Department of French and Italian
Indiana University

Graduate Program in Italian Studies

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Introduction to Areas of Study

Indiana University offers a Master of Arts and a Doctor of Philosophy in Italian Literature and culture. With a distinguished faculty committed both to serious humanistic research and to innovative classroom teaching, Indiana University has become a focal point for Italian studies in this country and has provided advanced training for a number of superior students since the doctoral program was first established in 1961. To date, its graduates have been highly successful in obtaining positions in colleges, universities (among others: Washington State, Buffalo SUNY, Penn State, Toronto, Wisconsin, North Carolina, Texas, Duke, Notre Dame), cultural foundations, and businesses despite difficult economic conditions in higher education.

Courses covering all periods of Italian literature and culture are offered on a regular basis, and faculty expertise covers all periods of Italian literature and culture from the Middle Ages to the present time, with a particular inclination for interdisciplinary approaches (comparative literature and Italian, literature and the other arts, cinema, manuscript studies, translation, language instruction). Strong allied programs in West European Studies, Comparative Literature, Art History, Medieval Studies, Renaissance Studies, Literary Theory, Film Studies, and Women's Studies, as well as a distinguished School of Music, provide unequaled opportunities for the inquisitive graduate student. For the Italian graduate students who have financial support from our department, please note that the fee remission only covers courses that are directly related to your graduate degree.

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/2012-2013/programs/bloomington/french-and-italian/index.shtml

The M.A.

The Degree

The M.A. degree in Italian can serve as a stepping stone to the PhD and can also prepare students to teach in private high schools and junior colleges or to work in software development, 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).

Degree Requirements

- 30 credit hours of graduate work with at least 20 hours in Italian
- Written examinations on major authors and works from medieval to contemporary times.
- No thesis.
The Exam:

There is a master’s exam session held on the first Saturday of each semester (Fall and Spring). It consists of a six-hour written examination based on reading lists covering all periods of Italian literature. Candidates who wish to pursue a Ph.D. degree must take their master’s exam within their fourth semester of classes. Master’s candidates who do not intend to earn a Ph.D. may choose to take their exam after their fourth semester of classes. Students who choose this option will not be considered for any further financial support. Students must signal 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. In particular cases (i.e., a terminal master’s degree with focus on language instruction, for instance), the Faculty may accept a special (pedagogical) project in lieu of the written examination.

To qualify for the Master’s exams, students must have completed all courses previously taken. Specifically, students with incompletes will not be allowed to sit for the exams. Those who pass the exam and complete their course work need to file for their master’s degree at the Graduate School to have it appear on their transcript. Each section of the exam will contain a question requesting the student to analyze a specific literary passage. The student will have to choose at least one question of this type. The students can choose whether to handwrite the exam or to type it on an IU computer. Students can write the answers for the MA exam in either English or Italian.

All exams are anonymous. Only the graduate secretary and the graduate advisor are required to know which students are taking an exam in a session. The students will not write their name on their exam. They will mark the exam with a five-digit numerical code, and will write the same code in a note to be placed in a sealed envelope. No professor (not even the graduate advisor) will have access to these codes until after all grades have been assigned.

The master’s exam will be judged by the entire faculty on a pass/fail basis, according to the following scale:

- **HIGH PASS** = exceptional knowledge of the subject matter and outstanding critical ability
- **PASS** = good knowledge and good critical understanding of the subject
- **LOW PASS** = satisfactory knowledge of the material but lacking full critical comprehension.
  (The faculty may decide that an extra oral exam on the subject is necessary.)
- **FAIL** = the student must retake the exam within the next two sessions to qualify for the M.A. degree.

Students who receive a FAIL or a LOW PASS will not be admitted to the Ph.D. program.

If the Italian faculty decides to change the exam system for the master’s degree, all students in their first year of classes will have to comply with the new rules.

Time Limit:

The requirements for the MA degree must be completed within five consecutive years. 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.) For example, if a student first enrolled in the program in Fall 2007, then she must finish all requirements for the degree (including course work, language requirement and exams) by December 2012.
The Ph.D.

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 undergraduate courses in Italian literature, language and culture. Students are encouraged to take many different courses in order to discover areas of special interest, acquire the background necessary for the exams, 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 graduate advisor and the Graduate School.

Degree Requirements

- 35 credit hours of graduate course work beyond the M.A. for a total of 65 credit hours of course work, among which 9-12* credit hours must be in an approved outside minor area (*Credit hours required for the minor are determined by the respective department. Check with the department offering your chosen minor for complete details.)
- 25 thesis hours (M875)
- Reading proficiency in one of the following foreign languages: French, German, Spanish, Portuguese, Classical Greek or Latin.
- PhD examinations (see below)
- Dissertation

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-F 492, HISP-S 492, GER-G 492, CLAS-L 400, LING-C 502, etc.) with a grade of B or better. The language selected for the MA may count toward the PhD requirement. Please note that the credits for CLAS-L 300 and L 400 and for LING-C 501 and C 502 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. Students may request to replace one of the languages above with a language that is not present in the list but that addresses their dissertation topic directly. The special request for the substitution can be made only after the candidate has passed at least the first part of the PhD exam. The request must be submitted in written form to the Director of Graduate Studies and the director (or proposed director) of the dissertation.

Qualifying Examination

The Ph.D. exam is divided in two parts:
1. An in-depth written examination covering all periods of Italian literature and culture, including film.
2. The submission of a dissertation project.
Part 1

Students must take the first part of their PhD exam no later than their 4th semester in the PhD program. To qualify for the first part of the Ph.D. exam, students must have no Incompletes on their academic record.

Part 1 of the Ph.D. exam will be held in two sessions: one on the first Friday of the semester (9am–2pm), and the second session the next day, Saturday (9am–2pm). At each session, candidates will be asked to answer three questions from a list of topics. In the first session, the questions will cover the Middle Ages, the Renaissance, and the Baroque; the second session will cover the eighteenth century to the present, including cinema.

Students must indicate their intention 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. To qualify for the PhD's exams, students must have completed all courses previously taken. Specifically, students with incompletes will not be allowed to sit for the exams. Students are urged to discuss the reading list with the Director of Graduate Studies at least two months before the exam. Please consult the current reading list online to prepare for the exam. The current reading list is available on the departmental website. Previous sample exams are available for consultation from the graduate secretary. Each section of the exam will contain a question requesting the student to analyze a specific literary passage. The student will have to choose at least one question of this type.

Students must write at least one answer in English and one in Italian in each of the two sessions. The students can choose whether to handwrite the exam or to type it on an IU computer.

Those who take the exam will remain anonymous to the evaluators until the final results have been calculated.

Part 2

The second part of the Ph.D. exam consists of the submission of a preliminary description of a dissertation project of approximately 20 to 25 pages of length (including a select bibliography). This description is meant to help students begin the preliminary stages of a dissertation project, and it should be considered as a preliminary, less specific, draft of the dissertation proposal.

Students must submit their dissertation project as soon as possible after having passed the first part of their PhD exam, and no later than the following regularly scheduled exam.

To qualify for submission of the dissertation project, students must have no Incompletes on their academic record.

The project must include a presentation of: 1) the topic the student intends to work on for the Ph.D. dissertation; 2) the main thesis of the work; 3) the role and relevance of the thesis to the existing scholarship on the topic; 4) a plan of the organization of the dissertation, divided by chapters; 5) a bibliography. The project can be in English or in Italian.

Students are urged to discuss the preparation of their project with the professor or professors selected as potential dissertation advisor(s), as well as with the other professors whose area of specialization most closely relates to the chosen topic.
Once completed, the dissertation project is to be submitted to all faculty of the Italian program, both via email as an attachment and in hardcopy in the faculty members’ mailboxes.

**Rules applying to both parts of the exam**

The two parts of the Ph.D. exam will be evaluated by all Italian faculty. The first part of the exam will be graded on the same grade scale used for the Master’s examination. If a student receives a “Low Pass”, the faculty may decide that an extra oral exam is required. Students who receive a “Low Pass” must discuss their exam and their plans to improve their academic performance with the Director of Graduate Studies. The second part of the exam will be graded on a pass / fail basis, and students will receive feedback and suggestions about their project. Students who fail an exam may be allowed, at the discretion of the faculty, to retake the exam during the subsequent examination session, or to submit a new version of their dissertation project.

Failing a part of the exam can result in the loss of teaching support and other forms of University financial aid in the subsequent academic year. Students who are not allowed to retake the exam or to resubmit their dissertation project, or who fail two exams, will not be permitted to continue in the program.

If the Italian faculty decides to revise or modify the Ph.D. examinations or the reading lists, students who have not yet been admitted to the doctoral program or who have not yet completed at least one examination under the previous system or reading list will be required to follow the new or revised system.

Students who have completed only the first part of the Ph.D. exam under the old system can choose between: 1) taking only the modern part of the first half of the Ph.D. exam, working on the new reading list, and then submitting their dissertation project no later than the next exam session; or 2) taking the second part of the old Ph.D. exam using the old reading list, and later submitting the dissertation proposal only (not the dissertation project). The deadlines for these students are the same as those in the system that the candidate will choose (old or new).

**Steps Toward Degree Completion**

1. **Advisory Committee:**
   Within one year 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, which is available from the Graduate Secretary. 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 written PhD exams, 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 Form that they obtain from the graduate secretary. To file for Ph.D 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 (M875) need not be completed before candidacy can be granted. That is, M875 thesis hours may be accumulated after candidacy is approved. However, to enroll in G901 thesis hours, for which there is only a $150 flat fee, the 25 credit hours of M875 must first be completed. AIs should plan to accumulate their 25 thesis hours of M875 while they still have financial support; otherwise they will have to pay the regular non-resident/resident tuition fees from their own pocket.

After gathering the signatures of the advisory committee and the Chair, students need to submit the form to the graduate secretary who mails it to the University Graduate School. Once the dean approves the form, 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).

Even after having completed all course requirements for the PhD degree, 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
After passing the PhD qualifying exam, the candidate will approach a member of the faculty appropriate to the field in which the student wishes to do his/her dissertation to request that the faculty member act as dissertation director. The dissertation director must be a member of the graduate faculty with endorsement to chair research committees. The candidate will then prepare a dissertation proposal in consultation with the dissertation director. The proposal should outline in some detail the project in view, the relevant literature, basic questions to be addressed in the dissertation, the organization of the dissertation, and a timetable for completion. Next, in consultation with the dissertation director, the candidate will approach at least three other members of the faculty, two from the major department and one representing each minor, to invite them to serve as the research committee and to present them with a copy of the dissertation proposal. (The research committee may or may not be the same as the PhD advisory committee chosen earlier.)

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. After the research committee has read the proposal, the candidate will meet with the members to explain and defend the proposal and to receive suggestions as to how to proceed with the dissertation.

The Nomination of Research Committee form should then be completed and submitted to the Graduate School via the graduate secretary, along with a one to two-page summary of the proposed research. The Nomination of Research Committee form must be approved by the Graduate School at least six months prior to the defense of the dissertation.
4. Writing the Dissertation
The student then proceeds to research and write the dissertation. When finishing and formatting the dissertation, students should consult the guide published by the Graduate School available on the Web at 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, with a copy to the departmental graduate secretary, 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.

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.

Independent Studies

Independent studies are meant to give graduate students an opportunity to pursue personal research projects and broaden their understanding of Italian culture. These courses are not appropriate for preparation for the MA exam and the first part of the PhD exam. Independent studies should not replace in-class courses; therefore, they should cover topics that are not routinely taught in other courses, and they should be taken during the Summer or in semesters in which the student is already taking all courses offered in the Italian program.

There is a limit of one independent study per student.

Students intending to take an independent study must write a short description of approximately 2 pages explaining the reasons, content and general structure of the project. This document must be approved and signed in advance by both the Director of Graduate Studies and the professor who will direct the work.

II. Associate Instructor Positions

Associate Instructors (AIs) are part-time teachers of Italian in the Department and are responsible for teaching their own sections of Italian (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 the period 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 Student Academic Appointments include the following:

- Good academic standing: a GPA of at least 3.2.
- Good teaching standard. This includes but is not limited to:
  - Meet pedagogical effectiveness, as explained throughout the Orientation Week, and as requested by the language supervisor
  - Respect the syllabus of the classes you are teaching
  - Communicate all necessary information and deliver course materials to the students
  - Prepare original and coherent lesson plans
  - Follow suggestions for teaching improvement given by the course supervisor
  - Grade homework and assessments in a timely fashion
  - Give an effective and professional feedback to the students
  - Maintain good midterm and/or end of the semester evaluations
  - Maintain professional behavior in regards to students, peers or supervisor
- Good progress toward the degree:
  - Incompletes should be taken only as a last resort and be quickly converted into grades before the beginning of the next term (in the case of incompletes taken in the spring semester, students are required to remove them within three weeks).
  - Students with one or more incompletes on their record at the beginning of a semester may lose their SAA status.
  - The AI should be working to fulfill degree requirements at a reasonable rate (please refer to MA and PhD exams section for the required timing).
- Good professional standards and ethical conduct. The Italian program will not renew the SAA status of students who do not maintain professional standards and/ or ethical conduct.
- Associate instructors who do not meet pedagogical standards and the required GPA within the same semester will lose their SAA status.

The terminations above may occur immediately or be in effect from the following term or academic year, according to the situation and the pedagogical needs of the department.

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 Italian at another institution and are pursuing the PhD in the Department may receive a maximum of 4 years (8 semesters) of funding.

Candidates for the M.A in Italian who receive Associate Instructorships or equivalent forms of financial support (fellowship, research assistantships, etc) may receive a second year of instructorship or equivalent form of financial support, provided that they remain in good pedagogical and academic standing and are judged to be making good progress toward the completion of their degree requirements.
Students admitted into the Ph.D. program who receive Associate Instructorships or any other form of financial support may receive a maximum of three extra years of support, provided that they remain in good pedagogical and academic standing and are judged to be making good progress toward the completion of their degree. Ph.D. candidates who are admitted to the doctoral program with a Master's degree from another institution receive a maximum of four years (8 semesters) of funding, provided that they remain in good pedagogical and academic standing and are judged to be making good progress toward the completion of their degree. Students who receive a terminal Master degree normally do not receive extra departmental support for the following academic year. Funding may be suspended or revoked for students who receive a grade of "fail" or "low pass" in their MA or Ph.D. exams.

Any form of university financial support (fellowships, research assistantships, etc.) counts as one of the years of total support that the program grants to students. Students with previous graduate work in Italian at another institution or who have earned graduate credits at Indiana University before being appointed as Associate Instructors (AIs) in the Italian Program may receive fewer semesters of support from the Department. Only full time graduate students in the Italian program (6 credits per semester) will be considered for an instructorship.

Considering the five-year limit on departmental financial support for PhD students, we urge students to complete all course work in four years and then directly begin work on the dissertation.

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 Italian program are required to enroll in two Italian courses each semester in order to maintain their AIships. All AIs must enroll in at least six credit hours in Italian during each semester of their appointment.

One semester of M573 *Methods of Italian Language Teaching* is required for students who serve as Associate Instructors, if possible in their first year of service. During the first semester of service as an AI, enrollment in M572 Italian Teaching Practicum is also required. In M572 and in all matters related to teaching, additional communications and collaborations will take place by email. Additional group meetings will be held only when needed.

Associate Instructors should not engage in more than 20 hours per week of activities related to teaching responsibilities, including class preparation, classroom teaching, office hours, curricular meetings, and co-curricular activities (film nights, circolo, etc.) Any questions regarding teaching responsibilities should be referred to the Director of Language Instruction and the Director of Graduate Studies.

At the dissertation level, enrollment in six credit hours of M875 is recommended. We advise that the less expensive G901 thesis credits be saved until 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 reasons 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. 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 defend or graduate during the summer, he/she must be enrolled in the summer session during which the graduation will take place.

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.” If the student only defends in the summer, he/she does not need to be enrolled during the respective summer session, since the enrollment requirement is for the term in which the dissertation is submitted to the Graduate School and the student graduates, not for the term in which the defense takes place. However, the student must be enrolled at the time of submission.

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 M875 thesis credits from their first year in the MA program. However, upon admission to the PhD program, students should begin accumulating M875 thesis credits from their first semester in order to utilize the full extent of the fee remission each semester. A student must obtain 25 of these credits to complete the degree. M875 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 M875), 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 M875 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 M875 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 in any way reasonably 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 College will not provide tuition support for second doctoral minors if they involve course work outside the College.

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.

IV. Graduation

MA students must apply for their Masters degree through the Application for Advanced Degree – Mater’s eDoc on Onestart (http://graduate.indiana.edu/forms/index.shtml). 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, either the dissertation must be submitted electronically, or 1 unbound and 2 bound copies of the dissertation must be turned in to the University Graduate School by the 10th of the month in which the degree is to be awarded. If the dissertation is submitted after the 10th, the degree will be granted the following month. Should the Ph.D. Recorder discover any problems, degree conferral may be postponed.

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.

V. 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
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