D. program at the University of Virginia.
- Proficiency in at least one language of the Americas (including Creoles and Amerindian languages) other than English. (This knowledge may be demonstrated either on the strength of the transcript or by special examination.)

Application

Application is to be made to the Ph.D. program of a department of the Graduate School of Arts and Sciences in the Humanities or Social Sciences.

Program of Study

Candidates for the Ph.D. with a Certificate in New World Studies will be required to complete the degree requirements of their major department. In addition, candidates will complete certification requirements with the guidance of an advisory board to be named by the home department. The advisory boards shall consist of three members of the graduate faculty of whom one must be a member of the New World Studies contributing faculty. Two members, including the Dissertation Director, must be members of the candidate's major department. While the Advisory Board may, in whole or in part, coincide with the student's departmental examination and dissertation committee, it has special and distinct responsibilities for certifying that the student completes NWS requirements.

Certification Requirements

- Three graduate courses or seminars directly related to the candidate's NWS specialty. These three courses are in addition to the requirements in the candidate's major field.
- Competency in a second language of the Americas other than English.
- Examination(s) in the student's special areas of research, to be designed and administered by the student's Advisory Board. It is expected that these exams should take place at the end of the student's third year in the doctoral program.
- Completion of an acceptable dissertation in consultation with the Advisory Board. The Advisory Board must then certify that the dissertation has fulfilled NWS requirements. This decision is distinct from the department's approval of the dissertation, and must be communicated to the Graduate School for the certificate in NWS to be conferred.

Requirements for the Degree of Master of Arts in French

☐ Coursework

- **minimum: 30 credits (10 courses)**
- **must include FREN 7500 (as Field A or Field B with instructor permission, or as elective). Students may petition for exemption from FREN 7500, but such exemption will stand as a decision not to pursue doctoral work in our department. With the permission of the DGS, a literary theory course offered outside the Department may replace FREN 7500 and may count as a Departmental course for Field A or Field B or elective credit; in this case, the student will still be allowed to take two courses outside the Department.**
- **students may elect to write a Master's Thesis, for which they will enroll in FREN 5998 and 5999; all 6 credits count toward the required 30 and 3 credits may be applied to the course distribution requirements.**
- **all courses must be taken at the 5000-level or above.**

Field A (Pre-1800; within the French Department)

| Course mnemonic and title | Semester/Year |
|---------------------------|---------------|
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Field B (Post-1750; within the French Department)

| Course mnemonic and title | Semester/Year |
|---------------------------|---------------|
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| | |
| | |

Electives within the French Department

| Course mnemonic and title | Semester/Year |
|---------------------------|---------------|
| | |
| | |

Electives within or outside the French Department

| Course mnemonic and title | Semester/Year |
|---------------------------|---------------|
| | |
| | |

☐ Comprehensive Examination

Spring semester, 2nd year

If continuing on to the Ph.D. program:

☐ Permission to Proceed request

April 15, 2nd year

Requirements for the Degree of Doctor of Philosophy in French

Advisory Board Declaration Form Date completed: _____

Due: by the end of the first semester of doctoral course work

To: Cabell 302

Advisory Board: _____ Director

Coursework (8 or 10* courses, all at 7000- or 8000-level) Date completed: _____

note: must include FREN 7500 (Topics in Theory and Criticism) if not already completed.

Courses in the French Dept.

| Course mnemonic and title | Semester/Year |
|---------------------------|---------------|
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Courses in French Dept. or another Dept. (for transfer credit, submit petition to DGS)

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*Additional courses for students entering with the M.A. degree from another institution

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| | |

Additional language Date completed: _____

Preliminary exams: **Major field exam** Date completed: _____

Adjunct field exam Date completed: _____

Oral exam Date completed: _____

Dissertation proposal **Oral presentation** Date completed: _____

Written proposal Date completed: _____

Dissertation Date completed: _____

Final oral exam (defense) Date completed: _____

Summary of Handbook Revisions

** indicates policy change*

- | | |
|---------------|---|
| 1 August 2007 | Language of incomplete policy clarified |
| 8 August 2008 | * Procedure for continuation to the Ph.D. modified Graduate Student Representative responsibilities defined |
| | * Incomplete policy modified in accordance with change in GSAS policy Language of preliminary examination policy clarified |
| | * Satisfactory progress calendar for doctoral students (Year 3) modified (see “Satisfactory Progress” and “Dissertation”) |
| 1 June 2009 | Numbers updated to new 4-digit format Criteria for preliminary exam evaluation clarified Paperwork for preliminary exam clarified |