French Literature
Graduate Student Guide
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Introduction to Areas of Study

The Graduate Program in French Literature is an established one with an excellent ranking and reputation, and with faculty who work closely with students. For French Literature graduate students, who have financial support from the French Department, please note that fee remission covers only those courses directly related to your graduate degree.

Our courses lead to the Master of Arts degree in French followed by the PhD in French. Students are encouraged to take a broad range of courses as they prepare their MA final project and PhD examinations and as they decide on their research interests that will lead to the writing of their doctoral dissertation under the direction of a faculty member who is specialized in that field. A full listing of courses can be found on the French and Italian department website here: http://www.indiana.edu/~frithome/courses/graduate.shtml

I. Degrees and Requirements

For full information on Graduate School policies, please consult the Indiana University Graduate School Bulletin online at the following URL: http://www.indiana.edu/~bulletin/iu/gradschool/2013-2014/index.shtml

M.A. in French Literature

The Degree:
The M.A. degree in French literature generally serves as a stepping stone to the PhD. It also gives students valuable additional experience enabling them to teach in private high schools and junior colleges or to work in translation, publishing, or business. A candidate can obtain the M.A. in two years. Up to eight hours of transfer credit may be counted toward the degree with the approval of the graduate advisor and the Graduate School. Courses used to fulfill requirements for an MA degree elsewhere cannot be transferred while the student is in the MA program but may be counted later toward the PhD (see below).

MA Degree Requirements:

- Credit hours: 30 credit hours of graduate work with at least 23 hours in French.
- Required courses: AIs must take F572 (Practicum in College French Teaching) and F573 (Methods of College French Teaching).
- Final project: Students will collect all of their MA-level term papers and submit them along with a 4-5 page written rationale. The rationale must be written in French for English native speakers, in English for French native speakers, and in French or English for native speakers of other languages (provided they choose the lesser used language in their graduate coursework). Students will not be evaluated and cannot be denied the MA degree and/or acceptance to the PhD program on the basis of the language alone, but on the overall quality of their coursework and, for PhD candidates, promise for doctoral work.
- For students seeking the MA degree only, the rationale will explain the students’ intellectual and professional progress in the program as evidenced by their
coursework. For students seeking a PhD degree, the rationale will explain the students’ intellectual and professional progress in the program as evidenced by their coursework and also identify their doctoral research interests, intended PhD coursework and plans for developing a special area of expertise within their chosen field. These documents must be submitted at least three weeks prior to the scheduled French Literature Faculty Review at the beginning of the student’s fourth semester of study.

MA degree and admission into the PhD program

For students without a previous MA degree, the Faculty Review for admission to the PhD program will take place at the beginning of the fourth semester in the program. The French Literature faculty will evaluate the coursework of each student and the student’s written rationale; there is no Master’s exam. The faculty will then decide whether s/he should be allowed to continue towards the PhD degree. Students will be notified of the decision immediately. The decision of the faculty cannot be appealed. The lowest GPA for being considered for the MA degree and continuation to the PhD program is 3.0 (B). Students who do not wish to continue to the PhD program after the MA may wait to participate in a Faculty Review until the end of their fourth semester in the program.

Students accepted into the PhD program will be expected to take their PhD exams in their seventh semester in the program, counted since matriculation, at the latest. The PhD exam may be retaken only once, in the following (eight) semester.

Students not accepted into the PhD program, and those who do not wish to continue to the PhD, will be expected to finish the fourth semester to complete the 30 credit hours required for the MA degree. Another Faculty Review will take place at the end of the Spring semester to discuss awarding the MA degree to students not admitted to PhD. The lowest GPA for being considered for the MA degree is 3.0 (B).

PhD Fast Track

A student who already has an MA degree from another institution must submit examples of past research written in French for the Faculty Review, which will take place at the end of the students’ first year (after two semesters in the program). The Faculty Review consists of a meeting of French Literature faculty to discuss the overall performance of the student in the program and to decide whether the student should be required to complete additional work before admission to the PhD. Both course work from the previous MA degree and course work in the IU French graduate program will be evaluated as a whole. If the student’s work is deemed satisfactory, s/he will be accepted into the PhD program at that time. If the student is required to complete additional work, another Faculty Review meeting will be held during the following semester to decide the student’s admission to PhD. No MA degree from Indiana University will be awarded.

Students admitted through the PhD Fast Track must take their PhD exams in their fifth semester in the program at the latest.
Students who pursue the Fast Track but are not admitted to the PhD program after the Faculty Review have the option of completing a terminal MA degree by finishing the required 30 credit hours of course work. The lowest GPA for being considered for the MA degree is B (3.0).

**Time Limit:**
The MA degree must be completed within five years of the last month of the first semester of enrollment. All transfer credits must also be completed within five years. Revalidation of coursework completed before this five-year period is possible in exceptional cases (see the Graduate School bulletin.)

**Mentors:**
During their first semester on campus, students should choose a faculty mentor to help guide them through the French literature program. This mentor may or may not turn out to be the student’s PhD dissertation advisor. The mentor’s role is to serve as informal academic advisor, providing additional support from faculty beyond that offered by the graduate advisor in French literature. The Director of Graduate Studies will facilitate selection of mentors.

**Ph.D. in French Literature**

**The Degree:**
The Ph.D. program is intended to train scholar-teachers to do advanced research of professional quality in their special field, to teach courses in this field at all graduate and undergraduate levels, and to teach lower-division undergraduate courses in French literature and language. Students are encouraged to take many different courses in order to discover areas of special interest, acquire the background necessary for the examination, and prepare for a dissertation as well as a career. Up to 30 hours of transfer credit may be counted toward the Ph.D. degree with approval of the DGS and the Graduate School.

Students admitted through the PhD Fast Track must take their PhD exams in their fifth semester in the program at the latest. The PhD exam may be retaken only once, in the sixth semester.

Students without previous MAs accepted into the PhD program will be expected to take their PhD exams in their seventh semester in the program at the latest. The PhD exam may be retaken only once, in the eighth semester.

Students admitted to the PhD program must form their Advisory Committee and start working with the members of the committee to define their tentative dissertation topic and prepare their customized reading within a semester from their admission to the program.

**PhD Degree Requirements:**
- 35 credit hours of graduate course work beyond the M.A. for a total of 65 credit hours of course work.
- 25 credit hours of thesis credit (F875).
- An outside minor (credit hours determined by the minor department).
- The courses F564 (Issues in Literary Theory) and F603 (History of the French Language I)
- AIs must complete F572 and F573 if they have not done so already.
- Reading proficiency in one of the following foreign languages: Catalan, Classical Greek, German, Italian, Latin, Portuguese, Russian, and Spanish. Another language may be substituted with permission of the DGS and PhD dissertation advisor.
- At least one course taken for graduate credit in each of the six literary periods.
- Written examination. Students must develop a customized reading list in their intended area of specialization. Such a list can cover up to two centuries or periods. Options:
  1. 6 literary periods
  2. 5 literary periods plus literary criticism
  3. 5 literary periods - requires qualified exemption from 1 literary period
  4. 4 literary periods plus literary criticism - requires qualified exemption from 1 literary period
  5. 4 literary periods - requires qualified exemption from 2 literary periods
  6. 3 literary periods plus literary criticism - requires qualified exemption from 2 literary periods.
- Dissertation.

**Grading Policy:**

Graduate courses at Indiana University use the same grading scale as undergraduate courses, from A to F. However, students should be aware that a grade of B- or higher is required in order to earn graduate credit. Furthermore, grades obtained in graduate school are to be interpreted as follows:

1. Grades A+, A, A- is given when the student's performance in the course is of a quality expected of a Ph.D. student.
2. Grades B+ and B is given when the work done is appropriate for an M.A. student, but is not of the quality expected of Ph.D. students.
3. Grades B- and below are given when the work is not of the quality expected of graduate students in the department.

**Language Requirements**

Reading proficiency is normally demonstrated either by exam (consult the appropriate department for details) or by completing the second half of the appropriate graduate course series (FRIT-M492, HISP-S492, GER-G492, CLAS-L400, LING-C502, etc) with a grade of B or better. The language selected for the MA may count toward the Ph.D. credit requirement. Please note that the credits for CLAS-L300 and L400 and for LING-C501 and C502 count toward the 30 hours of M.A. or the 65 of Ph.D. coursework. The 491-492 sequence, regardless of language, does not carry graduate credit.

**The Exam:**

The PhD qualifying examination consists of a written and oral exam verifying knowledge and analytical skills in the six major literary periods (Medieval, 16th, 17th, 18th, 19th, and 20th/21st centuries) and in literary criticism. Thus a total of seven areas are examined. To qualify for the PhD exams, students must have completed all courses previously taken. Specifically, students with
incompletes will not be allowed to sit for the exams. A student may claim exemption from up to two literary periods, however, based on previous course work. Literary criticism functions as an option which can replace one of the six literary periods. The questions on the exam are based on the PhD reading lists, except for the one literary period for which the student develops a customized reading list (see below).

To qualify for an exemption in a certain literary period, the student must have completed two graduate courses in that period and must have received a minimum grade of B in each course. Transfer courses from other institutions will not be allowed to count toward an exemption, unless such courses have been validated by successful coursework (with a grade of A- or higher) in the department.

The examination is given each September and/or early Spring depending on PhD students’ deadlines for taking the exam (see the general timeline at the end of this document and consult the DGS to clarify your individual timeline to degree). Students must confirm their intent to sit for the exam to the Director of Graduate Studies (with a copy to the graduate secretary) at least 60 days prior to the scheduled exam date. Roughly half of the exams are written in French and the other half in English (This could be a 3/2 split in either direction.) The essays are graded by faculty members who are specialists in the given literary period (or literary criticism) on a regular academic scale (A, B, C, etc). The lowest passing grade is B-.

The oral exam occurs in the week following the passing of the written exams. The oral exam is administered on the same periods as the written exam, plus an exam on the history of the French language. Following the oral exam, students may retake only the periods in which they receive a grade lower than B-, as necessary. The retake cannot be sooner than one month per period failed and must be done within the next 12 months. Those who fail the retake of the oral exam must petition the department for permission to retake the exam and must wait at least a full year if permission is granted. After all parts of the exam have been graded, a student may view the exam booklets, but the exams are kept permanently in the student’s file in the main office.

A student who fails the PhD exam will have his/her funding continued (up to the limit of his/her funding commitment) if he/she retakes the exam within the prescribed time frame.

Reading lists and old exam questions are available from the graduate secretary for each literary period and for literary criticism.

A "customized" reading list, to replace the standard one, must be developed by a student for a certain literary period, generally the period on which the student’s dissertation research will focus. Such a list can cover up to two centuries or periods. The list should be developed in consultation with the DGS and the faculty members specializing in the appropriate period(s) and will be submitted to the French literature faculty as a whole for suggestions and approval. Students must begin circulating their individualized list to their advisory committee within three months from their admission to the PhD program and, upon approval of their list by the committee, they must submit it to the entire French Literature Faculty at least six months before their exam date. The faculty will approve or suggest changes to the list within a month of the date when it was submitted.
PhD candidates are required to prepare a 5-page dissertation project to be sent to the DGS before the written exams. Upon approval by the Advisory Committee members and submission to the DGS, the 5-page project will be used by the faculty who administer the oral examination as a basis for discussion, especially in their proposed area and/or period of interest. STUDENTS WILL NOT BE GRADED ON THEIR PROJECT (Effective Fall 2012).

**PhD dissertation proposal**

Students who passed their PhD exams must present their dissertation proposal within a year after completing their exams. The proposal will develop the individualized reading list presented for the PhD exams and will consist of approximately 30 pages explaining the topic, the choice of primary sources and the research methodology for the PhD dissertation. The proposal will be submitted to the members of the student’s intended Research Committee who will approve or suggest changes and corrections to it. Successful completion of the PhD dissertation proposal is a requirement for achieving ABD status and the first step towards writing the dissertation.

**Graduate student funding**

Graduate student funding at both the MA and PhD level is dependent on the student's satisfactory progress to degree and fulfillment of his/her AI responsibilities.

**Steps Toward Degree Completion:**

1. **Advisory Committee:**

Within three months of admission to the PhD program, doctoral students should select an advisory committee from among the faculty in their field of interest (two members from the major field and one from another, potentially the minor field) and fill out the appropriate form. This committee will guide the student until s/he has passed the qualifying exam. Students usually take their qualifying examination during their third or fourth semester in the PhD program (see above for details). After a student passes the PhD exams (both oral and written) and submits their dissertation proposal, s/he may apply for PhD candidacy.

2. **Nomination to Candidacy for the Ph.D. Degree**

Students apply for PhD candidacy by filling out the Nomination to Candidacy eDoc through Onestar. To file for PhD candidacy, the student must have completed all course work (65 credit hours) and departmental language requirements, and passed the PhD exams. The student should ask the departments through which he/she fulfills the language and minor requirements to send memos to the FRIT graduate secretary as documentation. For the minor, the memo should list the courses that count towards it, the grades obtained, and the credit hours. The 25 required thesis hours (F875) need not be completed before candidacy can be granted. That is, F875 thesis hours may be accumulated after candidacy is approved. However, to enroll in G901 thesis hours, for which there is a $150 flat fee, the 25 credit hours of F875 must first be completed. AIs should plan to accumulate their 25 thesis hours of F875 while they still have financial support; otherwise they will have to pay the regular non-resident/resident tuition fees from their own pocket.
The eDoc will route to the graduate secretary, advisory committee, and the Director of Graduate Studies for approval before routing to the University Graduate School. Once the dean approves the eDoc, the student will be admitted to candidacy and awarded a Certificate of Ph.D. Candidacy. PhD candidates are sometimes referred to as ABD students (meaning that they have finished All requirements But the Dissertation).

Once they have passed the Ph.D. qualifying examination, students must be continually enrolled in thesis credit hours until the completed dissertation is submitted to the Graduate School. See “Continuing Enrollment” and “Thesis Credits” under Registration Policies and Procedures.

3. Nomination of Research Committee
As early as possible in the Ph.D. program, the student should begin to work more closely with faculty members who will eventually form the research committee which will read and evaluate the dissertation. (The research committee may or may not be the same as the PhD advisory committee chosen earlier.) As the dissertation project takes shape, one professor should be selected to chair the research committee and be the primary advisor for the student as dissertation work progresses. Two other members of the committee should also be from the Department of French and Italian, and a fourth member should represent the student’s minor. Generally, a research committee is comprised of four or five members. All members of the research committee must be members of the graduate faculty; at least half must be members of the graduate faculty with endorsement to chair doctoral committees.

Once Ph.D. candidacy is achieved (see #2 above) and a research committee is selected, the Nomination of Research Committee form should then be completed and submitted to the Graduate School via the eDoc through Onestart. This includes the submission of a one to two-page summary of the proposed research submitted to the Graduate Secretary for attachment to the eDoc. The Nomination of Research Committee form must be approved by the Graduate School at least six months prior to the defense of the dissertation.

The student then proceeds to research and write the dissertation. When finishing and formatting the dissertation, students should consult the Graduate School website for requirements and deadlines. This information is found on the Theses & Dissertations tab: http://graduate.indiana.edu/theses-dissertations/index.shtml

5. Completion and Defense of the Dissertation
Once the dissertation is completed, an oral defense is scheduled. Each member of the research committee must receive a copy of the completed dissertation four weeks before the defense. In addition, an official announcement of the defense must be submitted to the Graduate School through the eDoc on Onestart, 30 days before the defense date. The oral defense of the dissertation is the final requirement for the degree, although minor revisions may be required before the dissertation can be submitted to the Graduate School. The Graduate Secretary can assist with scheduling, room reservations, and technological needs.

Please note: If the defense takes place in summer but the dissertation will not be submitted until the academic year, it is not necessary to enroll. However, enrollment is required at the time of the
submission of the dissertation, regardless of when the defense takes place. Advanced thesis 
credits, G901, are not regularly offered in the summer.

**Time Limits:**
All course work and language requirements necessary for the PhD degree must be completed 
within seven years prior to the PhD qualifying exam. This time limit is applicable to any transfer 
credit as well. Revalidation of course work completed earlier than seven years before the 
examination is possible in exceptional cases (see the Graduate School bulletin).

The dissertation must be completed, successfully defended, and submitted to the Graduate School 
within seven years after passing the PhD qualifying exam. Failure to meet this requirement will 
result in termination of PhD candidacy. Reinstatement to candidacy is a laborious process 
requiring a re-take of all or part of the PhD qualifying examination. It is to be avoided at all costs.

**II. Associate Instructor Positions**

Associate Instructors (AIs) are part-time teachers of French in the Department and are responsible 
for teaching their own sections of French (normally one section in one semester and two in the 
other) under the guidance of the course director. All AIs are required to hold two office hours each 
week during any semester or summer session in which they are teaching. Each academic year, an 
AI is observed at least once by his/her course director, who then writes up an observational report 
on the AI’s teaching. The AI then receives a copy of this report, which may be discussed with the 
course director, while a second copy is placed in the AI’s teaching file.

**Conditions of Reappointment:**
Conditions of renewal of Associate Instructorships include the following:

- Good academic standing: a GPA of at least 3.2
- Good teaching evaluations: both course director observation reports and (undergraduate) 
  student feedback are considered important factors in determining AIship renewal
- Good progress toward the degree:
  ♦ incompletes should be taken only as a last resort and be quickly 
  converted to grades
  ♦ the AI should be working to fulfill degree requirements at a 
  reasonable rate
- Term limitations
  1. no more than two years of funding will be offered to MA students 
     who will not continue on to the PhD
  2. students who earn an MA degree in the Department and continue 
     on to the PhD may receive a maximum of 5 years (10 semesters) of 
     funding
  3. students who have already received an MA degree in French at another institution 
     and are pursuing the PhD in the Department may receive a maximum of 4 years 
     (eight semesters) of funding.
4. AIs who switch from the French linguistics to the French literature program (or vice versa) may be eligible to receive an additional semester or two of funding at the discretion of the Department.

Students may also have the opportunity to serve as Research Assistants; remuneration is similar to that of an AI. Ph.D. candidates working on their dissertation may apply for departmental and university fellowship support. NOTE: All forms of support by the department and the university count toward the maximum 5 years (10 semesters) of support for a PhD student who enters the program without a Masters degree, or a maximum of 4 years for those who enter with an MA degree. This includes internal and external fellowships, exchange years in France, and any Student Academic Appointment.

Considering these five-year limits on departmental financial support for PhD students, we urge students to complete all course work in three to four years and then directly begin work on the dissertation. Those entering with an MA degree should complete all course work within 2 years after admission to the PhD program.

On occasion, graduate students take teaching positions elsewhere or leave IU yet still have semesters of support remaining. The department must agree in advance whether the student can utilize any remaining funding if he/she returns to the FRIT department. Once the student decides to stay away from IU for a second year, the department no longer has any obligation to hold further funding. Exceptions may be made for a student who receives a prestigious external fellowship.

**Enrollment Requirements:**

All Associate Instructors in the French literature program are required to enroll in two French courses each semester in order to maintain their AIships. Exceptions can be made at advanced levels with permission of the graduate advisor. Students holding appointments as associate instructors, graduate assistants, or research assistants must be registered for 6 credit hours of graduate coursework during each semester of their appointment. At the dissertation level, enrollment in six credit hours of F875 is recommended. We advise that the less expensive G901 thesis credits be saved for when the student has run out of departmental funding.

**The AI’s Role in Reappointment:**

By February 1st, AIs must inform the graduate secretary as to whether or not they would like to renew their AIship for the following academic year. The AI’s response is considered a commitment to teach the following year. Such a commitment is necessary so that the Department can recruit a sufficient number of new AIs from its applicant pool. If there is an unforeseen change of plans after February 1st, the AI must present valid reason for deciding NOT to teach the next year and for not having informed the Department earlier. NO CHANGES IN CONTINUING AI PLANS SHOULD BE MADE LATER THAN APRIL 15. This is the deadline for new AI applicants to accept or reject our funding offers. Therefore, if the Department learns later that a current AI will not continue the following year, an AI position may be left empty and a recruitment opportunity wasted.
**Summer AIships:**

All AIs may apply to teach during the summer sessions in Bloomington. The selection will be based on the pedagogical and academic performance of the candidate. Wherever possible all students shall be granted at least one summer of support during their tenure and shall be granted assistantships thereafter as far as they are available, within the four or five years of funding they have been allotted. Students may apply for a second (or third) summer of support, but students with fewer summers of support will be given priority, provided that pedagogical and academic criteria are met.

Stipulations:

a) Students who are not returning in the next academic year should be granted a summer appointment only if the number of appointments available exceeds the number of eligible applicants for a given summer.

b) Students who accept another academic appointment (i.e. in the IEP or in the Honors College) must forfeit funding in the FRIT Department during the same summer.

c) A student who applies for teaching in the summer before a leave of absence will be subject to having the lowest priority for teaching that summer.

**Leave of Absence:**

Students may take a leave of absence from our program as per the guidelines of the College of Arts and Sciences. Leave may either fall under Family and Medical Leave Act guidelines or may be granted for other reasons. The College will grant no more than 24 total months of leave. However, the department will not normally grant leave for a period of longer than one year. A request for a longer leave must be re-petitioned to the department. If a student is on leave and plans to resume his/her duties in the fall semester, s/he must inform the department in writing by February 1 of the preceding spring term.

**III. Exchange Positions Abroad**

The Department offers teaching exchange programs with the universities of Pau, Lille, and Strasbourg. Exchange instructors teach English in France for one academic year, which is counted as a year of departmental funding (AIship). Stipends and teaching assignments of the positions vary. The graduate secretary has more detailed information about these exchange positions.

**Selection Criteria:**

Exchange positions are awarded to interested graduate students who wish to further their professional development (French language improvement should NOT be a primary goal). When there are more interested applicants than positions available, seniority, as well as the following guidelines, will be used in selection:

- Students should express a sincere commitment to finishing their PhD in the Department.
Students who have already experienced a similar exchange year through IU or another institution shall not be considered for an exchange position unless the number of applicants is equal to or fewer than the number of positions available.

All other considerations being equal, academic records and teaching performance may be used as selection criteria.

Students may submit to the chair a written request to be given priority for a given year due to unique or unforeseen circumstances.

Application:

Students who are interested in participating in one of the Department’s exchange programs should contact both the chair and the graduate advisor in November of the year prior to the planned exchange year. (The graduate secretary will send out a reminder.) There is no formal application process, but students will be asked to write a brief letter explaining how the exchange experience would fit in with their professional preparation and (possibly) dissertation research.

IV. Registration Policies & Procedures

Registration:

Continuing student registration takes place online (via OneStart) in October for the spring semester and in April for the fall semester. Students are required to consult the graduate advisor prior to registering for the fall or spring semesters. For summer registration (in March), students are not required to speak with an advisor, but this step is still highly recommended.

Continuing Enrollment:

Graduate students who are ABD (“All But Dissertation”) are still required to be continually enrolled in thesis credit hours until they have submitted their successfully defended and revised dissertation to the Graduate School. This continual enrollment is generally just for the academic year and not the summer. However, if the PhD candidate plans to graduate during the summer, he/she must be enrolled in the summer session during which the degree will be awarded. According to the Graduate Bulletin, “A candidate who will be graduated in June, July, or August of any year must enroll in a minimum of 1 hour of credit… in either the current or the immediately preceding summer session.”

ABD students who fail to comply with the policy of continuing enrollment will be compelled to enroll retroactively, and the fees for retroactive registration are substantial.

Thesis Credits:

All students who intend to pursue the PhD may begin accumulating F875 thesis credits from their first year in the MA program. A student must obtain 25 of these credits to complete the degree. F875 credits correlate with preparation for the PhD dissertation, but they may not reflect actual time spent on research and other preparation during a given semester. They should be considered as a whole as time spent reading supplementary texts, consulting with faculty, and doing preliminary research and planning over the course of a student’s first two or three years in the
graduate program. Thereafter, these credits should have a more direct correlation with the amount of time spent preparing the dissertation.

Once students have accumulated a total of 90 credit hours toward the PhD degree (65 course work + 25 thesis hours F875), they may enroll in six semesters of G901, which is six credit hours but only costs a flat fee of $150 per semester. If they are still working on the dissertation thereafter, they must enroll in a minimum of one credit hour of F875 each semester. ABD students who still have one or more semesters of financial support remaining may choose to “save” their G901 semesters for later and enroll in F875 while they still receive a fee remission.

**Fee Remission**

The College provides fee remissions to support the College degree objective of graduate students, but does not cover courses taken in other Schools, if they are not related to the MA or Ph.D. degree. Therefore, students may use College fee remissions to take courses in the College and other schools that are reasonably academically related to their College degree objective and approved by the graduate advisor. Students may not use College fee remissions to pursue degree objectives in other schools, excepting formal joint-degree programs between the College and other schools. The courses for which a fee remission may be applied outside the College may be limited. The College will not provide tuition support for second doctoral minors if they involve course work outside the College. If you are seeking a minor or taking related courses outside the College, please confirm the most up to date policies with the graduate secretary in order to ensure they are eligible for the fee remission.

**Address changes:**

It is vitally important for you to keep both the departmental graduate secretary and the Office of the Registrar informed of any change of permanent, local, or e-mail address. The Department needs an accurate address for important communications relating to registration, requirements, funding, and other issues. The Office of the Registrar is the main record-keeping body of the University, where address changes must be made. Your address with the Registrar must be current for the obvious reasons of registration and billing, as well as any correspondence from the Graduate School or College Graduate Division.

**V. Graduation**

MA students must apply for their Masters degree through the eDoc on Onestart, Application for Advanced Degree – Master’s. This form should be completed at least six weeks before the desired date of graduation. Degrees are granted monthly on the last day of each month, except in May, when the degree date is the same as the date of commencement. Students should apply for the MA during the semester in which they are finishing the degree requirements. That way there is no delay between completion of requirements and conferral of the degree, and the student may participate in commencement if desired.

For Ph.D. graduates, the dissertation and all accompanying paperwork must be turned in to the University Graduate School by the 15th of the month in which the degree is to be awarded, except in May and December when there are earlier deadlines to accommodate the large amount of students graduating. If the dissertation copies are turned in after the 15th, the degree will be
granted the following month. Should the Ph.D. Recorder discover any problems, degree conferral may be postponed. The department maintains a library of bound copies, and students are required to submit their volume to this library. The department offers support with respect to the binding of this copy.

IU holds two commencement ceremonies each year, in May and December. Students who complete their degree requirements in January - August may participate in the May ceremony, while students who complete their degrees in September - December may participate in the December ceremony.

Both MA and PhD students who wish to participate in commencement ceremonies must apply several months prior to the ceremony. This is a separate application from the application for the MA degree! Commencement registration is done with the appropriate recorder at the Graduate School and is NOT automatically assumed when the application for the MA degree is processed or when the PhD dissertation is received. The Graduate Secretary has the most up to date Commencement registration procedures.

**VI. Timeline for Typical PhD Program**

Students are encouraged to take as many courses as possible during their first four semesters. In order to take full advantage of the 12-credit AI fee remission, students may use the F875 thesis hours. For further explanation, see “Steps Toward Degree Completion” (page 6).

<table>
<thead>
<tr>
<th>Sem.</th>
<th>Courses</th>
<th>Exam deadlines</th>
<th>Other Actions/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Literature courses/ minor courses F572 (mandatory for AIs) F875</td>
<td></td>
<td>Establish faculty mentor relationship.</td>
</tr>
<tr>
<td>2</td>
<td>Literature courses/ minor courses F573 (mandatory for AIs) F875</td>
<td>End of semester Faculty Review of previous MAs and decision regarding their admission to PhD</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Literature courses/ minor courses F875</td>
<td></td>
<td>Discuss any transfer credits for the MA with the graduate advisor</td>
</tr>
</tbody>
</table>
| 4 | Literature courses/ minor courses F875
Complete MA requirements | Faculty Review of MA students’ coursework and decision regarding their admission to PhD. | Apply for MA degree and commencement, if applicable. Upon admission to PhD program, establish PhD Advisory Committee. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Literature courses/ minor courses F875</td>
<td>PhD exams for Fast-Track MAs admitted to PhD.</td>
<td>Discuss any transfer credits for the PhD with the graduate advisor.</td>
</tr>
<tr>
<td>6</td>
<td>Literature courses/ minor courses F875</td>
<td>PhD exams</td>
<td>Upon passing PhD exams and completing all course work, apply for PhD Candidacy.</td>
</tr>
<tr>
<td>7</td>
<td>Literature courses/ minor courses F875</td>
<td>PhD exams</td>
<td>Choose research committee, submit dissertation abstract, submit Nomination of Research Committee form.</td>
</tr>
<tr>
<td>8</td>
<td>F875 Complete PhD requirements</td>
<td>PhD dissertation proposal</td>
<td>Work on dissertation.</td>
</tr>
<tr>
<td>9</td>
<td>G901¹ (for PhD candidates) or F875</td>
<td>PhD dissertation proposal</td>
<td>Choose research committee, submit dissertation abstract, submit Nomination of Research Committee form.</td>
</tr>
<tr>
<td>10</td>
<td>G901 (for PhD candidates) or F875</td>
<td>Work on dissertation. Last semester of normal AI funding package.</td>
<td>Schedule defense with committee, obtain UGS approval of Defense Announcement at least 30 days before defense.</td>
</tr>
</tbody>
</table>

₁G901 is worth 6 credit hours per semester and costs a flat fee of $150. Students are limited to 6 semesters of G901. Due to this limit, many students prefer to enroll in F875 instead of G901 while they still receive departmental funding.
Appendix: Useful Names and Phone Numbers

Also consult the internet resources of the University to find information provided by campus offices.

French and Italian Department Office:
Prof. Andrea Ciccarelli, Chair .............................................................. 855-5458
Isabel Piedmont-Smith, Administrative Assistant ................................ 855-5458
Graduate Secretary ............................................................................... 855-1088
Orion Day, Undergraduate Secretary/Webmaster ................................ 855-1952
Jessica Harrison, Faculty Secretary ...................................................... 855-0785

French and Italian Department Graduate Advisors:
Prof. Marco Arnaudo, Italian, Ballantine Hall 622 ................................ 855-7812
Prof. Kevin Rottet, Fr. Ling and MAFI, Ballantine Hall 610 ............... 855-6164
Prof. Oana Panaïté, Fr. Lit, Ballantine Hall 618 ....................................... 855-6596

Other:
Bloomington Evaluative Studies and Testing, Franklin Hall 014 .......... 855-1595
Mitchell Byler, College-Graduate Division, Kirkwood Hall 201 ........... 856-3687
Graduate School, Kirkwood Hall 111 ..................................................... 855-8853
Shelly Gerber-Sparks, PhD Recorder ..................................................... 855-9345
Dana Harden, MA Recorder .................................................................. 855-1117
Graduate Student Organization ............................................................... 855-8747
Health Center, at 10th Street and Jordan Avenue ................................... 855-4011
Instructional Support Services, Franklin Hall 004 ............................... 855-8765
Media Resources .................................................................................... 855-4047
Graphic Services .................................................................................... 855-4047
Library (Information) .............................................................................. 855-0100
Office of the Bursar, Poplars Building W100 .......................................... 855-2636
Office of the Registrar, Student Central on Union ............................... 855-0121
Recreational Sports Info Line ................................................................. 855-8788
Teaching & Learning Technologies Center, BH307 ............................. 855-7829
University Information Technology Services ....................................... 855-6789