

University of Virginia Department of French Graduate Handbook

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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* (<http://french.virginia.edu/undergraduate/compositions>).

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 All policies or memoranda inconsistent with this Handbook are superseded.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. Course Work

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

Nine credits (three courses) must focus on pre-1800 topics; nine on post-1750 topics. By petition to the GSC, three of the remaining twelve credits may be taken in another department.

If a course does not clearly fall into one of the periods (pre-1800 or post-1750), but a majority of a student's written work for the class focuses on one period, the student may elect to count the course toward the period requirement, with instructor permission.

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

All courses are selected in consultation 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 counts toward the ten courses required for the M.A.

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. The Reading List, revised in 2013, is

limited in scope to allow students to engage rigorously with a selection of representative works from a variety of genres. In preparation for the exam, students should also consider the larger historical, literary historical, and cultural contexts within which each work was produced. Students are responsible for all works on the Reading List for both the written and the oral portions of the exam.

Students usually sit for the M.A. examination during their fourth semester in the M.A. program. 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 DGS, by the end of January, of the intent to sit for the M.A. examinations.

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 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. 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.

Like the written portion of the exam, the 75-minute oral examination covers all works on the reading list. 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.

vi. Time Limit

The M.A. degree is normally completed in four semesters. Students planning to continue to the Ph.D. should complete their M.A. coursework and begin Ph.D. coursework (7000-level or above) in their third semester. 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.

All candidates who wish to take course work after they have obtained their M.A. 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 of their final year of M.A. work, the following documents:

1. a one-page statement of purpose identifying the candidate's dissertation topic and explaining his or her relevant past experience and plans for future coursework and training;

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. 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 Doctoral Committee 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.

Students will develop their statement of purpose into a 15-page field statement during the summer immediately following their admission to the Ph.D. program (see below).

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 a specialized field 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; at that time, the student will officially enter the doctoral program as described below. A student admitted without deficiency shall be considered for permission to continue in the program after two semesters (a minimum of twenty-one hours) of doctoral courses completed in this Department.

ii. Doctoral Committee

Students with an M.A. from outside UVA will be appointed a faculty advisor for their first semester or two at UVA. During their first eighteen months, they will secure the agreement of a faculty member in the Department to serve as their Doctoral Committee Director (DCD).

All students entering the Ph.D. program (with an M.A. from UVA or elsewhere) will choose, in consultation with their DCD, two additional committee members (and secure their agreement to serve) by December 1 of their first year (students with a UVA M.A.) or second year (students with an M.A. from elsewhere) in the doctoral program. The Doctoral Committee (DC) will thus initially consist of three members, at least two of whom will be Graduate Faculty in French. As soon as the DC members have agreed to serve, the student must complete a Doctoral Committee Declaration Form (available on the Departmental website) and return it to the French Department office, where it will be kept on file. As the dissertation progresses, the candidate will choose, in consultation with the DCD, a fourth member for the committee, a Dean's Representative who is a tenured or tenure-track professor in a department other than French in the College of Arts and Sciences.

Experience tells us that members of the DC play 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 DC confers with the student each year on such matters as long-range goals, choice of research field, selection 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 DC is responsible for administering the preliminary examinations. As the need arises, the DC may be changed by petition to the GSC from the student or any faculty member on the DC.

A period of at least three months must elapse between changes in the composition of the DC and the taking of the preliminary examinations (see also "Dissertation", below).

iii. Field Statement

During the summer prior to their first year (students with a UVA M.A.) or second year (students with an M.A. from elsewhere), students will compose a 15-page field statement consisting of an overview of their dissertation topic, the central research questions to be pursued, and a review of the most recent scholarship (with bibliography). The field statement is due to the DCD by September 1.

iv. Course Work

Six (6) courses (18 credit hours) beyond the M.A. coursework requirements for students holding an M.A. from UVA or a minimum of eight (8) courses (24 credit hours) for students entering the doctoral program with an M.A. from another institution. Courses are chosen in consultation with the student's DC.

By the conclusion of their first year in the Ph.D. program, students holding an M.A. from UVA will have enrolled in six courses beyond the M.A. requirements at the 7000 level or above in the French Department. One of these courses may be taken credit/no credit as a reading course in which students will demonstrate good preparation of and engagement with the course materials, as defined by the professor in writing. Students may petition the GSC to take up to two of the six courses outside the French Department. Students admitted with an M.A. from an institution other than UVA enroll, during their first two semesters, in at least six courses at the 7000 level or above, all of which must be taken for graded credit and up to two of which may be taken outside the Department by petition to the GSC; in their second year, they may take two courses as reading courses (as described above). Students are encouraged to take FREN 7500 (Topics in Theory and Criticism), especially if they have not previously taken a course focusing on literary theory. All students who have not previously taught at UVA will, in addition, take FREN 7040, "Theories and Methods of Foreign Language Teaching," which is required of all TAs in the first semester of teaching.

Students beyond course work are strongly encouraged to audit informally one relevant course each semester in the French Department or elsewhere at the University.

v. Written Preliminary Examination

The written preliminary examination takes place in the spring of the candidate's first year (students with a UVA M.A.) or second year (students with an M.A. from elsewhere) in the Ph.D. program. Prior to the semester in which the examination is to be taken, students draft a reading list composed of two parts: one on the main field of inquiry of the dissertation and the other on a secondary field closely related to and broadening the dissertation topic (chronologically, thematically, theoretically, etc.).

Students submit to their DC, by the start of the examination semester, the draft reading list and two questions, pertaining to their research interests, in the format of a Call For Essays (see the file in the French Department Office for examples). Students must obtain approval of the lists and questions from their DC, set both written and oral preliminary examination (see below) dates with the DC, and submit both lists and

questions to the DGS (together with the date of the Oral Preliminary Examination—see below) by January 31. It is strongly recommended that students meet in person with their full committee within the first two weeks of classes to discuss the lists and questions.

The date chosen by the candidate and DC for the written exam will fall between April 15 and May 15. On the chosen date, the candidate will receive, by email from the DCD, one of the two questions approved early in the semester. The candidate will prepare a response of 8-10 pages (excluding bibliography and purely bibliographic notes), in the language of the future dissertation, and send it as an email attachment to all members of the committee 72 hours later, with both email attachment and hard copies to the Department Administrative Coordinator. During those 72 hours, candidates may consult resources they would normally use to write a paper; however, they may not discuss the exam with another person and they may not use a partially or fully prewritten response. It is expected that the candidate will clearly identify more limited parameters for the response than those set out in the Call for Essays; the response should resemble a conference paper (presenting a coherent argument that analyses a limited number of examples in depth) rather than a typical exam essay (which shows knowledge of a wide array of readings).

Criteria for evaluating the exam include the following: demonstration of comprehension of the question, sound knowledge of the works involved, and synthetic and analytic thinking; overall coherence and logic of response; and clear articulation of position in relation to major scholarship in the field. No student passes whose French or English is deemed by the DC to be inadequate. Only one reexamination is permitted (see below).

The DC will communicate their evaluations of the response to the DCD in a timely fashion, and the DCD will inform the candidate of the results of the exam no more than one week after the candidate has submitted the exam response. The DCD will submit a brief report of the exam results to the DGS, with a copy to the candidate and to the Department Administrative Coordinator for the candidate's file.

Should the DC determine that a student's performance on the written preliminary examination does not warrant a passing grade, the student will have one chance to revise and resubmit the exam paper. The DC will provide the student with specific feedback about the strengths and weaknesses of the exam paper, explaining the reasons for failure. The student will revise the exam paper, adhering to the same regulations (page length, etc.) as for the first sitting of the exam, except for the time allotted. Typically, the student may take four weeks to complete the revisions. In all cases of failure, a revised exam schedule, including both the deadline for the revised written exam and the timeframe for the oral exam, will be determined by the student's DCD in consultation with the DGS; all parts of the preliminary examinations must be completed before the end of the student's third semester (students with a UVA M.A.) or fifth semester (students with an M.A. from elsewhere) in the doctoral program. If the readers determine that the student's revision fails to meet the criteria for passing, the student will not be allowed to continue in the program.

vi. Dissertation Proposal and Oral Preliminary Examination

Admission to the oral preliminary examination is contingent upon successful completion of the written preliminary examination (see "Written Preliminary Examination")

above). The oral preliminary examination, conducted by the student's DC, normally takes place between May and September immediately following the written exam and consists of a defense of the dissertation proposal. The exact date and time of the oral exam is chosen by the candidate and DC and submitted to the DGS by January 31; if the candidate and DC subsequently agree to change the date, the DCD will notify the DGS.

During the spring prior to the oral exam, students participate in a dissertation proposal colloquium, which functions as an extended workshop for students to refine their research plans for the dissertation and, in the process, develop their dissertation proposals. The colloquium, organized by the DCDs of two of the participating students, will meet for one to two hours near the beginning of each month. Participating students will present, in draft form, their primary research questions (January), an annotated bibliography and initial review of literature (February), an abstract and chapter titles (March), and the full proposal draft (April). All faculty and students are welcome to attend.

By the last day of university classes during the third semester, students will submit to their DCD a dissertation proposal of 15 to 20 pages (exclusive of bibliography), including a tentative title, abstract, review of literature, and description of procedure or method, accompanied by a selected bibliography (see Dissertation Proposal Form, available on the French Department website). Once the DCD approves the proposal, the student submits it to the DC at least one week prior to the scheduled oral exam date.

The oral preliminary examination consists of an oral presentation of the dissertation proposal (15 min.), followed by questions on the proposal (30 min.) and questions relating the dissertation topic to the context of wider fields as defined by the student's independent reading course reading lists (30 min.) (see "Written Preliminary Examination" above). Questions about the written exam may be asked. Questions in French and in English will be asked.

Criteria for evaluating the exam include the following: demonstration of comprehension of the questions, sound knowledge of the works involved and other important works in the field, 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. A student may (a) pass the oral with approval of the written proposal; (b) pass the oral exam contingent on successful completion of recommended revisions to the written proposal, to be completed by November 1; or (c) fail the oral exam. In the case of a failure, only one reexamination is permitted. All parts of the preliminary examinations must be completed before the end of the student's third semester (students with a UVA M.A.) or fifth semester (students with an M.A. from elsewhere) in the doctoral program.

The candidate will be informed of the exam results at the conclusion of the exam. The DCD will submit a brief report of the exam results to the DGS, with a copy to the candidate and to the Department Administrative Coordinator for the candidate's file.

vii. Language Requirement

To fulfill the French Department's 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 DC. This is done by satisfactory performance on a written proficiency examination, which is completed with a dictionary.

Students must pass the proficiency exam by the end of the second summer of doctoral work. Students are strongly encouraged to meet this requirement much earlier (M.A. students may do so during their M.A. years).

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. Students should check the appropriate departments' websites for specific guidelines.

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

viii. Dissertation

Upon the successful completion of the preliminary examinations, the candidate will begin work on the dissertation. In order to receive a "Satisfactory" grade for their NTR in the first semester of dissertation writing, candidates must submit a draft of their first chapter to their DCD and give a public oral presentation of the chapter at a forum held before the end of the semester.

It is understood that the second reader will—with the DCD—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 DCD and the candidate agree to change the second reader, this will be done.

A period of at least three months will elapse between a change of DCD and the defense of the dissertation and at least four weeks between changes in the second or third reader or the Dean's Representative and the final examination, an oral defense.

ix. Final Oral Examination ("defense")

Once the candidate has completed all other requirements (including the Language Requirement), and the dissertation has been approved by the DC, the DCD 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 DCD (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 DC examines the candidate upon such phases of the major subject and of allied subjects as the Committee deems appropriate. The DCD 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 DCD 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.

x. Time Limits

By GSAS regulation, total time in the graduate programs after the B.A. must be at least three sessions (academic years) and 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 9998, 9999)

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 course work may enroll in FREN 9998 (for MA students or Ph.D. students who have not yet selected a Dissertation Director) or FREN 9999 (for Ph.D. students who have a Dissertation Director). Students enrolling in FREN 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 that NTR is graded as a S/U option. FREN 9999 counts in evaluations of satisfactory progress. NTR is not independent study.

18 credit hours of FREN 9998 and 9999 (combined) are 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 (formally or informally)

Enrolling in a course as an auditor does not count toward credit hours, but auditors are responsible for seeking permission to audit and 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. DCDs 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 all students in their first year of the French graduate programs and any student whose progress is considered to be insufficient.

Definitions of Satisfactory Progress

Satisfactory Progress is defined as a minimum G.P.A. of 3.0 (B) in each semester of course work. Students in their first year of the graduate program must earn letter grades in a minimum of three 3-credit-hour courses in the French Department per semester by the end of the grading period for each semester.

The following chart shows the schedule for completion of requirements in order to maintain satisfactory progress. Students pursuing an M.A. only (not continuing to the Ph.D.) may distribute their courses over the two years as they see fit and are not required to take FREN 7040 unless teaching or to take any 8000-level classes.

Students entering the graduate program at the M.A. level

	FALL	SPRING	SUMMER
Y1	<ul style="list-style-type: none"> • 4 courses (5000 level) 	<ul style="list-style-type: none"> • 4 courses (5000 level) 	<ul style="list-style-type: none"> • M.A. exam prep
Y2	<ul style="list-style-type: none"> • Teaching Methods (7040) • + 2 courses (1x5000, 1x8000) • teach 	<ul style="list-style-type: none"> • MA exam • 1 course (8000 level) • permission to proceed statement • teach 	<ul style="list-style-type: none"> • develop permission to proceed statement into 15-page field statement to be submitted to Dissertation Director by Sept. 1
Y3	<ul style="list-style-type: none"> • 3 courses • teach • read toward dissertation 	<ul style="list-style-type: none"> • 1 course • Dissertation colloquium, written exam at end of semester • teach 	<ul style="list-style-type: none"> • oral exam between May and September

Students entering the graduate program at the Ph.D. level

Y1	<ul style="list-style-type: none"> • 3 courses • read toward dissertation 	<ul style="list-style-type: none"> • 3 courses • read toward dissertation 	<ul style="list-style-type: none"> • develop permission to proceed statement into 15-page field statement to be submitted to Dissertation Director by Sept. 1
Y2	<ul style="list-style-type: none"> • 1-2 courses (incl. 7040) • teach • read toward dissertation 	<ul style="list-style-type: none"> • 1 course • Dissertation colloquium, written exam at end of semester • teach 	<ul style="list-style-type: none"> • oral exam between May and September

All students

Y4 (UVA M.A.) or Y3 (other M.A.) and beyond	Dissertation / Research abroad: Students will submit and publicly present a draft of their first chapter by the end of the first semester of dissertation writing. Thereafter, students are expected to complete at least one chapter per semester. Students will meet the specific deadlines they have set, in consultation with their DC, 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). 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.
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Note: Students are encouraged to spend a year abroad, either on a research fellowship (see the funding page of the Department's website) or on one of the Department's Graduate TA exchanges. 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.

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 or Doctoral Committee Director. 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.

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 and the DCD, 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. or a specific amount of progress accomplished on the dissertation. 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. 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.

viii. 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 Paris 12, Provence (Aix-en-Provence) and Lyon II. For more information on these opportunities, visit the Department website.

ix. 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.

x. Teaching Assistantships

A full-time TAship is defined as 6 contact hours/week. Students will typically not teach in the first year of the program. In the second year, they should expect to teach one section of elementary French each semester, which entails 5 contact hours/week. In

their remaining years in the department, TAs in will usually teach one section of 2010, 2020, or 2320, 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 course work in language teaching must take 7040 if they are new to this program.

Please see the Handbook for TAs in French for more details; it can be found on the Department's "French TA" Collab site.

xi. 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.

xii. 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
DC	Doctoral Committee
DCD	Doctoral Committee Director
DGS	Director of Graduate Studies
DUP	Director of Undergraduate Program
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 (course work requirements), 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: gsasc-interest@virginia.edu. The Council web page with more information is: <http://gradcouncil.com/>

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

Course work

- minimum: 30 credits (10 courses)
- must include FREN 7040 if the student is granted a teaching assistantship.
- 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.
- by petition to the GSC, one course may be taken outside of the French Department.

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

Course mnemonic and title	Semester/Year

Field B (Post-1750; within the French Department)

Course mnemonic and title	Semester/Year

Other Courses

Course mnemonic and title	Semester/Year
FREN 7040	Fall /

o Comprehensive Examination

Spring semester, 2nd year

If continuing on to the Ph.D. program:

o Permission to Proceed request

April 15, 2nd year

Requirements for the Degree of Doctor of Philosophy in French

o Doctoral Committee Declaration Form Date completed: _____

Due: by December 1 of the first year (for students with a UVA M.A.) or second year (for students with an M.A. from elsewhere) of doctoral course work

To: French Department office

Doctoral Committee: _____ Director

o Course work Date completed: _____

- minimum: 18 credits (6 courses) or 24 credits* (8 courses)
- must include FREN 7040 (Theories and Methods of FL Teaching) if not already completed.
- all courses must be taken at the 7000 level or above.
- students may petition the DGS to transfer credit.
- students may petition the GSC to take up to two courses outside the French Department.

Course mnemonic and title	Semester/Year

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

FREN 7040 Theories and Methods of Foreign Language Teaching	Fall, _____

** **o Reading Lists and Questions** submitted to DGS Date: Jan. 31, _____

o Additional language Date completed: _____

Preliminary exams: **o Written exam** Date completed: _____

o Proposal and oral exam Date completed: _____

o Dissertation Date completed: _____

o Final oral exam (defense) Date completed: _____

Summary of Handbook Revisions

** indicates policy change*

1 August 2007	Language of incomplete policy clarified
8 August 2008	<ul style="list-style-type: none"> * 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	<ul style="list-style-type: none"> Numbers updated to new 4-digit format Criteria for preliminary exam evaluation clarified Paperwork for preliminary exam clarified
1 February 2012	<ul style="list-style-type: none"> * Requirements for Ph.D. revised * FREN 7040 credit given toward required credits for M.A. and Ph.D. * FREN 7500 no longer required * Number of courses allowed outside the Department changed (M.A. & Ph.D.).
10 August 2015	* Revised timeline for doctoral studies; additional requirement of field statement for Ph.D.
31 July 2016	* Doctoral Committee and Language Requirement: minor modifications to reflect current practice.