

University of Kansas

Department of French and Italian *GRADUATE PROGRAM HANDBOOK*



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This manual provides information concerning the graduate program of the Department of French and Italian. It refers in a number of cases to Graduate Studies guidelines, but does not summarize all regulations applicable to graduate students at the University of Kansas. Please refer as well to the [Graduate Studies section of the KU Academic Catalog](#) for official information and requirements.

GRADUATE PROGRAM IN FRENCH

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Graduate Studies website: <http://www.graduate.ku.edu/>

APPLICATION TO GRADUATE STUDIES IN FRENCH

Applicants to our program should complete the KU [Application for Graduate Study](#) and required supplemental documents online.

Prerequisites

In addition to the general [admission requirements](#) from the KU Office of Graduate Studies, applicants should have the equivalent of a major in French at the B.A. level, with a minimum of 9 hours of advanced undergraduate course work in French literature. In exceptional cases, applicants who do not have a B.A. in French, but meet the 9 hour literature requirement and have an otherwise stellar application may still be considered for admission.

Required Supplemental Documents

The following documents should be prepared in advance and uploaded with the online application:

- Application form, submitted on-line through the Office of Graduate Studies;
- Statement of academic purpose and goals;
- Résumé;
- Writing sample in French. For the M.A. program, submit a 5 to 10 page writing sample. For the Ph.D. program, submit a 20-page writing sample;
- Three letters of recommendation. (Letters are submitted on-line. Enter letter writers' information in on-line application.);
- Official transcript(s) of all previous academic work (both undergraduate and graduate). Transcripts in languages other than English must be translated into English by an accredited translation service;
- For applicants whose native language is not French: submit an mp3 audio file directly to the graduate director, on which the applicant speaks extemporaneously (do not use a prepared script) for approximately five minutes in French, giving an account of the applicant's background, training, and interests.
- For applicants whose native language is not English: submit an mp3 audio file directly to the graduate director, on which the applicant speaks extemporaneously (do not use a prepared script) for approximately five minutes in English, giving an account of the applicant's background, training, and interests.
- Results of the Graduate Record Examination (GRE) **for domestic applicants only.**

Non-Native English Speakers

Applicants, international or domestic, who indicate that English is not their first language, are required to provide proof of English proficiency. The following are acceptable means for verifying English proficiency for purposes of admission at KU:

- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university, or from a College or Institution in the United Kingdom, Australia, New Zealand, Ireland, English-Speaking provinces of Canada, or an English-speaking Caribbean country, with instruction conducted in English. This does not apply to degrees earned online.
- Receipt of an official copy (not student's copy) of applicant's proficiency scores (e.g. TOEFL) achieved not more than two years prior to the first semester of enrollment. See the [English Proficiency Chart](#) at the Graduate Studies Admissions web page for more information regarding minimum TOEFL scores.

For further information regarding the program or the application process, please contact Cari Ann Kreienhop, Graduate Program Coordinator, ckreienhop@ku.edu, 785-864-3665.

All supporting documentation for the application should be uploaded to the online application, with the exception of official test scores (GRE, TOEFL, etc.) and official transcripts, which should be sent directly from the institution to:

Graduate Admissions
313 Strong Hall
1450 Jayhawk Blvd.
Lawrence KS 66045-7535

GRADUATE STUDIES AWARDS

The Office of Graduate Studies offers [funding opportunities](#) in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to the Office of Graduate Studies.

Among available awards, the following are of interest to students of French:

Dissertation Fellowships: intended for doctoral students who have passed their comprehensive examinations; for one academic year, non-renewable.

Summer Fellowships: intended primarily for doctoral students.

Graduate Scholarly Presentation Travel Fund: intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society.

Other funding opportunities for graduate students include the Office of Study Abroad's Springer award, Hall Center for the Humanities graduate student grants and fellowships, the Department's Cornell and Mahieu fellowship for research abroad, and French university exchanges.

TEACHING ASSISTANTSHIPS

Appointments and Stipend

The standard half-time (50% FTE) appointment entails teaching 10-12 hours of courses over the nine-month academic year. Stipends for the 2017-18 academic year start at \$15,500. Those holding an Assistantship benefit from a 100% remission of tuition and payment by the department of up to 3 hours of student fees. Preference will be given to applications completed by 15 January.

GTAships for M.A. students will normally be renewed for a maximum of six semesters, providing that both academic work and teaching are satisfactory. (M.A. students should complete a minimum of 15 credits per academic year.)

GTAships for Ph.D. candidates will normally be renewed for a maximum of ten semesters or for students who received an M.A. at KU, up to twelve semesters including those at the M.A. level, providing that both academic work and teaching are satisfactory. Coursework should be completed by the end of fourth semester. Ph.D. Comprehensive exams should be completed by fifth semester, but must be completed by the end of sixth semester. Students who have not completed their comprehensive exams by the end of the sixth semester must petition to be considered for a GTAship. If eligible (see next paragraph) and if progress to degree and teaching are deemed satisfactory, Ph.D. students may be considered for GTAships beyond the sixth semester, for a maximum of 10 semesters.

All offers of financial assistance are contingent on approval by the College and the University, and on the availability of funds from the state. The memorandum of Agreement made between the University of Kansas and the Board of Regents with the Kansas Association of Public Employees (representing the Graduate Teaching Assistants) limits the duration of the GTA contract to a **total of six years (M.A. and Ph.D. combined)**. Students who do both the M.A. and Ph.D. should be particularly aware of this six-year limitation in Teaching Assistantship funding.

Summer GTAships are available on a competitive basis. See Appendix A for criteria used in selecting summer GTAs.

Qualifications

In evaluating the qualifications of a candidate for a Teaching Assistantship, the Department considers both the quality of academic work and evidence of linguistic facility. Applicants who have studied in a French-speaking country or in summer schools that require exclusive use of French will normally receive preference.

Candidates for Teaching Assistantships require fluency in French and English. International GTA candidates for whom English is not the native language must demonstrate English proficiency per the Kansas Board of Regents policy by providing [English proficiency](#) scores that meet Regular Admission status and Speaking scores that meet the English Proficiency Employment benchmark.

Duties

It is assumed that the teaching duties of Teaching Assistants in French and Italian at the University of Kansas will occupy one-half of their time. New TAs generally teach first-year classes (two five-hour courses over the academic year). Experienced TAs may be assigned courses at the second-year level which meet three hours per week. TAs teaching second-year level courses teach two sections per semester, four over the academic year. All newly accepted GTAs are required to participate in university and department orientation programs **before the start of classes**. Teaching assistants also receive continuous guidance in their teaching throughout the year from members of the staff. Teaching Assistants are expected to spend the other half of their time as students working toward advanced degrees in this Department. Those holding the normal 50% appointment must enroll in a minimum of 6 graduate credit hours per semester in French; those holding an appointment at less than 50% must enroll in at least 3 graduate credit hours per semester. International students must maintain an enrollment of 6 hours in graduate courses in French per semester.

Resources for GTAs

[GTA Memorandum of Agreement \(PDF\)](#)

[Office of Graduate Studies information on mandatory training](#)

[Full list of GTA/GRA Benefits](#)

[GTA/GRA Health Insurance Information](#)

[HR/Pay System for viewing paychecks](#)

GENERAL DEPARTMENT POLICIES & PROCESSES

Petitions

If a graduate student has compelling reason to seek exemption from program requirement or University policy, they may submit a petition to the graduate faculty.

Petitioners should write a letter, addressed to the graduate faculty, explaining the reasons why the student is seeking exemption from specific rules, as well as how the educational goals the rules reflect will still be fulfilled. Where applicable, this petition should be accompanied by a letter of support from the student's advisor and/or the appropriate supporting materials. The letter should be sent to the Director of Graduate Studies (DGS), then depending on the nature of the petition, the DGS may rule on the petition, or refer the petition to the graduate faculty, which will convene to consider the petition.

In cases where the policy or requirement is a departmental requirement (for example, a course requirement for degree), the graduate faculty will issue a final decision (for example, that the student may be exempt from a Ph.D. course requirement based on coursework taken at the M.A. level at a previous institution).

In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide simply whether to support the student's petition. If the faculty are in support, the department will submit a petition form to the College Office of Graduate Affairs accompanied by a letter of endorsement from the DGS and a letter of support from the student's dissertation advisor, if applicable. The petition form specifies the supporting material needed for each kind of petition, (e.g. leave of absence, extension of time to degree, waiver of the continuous enrollment for post-comprehensive students, waiver of rules specifying time between oral comprehensive exam and dissertation defense). These materials must accompany the petition sent to COGA.

COGA will then consider the petition. Depending on the nature of the petition, the Office of Graduate Studies and/or the College Committee on Graduate Studies may also consider the petition before a ruling is made. Students may then expect an answer directly from the COGA office within 7-10 days. COGA's [petitions web page](#) provides additional information regarding University petitions, including supplemental documentation that may be required by the University. Additional information regarding the more common University petitions, such as Leave of Absence, enrollment requirements, and Time Limit Extensions may also be found in the University Policies & Degree requirements section of this document.

In cases where the graduate faculty declines to support a University petition, no paperwork may be submitted to COGA. COGA only accepts student petitions in cases where there is documented departmental support and when the petition itself is submitted by a representative of the department.

Students should always consult with the DGS prior to submitting a petition to the graduate faculty to ensure that a petition is necessary and that all the appropriate supporting documentation is accounted for.

Grievance Procedures

The Department of French and Italian advises that graduate students make an attempt to resolve issues, especially matters concerning grades, directly with the instructor or party involved, or with the department chair. If a grievance arises that cannot be resolved directly, or if the student does not feel comfortable attempting to resolve the issue with the department chair, the student should then follow the department's official grievance procedure, which has been approved by the University and may be found by following the link below:

[Department of French & Italian Grievance Procedure](#)

MASTER OF ARTS IN FRENCH

Prerequisites for Admission

Applicants should have the equivalent of a major in French at the B.A. level, with a minimum of nine hours of advanced undergraduate coursework in French literature. Applicants are evaluated for both preparation and promise, as evidenced by grades, recommendations, proficiency in French, study abroad, etc. A 3.0 (B) average in previous academic work (both overall and in French) is required for admission in regular status, although a typical applicant to our program will have a much higher GPA. International students applying to the program must have completed a minimum of the *licence plus* one year of study, or a four-year *licence* course (that is a course designed to be of four year's duration, not a three-year course that a student has taken four years to complete).

Applicants who do not meet the above prerequisites may, at the discretion of the department, be admitted in provisional status for a maximum of one semester. Deficiencies are to be made up by enrollment in courses numbered 432, 450-900, but such courses will not count towards completion of the M.A.. At the end of one semester of graduate work, those admitted under provisional status will automatically attain regular status if they have a GPA of 3.0 or higher; if they fail to achieve a 3.0 GPA, they will not be permitted to re-enroll except under exceptional circumstances.

Course Requirements

The candidate must complete 30 hours of graduate credit, including the following*:

- Introduction to Graduate Study in French (French 720)
- Thème et Version (French 610) or Expository French Writing (French 620) (Native speakers of French, unless released from this requirement by the Director of Graduate Studies, must take FREN 610)
- Methods in French Language Instruction (French 704)
- Either 6 hours of thesis (French 899) or two 3-hour seminars (French 900)

As part of the 30-hour requirement, students may also take:

- A maximum of two graduate-level courses (up to 6 hours) outside the department. (e.g. Women, Gender and Sexuality Studies, Linguistics, Art History, etc.) This selection should be determined in consultation with the Director of Graduate Studies.
- A maximum of 3 hours of FREN 795 Investigation and Conference.

*In the event that a required course cannot be offered during the time when the student completes coursework, the student will take a substitute course in consultation with the DGS.

If the thesis option has been chosen, the completed thesis is to be read and approved by a committee of three members of the graduate faculty (the thesis director plus two others). In addition to the submission requirements of the Office of Graduate Studies, one bound copy of the M.A. thesis is to be submitted to the department.

Language Requirement

One semester of a second Romance language, Latin, Greek, German, Arabic, or another language pertinent to the student's career path and approved by the DGS is required. Students must earn a grade of 'B' or higher in any course taken to fulfill the language requirement. If students prefer to take a regular language course (not a reading knowledge course), then they must take the accelerated version, if one is available (e.g. SPAN 111). Students may take a placement exam to satisfy the requirement.

M.A. Examination

Students are expected to complete their M.A. written and oral examinations in the fourth semester of their studies. No graduate student who has an outstanding "Incomplete" in a course will be allowed to take his or her qualifying exams. The exam is given two times a year: in the spring semester before April 1 and in the fall semester before November 1. Students have 5 hours to complete the written examination, which is based on a reading list covering all periods of French and Francophone literature. The first day will include identifications and short essay questions (2 hrs.); the second day will be devoted to long essay questions (3 hrs.). Exams are taken on computer. Students will not be allowed to use any other electronic devices, the internet, or any outside resources while taking the exam. Any violation of this rule will result in a charge of academic misconduct, which could result in a failing grade for the exam. The examination is graded as follows: "Strong pass," "Pass," "Weak pass," or "Fail." Once the candidate's exam has been read and graded (normally within 7 to 10 days), the DGS confers with the graduate faculty to discuss and confirm the evaluations, and then informs the student of the results.

After the written examination is passed, an oral exam will be scheduled (typically within 2 to 3 weeks), with a committee of 3 faculty members. The oral exam lasts approximately 2 hours and consists of (a) the candidate's *commentaire de texte*, followed by discussion, and (b) questions covering all areas of French and Francophone literature. One week before the oral examination, the candidate, in consultation with the graduate director, will choose the author for the *commentaire de texte*. The graduate director, in consultation with the members of the examination committee, will choose the short text or passage to be analyzed and will give a copy of the text to the student 2 hours prior to the examination. The *commentaire de texte* must be given in French. In the discussion and question period that follows, the candidate should expect to speak both French and English and normally should answer in the language in which a question is asked.

Grading categories for the oral exam: "Honors," "Pass," or "Fail."

A student who passes the M.A. exams and who wishes to pursue a doctorate at the University of Kansas should so inform the Director of Graduate Studies, who will convene the graduate faculty. The student will submit a 15-20 page writing sample, a statement of intent, a transcript, and one letter of recommendation from a department faculty member. The graduate faculty will evaluate the materials and vote to admit or deny admission into the Ph.D. program.

[Current M.A. Reading List](#)

Probation and Dismissal

Students whose performance and progress to degree are seriously deficient will be placed on probation. In addition to the [University requirements](#) for probation and dismissal, the department defines M.A. students as being seriously deficient when they: 1) carry an Incomplete for more than a semester; 2) have a GPA in courses that count for the degree that falls below 3.25. Students who do not remedy the deficiency within one semester on probation will either be placed on university probation (which means the loss of the GTA appointment) or be dismissed from the program, unless they file a successful petition to the department's graduate faculty. Students who have been dismissed or discontinued must apply for re-admission.

University Degree Requirements

M.A students should also see the [University Degree Requirements & Policies section](#) of this document for general KU requirements for degree, including information on time limits, exam committees and graduation requirements.

DOCTOR OF PHILOSOPHY IN FRENCH

In addition to the [general KU requirements for the Doctor of Philosophy](#), a student must complete the following departmental requirements the following departmental policies and requirements apply for Ph.D. students in French.

General Qualifications

It should not be assumed that successful completion of the M.A. degree automatically entitles one to admission to the Ph.D. program. While there is no limit on the number of applicants who can be admitted to the doctoral program, and while the minimal requirement set by the University is a B average in undergraduate and graduate work, the Department exercises a rigorous selectivity in its admissions. Only candidates with superior academic records and demonstrated aptitude for advanced study and independent research will be admitted to the doctoral program. In the case of applicants who have completed the M.A. at the University of Kansas, results of the M.A. examinations will be considered along with all other evidence. Applicants with an M.A. from another institution will be expected to have references bearing on all aspects of their preparation and promise, and particularly on their aptitude for original research.

Particular Qualifications

Since the Ph.D. is a research degree, it requires not only a general preparation in French literature, but also the specialized knowledge and abilities stated below:

- Candidates must be able to speak French correctly and fluently and to write grammatically and stylistically correct French and English prose.
- They must have solid preparation in French literature, and as it applies, French film, with an understanding of genres, periods, authors, and specific works.
- They must give evidence of the ability to make sophisticated critical statements about individual works (themes, characterization, style, structure, etc.) and about relationships among works.
- They must give evidence of the ability to carry on extended and original research with only the normal faculty guidance.

Course Requirements

1. 24 hours of post-M.A. work (exclusive of dissertation hours). Ph.D. students who did not receive their M.A. in French at KU must complete a total of 30 post M.A. hours, including:
 - [FREN 704](#) Methods in French Language Instruction
 - [FREN 720](#) Introduction to Graduate Studies in French
2. Ph.D. students who have taken equivalent courses for either or both of these requirements as part of their M.A. studies elsewhere may petition the department for a waiver of FREN 704 and/or FREN 720 to reduce the total required hours. To determine equivalency, the student must submit course materials from the previous institution. Students petitioning this requirement should first consult with the DGS.

2. 6 hours of graduate-level coursework outside the department (to be included in the required hours of Ph.D. coursework) as an interdisciplinary minor field of concentration. Students may also apply these 6 hours of graduate-level coursework outside the department toward one of KU's Graduate Certificates (e.g. African Studies, Women, Gender and Sexuality Studies, etc.).
3. During their last semester of coursework, Ph.D. students must enroll in 3 hours of FREN 995 Investigations and Conference, with the faculty member who typically will become the student's dissertation director. These hours will count towards the 24 to 30 hours of post-M.A. coursework.

Research Skills & Responsible Scholarship Requirement (RSRS)

The University also requires that every doctoral student have training in responsible scholarship and research skills pertinent to the field of research and appropriate to the doctoral level. This requirement must be met before attempting the comprehensive oral exam. For French doctoral students, this requirement is met by the following*:

- Proficiency in a second language, which can be a second Romance language, Latin, Greek, German, Arabic, or another language pertinent to the student's career path and approved by the DGS. (Students specializing in medieval or Renaissance literature are strongly encouraged to take Latin.) Proficiency may be demonstrated by completion of the fourth-semester course (or equivalent) or by examination. If two years or more have elapsed since the completion of the coursework, the fourth-semester course will be interpreted as reading proficiency. The Department reserves the right to require an examination or additional coursework in the language if there is any reason to conclude that the student is not adequately proficient.
- Departmental new graduate student orientation, held each Fall semester during the week prior to the first instructional week of classes.
- FREN 704 Methods in French Language Instruction
- FREN 720 Introduction to Graduate Study in French

* Students must earn a grade of 'B' or higher in any course taken to fulfill a RSRS requirement.

Teaching Requirement

At least 1 year of teaching in the department on a half-time basis (10-12 hours of classes over the course of an academic year). Those with prior teaching experience elsewhere may petition to have this requirement waived, although such a waiver is not automatically granted.

Probation and Dismissal

Students whose performance and progress to degree are seriously deficient will be placed on probation. In addition to the [University requirements](#) for probation and dismissal, the department defines Ph.D. students as being seriously deficient when they: 1) carry an Incomplete for more than

a semester; 2) have a GPA in courses that count for the degree that falls below 3.25; 3) receive a grade lower than a 'B' in French 999 (dissertation hours). Students who do not remedy the deficiency within one semester on probation will either be placed on university probation (which means the loss of the GTA appointment) or be dismissed from the program, unless they file a successful petition to the department's graduate faculty. Students who have been dismissed or discontinued must apply for re-admission.

PhD Comprehensive Examinations and Dissertation Prospectus

By the beginning of the last semester of coursework (normally the fourth semester), Ph.D. students must prepare three field-based reading lists. For the three field lists, students will choose the field list they are specializing in (for example, if they are going to do a dissertation on Balzac, they will choose the 19th-century list), the period immediately preceding that field (but students doing Middle Ages will do the 16th-century list; students doing Francophonie will do the 20th/21st-century list), and one other field list to be determined in consultation with the chair of the Ph.D. exam committee. The list of field-based reading lists can be found on the department website:

[Current Ph.D. Reading List](#)

By no later than one month after the start of the final semester of coursework, Ph.D. students will consult with faculty members to finalize the choice of four members of their Ph.D. comprehensive exam committee, plus a fifth committee member from outside the department. (This process should begin much earlier and should not be left to the last minute.) Both the reading lists and the names of the Ph.D. examination committee will be submitted to the DGS for final approval within the first month of the semester.

PhD Pre-Comprehensive Exam Meeting

By the end of the last semester during which a student is doing coursework (no later than Stop Day), a formal meeting will be held with three members of the Ph.D. comprehensive exam committee. The purpose of the meeting is to assess the student's readiness to take the Ph.D. comprehensive exams the following semester. The committee will be chaired by the faculty member with whom the student is enrolled in French 995. **No later than three weeks before the meeting**, the student will provide the committee with the following items:

1. The three field reading lists, highlighting which works have already been read
2. Prospectus draft and bibliography
3. Website, to include a professional profile, a CV, and pedagogical materials
4. A research paper that has been published or is publishable

The committee will have reviewed the materials submitted and will have submitted their reports to the committee chair at least three days before the meeting. During the meeting, discussion should include the reading lists (how much progress has the student made and what remains to be done?), the quality of the sample work the student has submitted (is it publishable? what improvements are needed? what is the plan for submission?), the website, and the prospectus draft and bibliography. The committee chair, in consultation with the committee, will then provide the student written feedback on all of these areas (reading lists, prospectus, research paper, and website) by one week

after the meeting and will send a copy of this feedback to the DGS. If the committee decides that the Ph.D. comprehensive exams should be delayed, this will be indicated in the feedback report, which will include a recommendation for when the exam should instead take place.

Written examinations

The semester that the student takes the Ph.D. comprehensive exams, the student should enroll in 9 hours of FREN 999, in consultation with the DGS. **Before October 15 for fall semester and March 15 for spring semester**, the student will take three written exams, one take-home and two on-campus timed exams.

The student will be given a take-home exam, which will be an essay question of an analytical and synthetic nature based on the student's chosen field of specialization. The student will have two weeks to produce an essay, which will be 8-10 double-spaced pages (maximum 3,000 words). The essay will be in French. While the format is "open book," students should be scrupulous in following departmental policies on plagiarism and the use of translation programs.

When the take-home exam is completed and submitted, the student will then take the two timed exams **within three days of each other**, with three and a half hours allotted per exam. The two timed exams will be essay questions based on the other two reading lists, and the student will have a choice between two possible questions. At least one of the essays must be answered in French. Exams are taken on computer. Students will not be allowed to use any other electronic devices, the internet, or any outside resources while taking the exam. Any violation of this rule will result in a charge of academic misconduct, which could result in a failing grade for the exam.

Each written exam will be evaluated by the faculty member or members specializing in the chosen field. The successful candidate will satisfy the following criteria:

- An appropriate and extensive knowledge of French literature: facts about chronology, periods, authors, genres, works, etc. This information is above and beyond the reading lists.
- The ability to make relevant critical statements about individual works (such as, but not limited to, themes, characterization, style, structure, etc.) and about the relationship between different works.
- The ability to discern the important aspects of a question, organize a coherent essay, and write grammatically and stylistically correct French and English prose.

N. B. It should be understood that a command of detail, though important, will not compensate for a lack of critical, organizational, and stylistic competence.

Written examinations are graded as follows:

Strong Pass

Pass

Weak Pass

Fail

If the student receives a fail from a faculty member, the DGS will ask all graduate faculty members to read and evaluate that exam. If the graduate faculty votes to confirm the fail, then the student fails that exam. If the vote is split, then a meeting of the graduate faculty will be convened to seek

consensus.

A student who fails one of the written exams will retake that particular field exam **no earlier than a month after the original exam**. A candidate who fails more than one exam must retake the entire set of written exams. A candidate who fails an exam a second time may petition the graduate faculty to take that exam a third time, but permission to do so is not automatically granted; without such approval, a candidate who has failed any exam twice may not continue in the Ph.D. program.

By the end of the week during which the written exams are completed, the student will submit a revised version of the prospectus and bibliography.

Oral examination

Upon successful completion of the written exams, the entire Ph.D. comprehensive exam committee (five graduate faculty members, including one outside member, who may ask questions and has voting rights) will convene for the oral examination, approximately two to three weeks after the completion of the written exams. In addition, any graduate faculty member may attend the oral exam and participate (but without a vote). Students should carefully review the section on Oral Exams under the University Policies and Requirements section of this document for additional information, including exam committee composition and physical presence during an exam. The oral exam will consist of two parts. In the first part, the committee will ask questions about the three reading lists. Examiners may also choose to follow up on questions related to the written exams. The second part of the exam will serve as a prospectus defense. The student will spend 15-20 minutes explaining the dissertation project, followed by questions from the committee.

Following the Office of Graduate Studies guidelines, the examination is judged to be “Honors,” “Satisfactory” (pass), or “Unsatisfactory” (fail). The award of “Honors” is given for outstanding performance on the oral examination itself and requires a majority vote from the examining committee.

The oral examination is comprehensive in scope. Candidates should expect to speak both French and English during the course of the exam (and as a rule should answer in the language in which the question is posed). The oral examination normally lasts two hours.

If the committee agrees that the student’s performance for the oral exam is “satisfactory” or “honors,” the committee may still specify further revisions to the dissertation prospectus, which must be completed and submitted by the end of the semester. A student who fails to submit a complete and satisfactory dissertation prospectus by the end of that same semester may be placed on departmental probation effective the following semester.

Dissertation Prospectus

The prospectus should clearly state the topic of the proposed research and what questions and problems the work proposes to address and answer. Since the dissertation must be an original contribution to the discipline of French and Francophone studies, the prospectus should make clear how the proposed work develops, challenges, or departs from previously published research. It should demonstrate that the student has a sufficient and critical command of the literature and the present state of the field. A

tentative outline of chapters should provide some sense of the work's overall plan and structure. Finally, the prospectus should include a substantial bibliography. Once the prospectus is approved, it is signed by the dissertation director and kept on file with the DGS.

Post-Comprehensive Enrollment

After passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled in Fall and Spring semesters, until all requirements for the degree are completed; each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. **For further information, see the section on [Continuous Enrollment for Post-Comprehensive Students](#) under the General University Requirements section of this document.**

Dissertation

Dissertation Contracts

(See Appendix C for the Post-Ph.D. Comprehensive Exam Contract)

During the post-comprehensive enrollment period, the doctoral candidate will meet with his or her dissertation director at the start of each term (spring, summer, and fall) and come up with a defined set of goals that will be written out and approved by the director. Once both the student and advisor have agreed on the terms of the contract, a copy will be sent to the DGS, **no later than two weeks after the start of term**. At the end of each term, the director will assign a grade commensurate with work and results achieved during the term. Students should plan on producing at least a draft of a chapter, along with other professional development activities (conference papers, book reviews, article submissions, etc.) each term.

All dissertation material submitted will be read first by the dissertation director and then by the second reader; the third, fourth, and fifth readers are expected to read only the **completed copy of the dissertation that will be made available to all members of the committee at least three weeks prior to the scheduled defense**.

The dissertation director may reconvene the primary committee of three faculty members as needed to have the doctoral candidate present a report on his or her progress. Two weeks before such a meeting, the student will submit all written work completed to that point, as well as a CV that highlights work completed over the last year.

Dissertation Defense

When the dissertation has been approved by the dissertation committee, the final examination (or defense) may take place. The Director of Graduate Studies is responsible for scheduling the defense in accordance with Graduate Studies regulations and should inform the departmental graduate faculty by e-mail, at least two weeks in advance, of the time and place of the defense. The examination committee consists of five members of the graduate faculty: the first three readers who make up the dissertation committee, a fourth member from the department, and a fifth member from outside the department who will serve as Graduate Studies representative. The dissertation is accepted or rejected (or accepted subject to revision) by a majority of the faculty members on this five-person committee.

At least three weeks prior to the scheduled defense, the candidate must provide copies of the dissertation in essentially final form to members of the committee. The candidate should ask

committee members if they prefer electronic or hard copy. At the same time (three weeks prior to the defense), the candidate should provide the dissertation abstract. It is the responsibility of the dissertation director to see that the dissertation copies and abstract are provided as stipulated.

It is the candidate's responsibility to know and meet Office of Graduate Studies requirements concerning dissertations. Well in advance of the completion of the dissertation, the student should be aware of the dissertation submission guidelines outlined by the Office of Graduate Studies. For the most recent update on regulation and the submission of theses, please see:

<http://graduate.ku.edu/electronic-thesis-and-dissertation>

In matters of format not governed by Office of Graduate Studies regulations, the latest edition of the MLA Style Manual shall be followed. Questions of format not covered by either the Graduate School or the MLA Style Manual are resolved by the dissertation committee (particularly the director) and the candidate.

At the final examination, questions and discussion will normally center on the dissertation, but may also range beyond it, to related material, to the general literary area or genre, etc. The dissertation is accepted or rejected by a majority vote of the committee members; a tie vote is a failing vote. Although the Graduate School representative may choose to abstain, he or she is invited both to question the candidate and to cast a vote. The award of "Honors" is given when both the dissertation and the student's performance on the oral examination are judged (again by a majority vote) to be outstanding.

Students must follow the Office of Graduate Studies' guidelines for electronic submission of the dissertation, as well as providing one *bound copy* to be submitted to the department. For further information, see [Graduation Requirements](#) under the University Degree Requirements and Policies section of this document.

UNIVERSITY DEGREE REQUIREMENTS & POLICIES

GENERAL

The following KU Office of Graduate Studies policies apply to **ALL graduate students**, regardless of degree program. Additional information or restrictions on each policy or requirement may apply and can be found by following the highlighted link.

Transfer of Credits

Up to 9 credit hours may be transferred toward a master's degree if taken at a regionally-accredited graduate by approval of the department and the Graduate Division.

Some restrictions apply to what non-KU graduate courses can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and consult with his or her Director of Graduate Studies.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution, it may be possible for students to petition the departmental graduate faculty to reduce the number of hours required for the Ph.D. based on experience gained through coursework in their M.A.. Students who have received an M.A. at another institution should consult with the Director of Graduate studies about their enrollment plan.

Credit/No Credit

The Credit/No Credit (CR/NC) is an option for graduate students seeking to take a course outside of their degree or certificate program. **No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.** This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship for doctoral students. It is the student's responsibility to check with the department about the appropriateness of CR/NC.

If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the [College Office of Graduate Affairs](#) (COGA) office.

Some additional restrictions apply, so students should carefully review the information in the link above.

Time limits

Normal expectations are that master's degree should be completed in two (2) years of full-time study, the doctorate degree in four (4) years of study, and both the master's and doctorate together in six (6) years of study. Students who may go beyond the normal time expectations should review the information in the link above and consult with the Director of Graduate Studies to create a timeline for degree completion*

Leave of Absence

An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department. A leave of absence may be granted in extraordinary circumstances (e.g. cases of illness, emergency, financial

hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals). Students seeking a leave of absence should first consult with the Director of Graduate Studies.*

*The above time limits and procedures for leave of absence apply to all graduate students, whether or not they hold appointments as Graduate Teaching Assistants. The Department will make an effort to advise individual students of their time limits, but in principle it is the students' responsibility to make certain that they comply with them.

Students that exceed maximum time limits may be required to revalidate the oral comprehensive examination, the research skill(s), and to redo the residency requirement.

Exam Committee Composition

The majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular or dissertation graduate faculty status in the student's department/program of study. Graduate student oral examinations include the master's comprehensive oral exam, the master's final oral exam (i.e. thesis defense), the doctoral comprehensive oral exam, and the doctoral final oral exam (i.e. dissertation defense). For information on committee members status and appointing members to the Graduate Faculty, see the policy on [Graduate Faculty appointments](#).

Doctoral Committees

Doctoral Committees are composed of at least five (5) voting members and must adhere to the following requirements:

1. Three committee members must be faculty holding regular or dissertation graduate faculty status and be members of the student's department/program.
2. One member must meet the requirements for serving as an outside member: i.e. be a KU faculty member (which includes faculty who are affiliated with KU but do not have their tenured home in the candidate's department/program) holding regular or dissertation graduate faculty status, and s/he cannot be a member of the candidate's department/program. The outside member represents Graduate Studies and is a voting member of the committee, has full rights to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination. For more information, see the links provided in this policy.
3. One member may hold any graduate faculty status, including regular, dissertation, or special status.

While committees are not required to have a co-chair, the student or the committee members may decide to select a co-chair. For doctoral committees, the chair must hold dissertation status; the co-chair can hold any graduate faculty status.

Master's committees

Master's committees are composed of at least three (3) voting members and must adhere to the following requirements:

1. Two committee members must be tenured/tenure-track faculty holding regular graduate faculty or dissertation status and be members of the candidate's department/program
2. One member may hold any graduate faculty status, including regular, dissertation, or special status. This third member can be, but need not be, a member of the candidate's department/program.
3. For approved professional master's degree programs (listed in exclusions and special circumstances), the committee may be composed as described above, or any number of the committee members may be professors of the practice in the department/program.

For both Master's and doctoral committees, substitutions of the committee chair (and/or co-chair) are prohibited after the committee has been approved by the graduate affairs division of the school/college. If a committee chair (and/or co-chair) needs to be replaced, the revised committee must be approved by the school/college two weeks in advance of the exam.

Substitutions of the committee members are permitted as long as the new members hold regular or dissertation graduate faculty status. Special members can be added after the committee has been approved by the graduate affairs division of the school/college, but these additions must be approved by the school/college no later than two weeks in advance of the exam.

Exam Attendance

A majority of committee members must be physically present for an oral examination to commence; for doctoral oral examinations this requirement is 3 of the 5 members, for master's oral examinations the requirement is 2 of the 3 members.

In addition, it is required that the student being examined, the chair of the committee, and the outside committee member all be physically present at the examination or defense. Mediated attendance by the student, chair and outside member is prohibited.

In cases where the student prefers an examination in which all committee members are physically present, the student's preference shall be honored.

DOCTORAL DEGREE REQUIREMENTS

The following requirements and policies apply to Ph.D. students only.

Residency Requirement and Maximum Tenure

Two semesters, which may include one summer session, must be spent in resident study at the University of Kansas. During this period of residence, the student must be involved fulltime in academic or professional pursuits, which may include an appointment for teaching or research if the teaching/research is directed specifically toward the student's degree objectives. The student must be enrolled in a minimum of six (6) credit hours per semester or three (3) per summer session.

The student must spend three full academic years, or the bona fide equivalent, at this or some other approved University, including the time spent attaining the M.A. Resident study at less than full-time will require a correspondingly longer period.

Continuous Enrollment for Post-Comprehensive Students

After completion of the oral comprehensive exam and during the semester of the exam, students must enroll in at least 6 credit hours per Fall and Spring semester “until all requirements for the degree are completed (including the filing of the dissertation) or until 18 post-comprehensive hours have been completed (whichever comes first).” Upon reaching 18 hours post-comprehensive, enrollment may be reduced to 1 credit hour per Fall/Spring semester up to and including the semester of graduation.

Students are strongly advised to closely review the University regulations on continuous enrollment for post-comprehensive students. Failure to properly comply with the policy could result in, among other problems, a delay in graduation.

All of the regulations associated with post-comprehensive enrollment also apply to students with GTA/GRA/GA appointments. The only difference is that these students must be certified to drop their enrollment levels. To become certified, the student or department staff should complete and submit to COGA the [Certification of Eligibility to Enroll in Fewer Than Six Hours form](#) prior to the beginning of the semester in which the enrollment will drop below 6 hours.

GRADUATION REQUIREMENTS

In addition to any departmental degree requirements, M.A. & Ph.D. students planning to graduate must complete all University graduation requirements **prior to the published Application for Graduation deadline** in a given semester. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation.

MA DEGREE GRADUATION CHECKLIST

PH.D. DEGREE GRADUATION CHECKLIST

Students are **strongly encouraged** to visit the College Office of Graduate Affairs (COGA) immediately following the defense or final exam and in advance of the applicable Application for Graduation deadline. During this visit a COGA staff member will review all degree requirements with you, verify that the Application for Graduation and Thesis/Dissertation submissions have been completed, and provide guidance on any pending items.

STUDENT RIGHTS AND RESPONSIBILITIES

Graduate students are bound by the rules and regulations of the University of Kansas. Students should review the KU [Code of Student Rights and Responsibilities](#). When rules are violated and disciplinary action is necessary, the penalties imposed may include warning, probation, suspension, and expulsion.

Appendix A

Department of French & Italian

Criteria for the selection of GTAs for Lawrence campus summer school French courses:

- 1) The department will take into account curricular needs and requisite experience in relation to the courses being offered, quality of applicants' teaching, and ability to work independently.
- 2) Priority to graduate degree candidates in French. It is understood that to be appointed to a summer appointment, graduate degree candidates must be making satisfactory progress toward degree.
- 3) Priority to those who have not yet held or who have held least recently a summer teaching position in the department, whether on-campus or SLI.
- 4) If several applicants meet all of the above criteria, then preference will be given to Ph.D. candidates, and among Ph.D. candidates to those most senior; then to M.A. candidates, and to those most senior in rank.
- 5) Special priority for French 100, when it is staffed by a GTA: among French M.A. or Ph.D. candidates, the teacher whose qualifications are deemed by the Chair of Department and the lower-level faculty course coordinator most suited to the special pedagogical requirements of the course, which satisfies the graduate reading (translation) requirement for graduate programs in other departments. Knowledge of both French and English must be at least near-native.

Approved by the department at the April 16, 2009 departmental meeting.

Appendix B

Student Name:

Degree program (MA or PhD):

Date entered current degree program (e.g. Fall 2014):

Graduate Student Self-Assessment

Please provide an assessment of the past year and future goals as requested beneath. In addition, please submit a current CV.

1. List all course work completed, including grades. Indicate course work completed during the last year. List cumulative GPA.
2. Other degree requirements completed (e.g. language requirement).
3. Examinations completed, if any, with dates (Departmental MA written and oral exams, PhD pre-comprehensive meeting, PhD comprehensive exam and prospectus defense).
4. Classes taught (please indicate as GTA or lecturer).
5. Grants/Fellowships during the past 12 months.
6. Conference papers, presentations, publications, and other professional development activities.
7. What progress have you made towards the MA/PhD reading lists?
8. (For PhD students) Status of dissertation: describe your progress in the last year.
9. What do you regard as your strengths and weaknesses?
10. What do you plan to accomplish in the coming year?
11. What are your professional goals post-graduation, and what would help you achieve them?
12. Extenuating circumstances during the past year (if applicable).

Appendix C

Department of French & Italian
Post-Comprehensive PhD Degree Completion Agreement

Semester Goal:

Benchmark #1 (Dissertation Composition):

Achieve by: _____ **

Benchmark #2 (Dissertation Edits or Professionalization):

Achieve by: _____ **

Benchmark #3 (Professionalization):

Achieve by: _____ **

** Timeline for expected feedback is 3-4 weeks unless otherwise noted.

I understand that I, _____, am enrolled in dissertation hours and have agreed to make the aforementioned progress in my post-comprehensive research and dissertation by the dates agreed to by my faculty advisor and myself. Failure to meet these benchmarks may result in a recommendation toward action to pause or cease enrollment in the PhD program, or consequences as detailed below:

Student signature: _____ Student ID _____ Date: _____

Advisor signature: _____ Date: _____