

**GRADUATE STUDENT HANDBOOK  
FRENCH AND FRANCOPHONE  
STUDIES**

(A Supplement to the School of Liberal Arts Graduate Catalogue)

Tulane University

Department of French and Italian

November 2025

The regulations and procedures in this guide will apply to all students entering in **August 2025** or thereafter. Students having entered prior to that date may follow either the new rules or the rules that were in effect at the time of admission, as previously set forth in the **2022** Graduate Student Handbook. Students who have the option of following either set of guidelines should inform the Director of Graduate Studies of their choice.

*The School of Liberal Arts Graduate Catalogue*

(<https://liberalarts.tulane.edu/sites/liberalarts.tulane.edu/files/sites/default/files/Grad%20SLA%20Catalog-CURRENT-revised%20JAN%202019.pdf>) contains general requirements for degrees, including information regarding interdisciplinary programs, the Ph.D. prospectus, rules and procedures for filing for candidacy, and so forth. Additional information and resources, including downloadable forms, may be found on the School of Liberal Arts website at <https://liberalarts.tulane.edu/academics/graduate-studies>. Students may also find current information about the Ph.D. in French and Francophone Studies on the departmental web site at <https://liberalarts.tulane.edu/departments/french-italian>.

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## I. The application process

The department accepts applications from students all over the world and with preparation in a variety of disciplines. Preference is usually accorded to applicants who have completed a B.A. or M.A. in French or Comparative Literature, or in a closely related field.

Applicants who do not yet have the M.A. should specify on the application form their intention to pursue the Ph.D. as a terminal degree. Applicants whose goal is a terminal M.A. are encouraged to apply to other programs.

A complete application to the Ph.D. program in French includes:

- Application form and fees
- GRE scores (unless waived by the department; please consult the department website)
- A Statement of purpose (Application essay)
- At least three letters of recommendation
- Writing sample (in French or English)
- Official transcripts
- Minimum 3.0 GPA score; 3.5 in major
- International students who earned their Bachelor's or Master's from an institution outside the U.S. and whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL).

The department cannot consider applications that are incomplete. The application deadline for students wishing to enter in the Fall term is typically mid-January of the preceding academic year.

Applicants are required to fill out the application online. A link to the application is available at: <https://applygrad.tulane.edu/apply/>

The School of Liberal Arts requests transcripts of GRE exam scores to be sent directly to its office. Self-reported scores are acceptable on the application form, but official transcripts must be received by the application deadline.

As part of the application form, students should write a thoughtful essay explaining why they are choosing to pursue an advanced degree in French and Francophone Studies; the essay should include a detailed research plan that suggests how the department's faculty and courses meet their needs. Information on faculty research and current graduate courses offered is available on the departmental website.

Applicants should solicit letters of recommendation from at least three professors familiar with their work. Letters of recommendation should address candidates' competence in written and spoken French, and their ability to do advanced graduate work in the field of French and Francophone Studies.

In addition, the application should include a writing sample, in French or English, wherein the candidate demonstrates the critical and analytical skills needed to pursue French and Francophone Studies at the graduate level.

## II. The 4+1 M.A. program in French and Francophone Studies

Students who major in French for the B.A. at Tulane are eligible to apply for the 5-year combined B.A. and M.A. program in French if they maintain a grade point average of at least 3.0. Students may apply to enter this program anytime during their junior and senior year.

The M.A. requires 30 credit hours at the graduate level (6000-level courses and up). An M.A. project will count as 6 credit hours and will comprise either a research paper or a portfolio of written pieces related to the student's vocational use of French (e.g. in industry or education).

Students enrolled in the 4+1 M.A. program will complete the normal undergraduate French major comprising 33 hours (15 hours of core courses and 18 hours of advanced courses). In their senior year (4<sup>th</sup> year), students are expected to take at least 6 credits in French (two 6000-level classes or one 6000-level plus one 7000-level seminar). These 6 or more credits will then also be counted towards the 30 hours required for the M.A. in French. In appropriate circumstances and with the approval of the Director of Graduate Studies, students may be permitted to take fewer than 2 graduate courses in their final B.A. year in order to take more courses in their fifth M.A. year. In their fifth year, students will normally take 3 courses in the Fall semester and 3 courses in the Spring semester. All course work should be taken within the Department of French and Italian, unless students elect to spend a semester in the ENS-Paris exchange.

### Semester exchange with ENS-Paris

In the spring semester of their fifth year, students have the opportunity to spend a semester at the École normale supérieure (ENS) in Paris.

### Opportunities for work experience in a French-speaking context in New Orleans

In their fifth year, students may choose to embark on a work placement in a business or educational establishment in the New Orleans area in order to gain experience of the professional use of French. While this will not lead to credit, students will be supported in finding placements by faculty in the French and Italian Department, drawing on a wide professional network in the New Orleans area.

### The M.A. project

Students will write and defend an original research paper written under supervision of a faculty member and a second reader. It may be an expanded version of a course paper, and in its final form should be from 20 to 30 pages in length. At least one member of the M.A. committee must be a tenure-line faculty member. In the event that neither of the first two readers is a tenure-line faculty member, a third, tenure-line faculty member will be added to the committee. In all cases the first reader will be a faculty member whose institutional appointment includes the expectation of research. The revised paper is to be submitted to the first reader by March 1<sup>st</sup>. The defense must take place no later than the first week of April. The supervising professor and a second faculty reader will participate with the student in an oral defense of the paper. The defense will be open to the departmental faculty.

Alternatively, students may choose to write a portfolio of shorter pieces in French related to the area of professional expertise they wish to develop. It will include reflections on personal experience and independent reading carried out by the student. This portfolio will total 20-30 pages and will be written under supervision of a faculty member and a second reader. At least one member of the M.A. committee must be a tenure-line faculty member. In the event that neither of the first two readers is a tenure-line faculty member, a third, tenure-line faculty member will be added to the committee. The revised portfolio is to be submitted to the first reader by March 1<sup>st</sup>. The defense must take place no later than the first week of April. The supervising professor and a second faculty reader will participate with the student in an oral defense of the project. The defense will be open to the departmental faculty.

### Filing for the degree

Students must inform the School of Liberal Arts of their desire to participate in graduate ceremonies. The Director of Graduate Studies will be asked to confirm, by audit, that candidates have completed their degree requirements. Students must also complete a departmental form available from the Director of Graduate Studies, called the 4+1 M.A. Checklist (see appendix).

## **III. The Ph.D. in French and Francophone Studies**

### **M.A. requirements and procedures**

#### Description and course requirements

The M.A. in French and Francophone Studies at Tulane is designed primarily as preparation for the Ph.D. It is a broad degree that provides students with the necessary tools to pursue interdisciplinary study at the Ph.D. level. Course work at the M.A. level aims to establish a comprehensive knowledge of French and Francophone literature, historically organized, as well as an acquaintance with linguistics, literary theory, and the techniques of literary scholarship.

The minimum course requirements for the M.A. degree in French are 36 semester hours. Since the M.A. is designed as a platform to familiarize students with the canon of French and Francophone literature before they pursue the Ph.D., courses at this level should be taken within the department. Students may petition to take **one** course outside the department during the M.A.

A minimum of 3 credits of 7000-level courses are required for the M.A.

French 6050 (“Teaching French”) and French 6150 (“Critical Theory”) are required of all M.A. students and must be taken in the first semester that they are offered after the student enters the program.

All students, regardless of their point of entry into the program (with a BA or MA), must take at least one course on a period before 1789 and at least one course on a period after 1789 during the course of their studies.

Entering students whose French language skills are found to be inadequate will be required to attend a designated language course, as determined by the Director of Graduate Studies.

It is expected that students approach appropriate faculty members from the beginning of the Ph. D. program, in order to discuss plans for potential areas of study and to identify an appropriate dissertation director. Until a dissertation director has been confirmed, students will, in the first instance, approach the Director of Graduate Studies with questions about their progress and goals. Once they have a dissertation director confirmed, they will approach the dissertation director in the first instance.

### The M.A. paper

Students will write and defend an original research paper written under supervision of a faculty member and a second reader. It may be an expanded version of a course paper, and in its final form should be from 20 to 30 pages in length. At least one member of the M.A. committee must be a tenure-line faculty member. In the event that neither of the first two readers is a tenure-line faculty member, a third, tenure-line faculty member will be added to the committee. In all cases the first reader will be a faculty member whose institutional appointment includes the expectation of research. The revised paper is to be submitted to the first reader by March 1<sup>st</sup>. The defense must take place no later than the first week of April. The supervising professor and a second faculty reader will participate with the student in an oral defense of the paper. The defense will be open to the departmental faculty.

### Evaluation of students' academic progress

In their second year of study, students undergo an evaluation of their performance by the entire departmental faculty. Based on the outcome of that evaluation, students will be encouraged either to go on for the Ph.D. or to seek a terminal M.A. degree. Students recommended by the faculty for advancement to the Ph.D. program will be granted the M.A. based on the successful completion of 36 credit hours and the M.A. paper.

Students who have been given permission by the Department to advance to the Ph.D. program must, by the end of their fourth semester, inform the Director of Graduate Studies **in writing** of their desire to continue for the Ph.D. (or, alternatively, to withdraw from the program). **If a student does not provide written notice of his or her intent to continue in the program, the department will assume that the student has chosen to withdraw.** Students who are encouraged to seek a terminal M.A. degree or who choose not to continue for the Ph.D. will not be granted financial support beyond the fourth semester.

### Filing for the degree

Students must inform the School of Liberal Arts of their desire to participate in graduate ceremonies. The Director of Graduate Studies will be asked to confirm, by audit, that the graduate candidates have completed their degree requirements. Students must also complete a departmental form available from the Director of Graduate Studies, called the M.A. checklist (see appendix).

## Ph.D. requirements and procedures

### Description and course requirements

The Ph.D. builds on a solid core of course work in French and Francophone Studies and includes as well a concentration in an interdisciplinary subfield that may be fulfilled entirely or in part through courses taken in other departments or programs. The degree is interdisciplinary and integrative, drawing on diverse fields for a broad methodological base.

Students must complete a minimum of 54 credit hours, including transfer work and work already presented for the M.A. degree. For students entering with a B.A., it is expected that course work will be completed by the end of the third year of study. Students will graduate with a Ph.D. in French and Francophone Studies and a concentration in one of five subfields:

- **Visual cultures and technologies.** Courses in film, urbanism, new media, performance
- **European studies.** Courses in human rights; political, cultural and institutional histories; Islam in Europe; medical anthropology and ethno-psychiatry
- **Francophone colonial and post-colonial studies.** Courses in Atlantic, Caribbean and African area studies; Creole(s) and creolization; Arabic and Islamic studies
- **Language and identity.** Courses in theory, philosophy, ethics and law, minority languages and identities, world languages and literatures
- **Linguistics.** Courses to include Survey of French Linguistics (FREN 6070), History of the French Language (FREN 6210), Field Research on French in Louisiana (FREN 6110), Special Problems in French Linguistics (FREN 6910), Translation Theory and Practice (FREN 6160), and courses in the Linguistics program (any course with an LING prefix).

Students on a four-year stipend should declare their concentration at the end of their second semester on campus. Students on a five-year stipend should declare their concentration at the end of their fourth semester on campus.

Concentration in one of the five subfields will be constituted by successful completion of two graduate courses on topics related to the subfield. Students are also expected to demonstrate knowledge of their chosen field of concentration in the Ph.D. qualifying exams. One or both of the required courses may be taken in correlate departments or programs. Each semester, students at the Ph.D. level are allowed to take at most **one** course outside the Department of French and Italian. Students wishing to carry out research that is primarily not in literature or cultural studies, may choose a non-literature track, which would allow them to be exempt from the previous rule and to take more than one course outside the Department per semester. In order to be recognized as choosing a non-literature track, students must secure the approval of the Director of Graduate Studies to petition a tenure-line faculty member within the department working outside of literature (e.g. in linguistics or history) to be their dissertation director. The non-literature track is only possible students with the confirmed approval of both the Director of Graduate Studies and the dissertation director.

French 6050 (“Teaching French”) and French 6150 (“Critical Theory”) must be taken in the first semester that they are offered after the student enters the program.

Beyond the 3 credits of 7000-level courses required for the M.A., doctoral candidates who begin the program with a B.A. must complete two additional 7000-level courses (that is, 6 credits of seminar-level courses). Students entering the program with an M.A. from another institution must complete two 7000-level courses in the Tulane program.

During the course of their graduate study, Ph.D. students cannot take more than 3 hours (1 course) in independent study. Independent studies courses are approved only in exceptional cases; students are encouraged to fulfill their course requirements through regularly scheduled courses.

### The Ph.D. qualifying examinations

For students entering the program with a five-year stipend, two of three written Ph.D. preliminary exams will be taken in the Spring semester of the student's third year, no later than two weeks before the end of classes. The specific date will be determined by the head of the examining committee. The two qualifying exams may be taken over the same weekend or over consecutive weekends. The third, self-designed, exam will be taken in the second full week of classes of the Fall semester of the student's fourth year.

Students entering the program with an M.A. will take their first two exams in the Spring semester of their second year, no later than two weeks before the end of classes. The specific date will be determined by the head of the examining committee. These students will take the third, self-designed, exam in the second full week of classes of the Fall semester of their third year.

Students entering the program with five-year stipend are required to identify by the first week of the Fall semester of their third year which lists they intend to take for their qualifying exams and which faculty members in the department they intend to work with. Students entering the program with a four-year stipend are required to do the same by the last week of the Spring semester of their first year (cf. p. 7 above). This will ensure that students have enough time to choose the relevant courses for their concentrations.

At this time, the student approaches the prospective dissertation director to serve as the head of their examining committee. The prospective dissertation director must be a tenure-line faculty member. The student must secure confirmation of their prospective dissertation director's role as the head of their examining committee in an email sent by the prospective director to the Ph. D. candidate and the Director of Graduate Studies. As the head of the examining committee, the prospective director will select two additional readers in consultation with the student. It is the head of the examining committee's responsibility to approach the additional readers. To be named on the committee, the two additional readers must write an email to confirm their willingness to serve and the head of the examining committee will confirm the members of the committee with the Director of Graduate Studies.

By the end of the Fall semester of their 3<sup>rd</sup> year for students entering with a five-year stipend or of their 2<sup>nd</sup> year for students entering with a four-year stipend, students will have written a rationale for their qualifying and self-designed exams. The rationale will consist of the following:

- a) A one-sentence declaration of the broad topic of their self-designed exam to be taken the following Fall semester.
- b) A paragraph explaining their choice of 2 qualifying lists, including an explanation of how the lists will complement their self-designed exam and how the self-designed topic differs sufficiently from the topics of the qualifying lists.

This is to ensure that students prepare three full lists that do not overlap and that give them both range and consistency. This will give students grounding in 3 sub-disciplines to prepare them for future teaching positions.

Students will sit for three written examinations and an oral examination. The oral examination will normally take place in the week following the first two written exams. All three written exams are take-home and open-book. The questions for the written exams normally will be made available to the student on a Friday morning at 9:00 a.m., and the answers must be submitted electronically to the examining committee by 5:00 p.m. of the following Monday. It is expected that the answers be both synthetic and analytical, and that they demonstrate familiarity with the primary and secondary texts on the reading list independently of recourse to lengthy quotation and paraphrase. All sources consulted must be duly cited.

For each written exam, the student will answer either one or two questions. Students will normally write from 3500 to 4200 words (i.e., 10 to 12 pages in 12-point Times New Roman font with one-inch page margins) for each exam. If an exam consists of two separate questions, the 10 to 12 pages should be divided more or less evenly between them.

1. The first written examination will cover a particular century.
2. The second written examination will cover either an additional century or one of the five subfields listed above.
3. The third, self-designed, written examination will be based on a reading list composed by the student in close consultation with his or her prospective dissertation director.

The reading list for the self-designed exam should not significantly overlap with the reading list for either of the other two written exams, and should be considered a blueprint for the dissertation bibliography.

The oral examination will last for approximately one hour, the first twenty minutes of which will consist of the student's analysis of a literary text. The analysis should not be read but presented extemporaneously from a copy of the primary text along with an outline or notes prepared ahead of time by the student. The remainder of the oral exam will cover the same material that was initially tested on the two written exams.

The passage for textual analysis is chosen by the head of the examining committee in a conversation with the student in the semester prior to the examination semester. The student will not know ahead of time the precise work from which the text for analysis will be drawn, but will be provided with the text immediately upon his or her completion of the written exams.

For all preliminary exams, the language of examination will be alternately French and English. The first exam will be written in one of those two languages and the second exam will be written in the other. The self-designed exam is to be written in the same language as the dissertation. The opening portion of the oral exam (the textual analysis and subsequent questions or comments pertaining to the analysis) will be presented in French. The remaining portion of the oral exam will be conducted primarily in French, but examiners may also ask questions in English, particularly when the reading material being tested is in English. When students announce their intention to sit for the Ph.D. exams, they should remember to inform the Director of Graduate Studies of their choice of language for each of the written exams.

All examinations will be evaluated on a Pass/Fail basis, and a failed exam may be re-taken only once, normally within two to three weeks of the original exam. Students must pass all four exams, written and oral, in order to be admitted to candidacy. They will be informed of the result of the oral examination immediately following that exam, and they will learn of the committee's

decision regarding the first two written exams, including any need for re-takes, only after all sections of the exam (both oral and written) have been completed. Once the student has passed the self-designed exam, s/he will meet with the members of the examining committee to discuss the answer(s) to the exam and obtain guidance for writing the prospectus.

### Transfer students

When a student enters the doctoral program with a Master's degree from another institution, the Director of Graduate Studies will examine the student's transcripts in order to determine how many credit hours may be transferred from the other institution to the Tulane Ph.D. program. A maximum of 24 hours of transfer credit is allowed by the School of Liberal Arts. Transfer credit is awarded for courses taken at the graduate level in a program more or less equivalent in quality and reputation to the French and Italian Department at Tulane; the content of the transferred courses should also correspond roughly to that of graduate courses that our department offers. Students requesting transfer credit must complete a form called the Graduate Student Transfer Credit Request Form, available on the website of the School of Liberal Arts at <http://tulane.edu/liberal-arts/forms-for-graduate-students.cfm>. Transfer credit may be awarded on recommendation by the department only after the student has successfully completed one full semester of graduate study at Tulane. For students to whom five years of funding are offered, up to 12 credits may be transferred at the discretion of the department. To those students to whom four years of funding are offered, up to 24 hours of credit can be transferred at the discretion of the department.

### Defense of the dissertation prospectus

The dissertation prospectus should be defended by the last week of classes of the semester in which the student sits for the self-designed exam. The prospectus is approximately 10 to 15 pages in length, including a supporting bibliography that convincingly lays the ground for subsequent dissertation research. The student should be familiar with the works listed in the bibliography and be able to explain their relevance to the research project. After summarizing the prospectus, the student will answer questions from the faculty. The prospectus is to be approved by the dissertation director (first reader) and by two other professors serving as second and third readers. All committee members and all full-time faculty of the Department of French and Italian are invited to attend the prospectus defense, which is to be held during the academic year, but not during semester finals or between semesters. The prospectus must be submitted to readers no less than two weeks before the date of the defense, with a copy left in the conference room for other faculty to read. Upon successful defense of the prospectus, the student should ask readers to sign the form provided by the School of Liberal Arts (<http://tulane.edu/liberal-arts/upload/prospectusform1.pdf>).

### Reading knowledge examinations

Students must demonstrate by examination reading competence in a second foreign language that is pertinent to their field of study. Students normally choose from among Arabic, Creole, Spanish, Italian, Latin, German, and Old Occitan, but they may petition to have another language accepted if they can clearly demonstrate that it will be of significant use in their research.

Language competence may be demonstrated by passing an examination administered by the department at Tulane in which the language is taught, by standardized (ETS) examination, official record of competence demonstrated elsewhere at the graduate level, or satisfactory performance in a 6000- or 7000-level course taught in the language.

In the summer, the Graduate School may offer reading-competence courses in languages for which there is adequate demand. Satisfactory performance on an exam given at the end of the course fulfills the reading-competence requirement for the degree. However, students may, if they wish, opt to take one of the external exams (as listed in the paragraph above) rather than sit for the in-course examination.

Students who wish to conduct research in the early periods, as well as those who wish to pursue topics in other fields requiring special linguistic competence, are strongly urged to consult with faculty members in the relevant fields so that they may plan which language to study. Students must complete their language competence requirements before advancing to ABD status.

#### Time limit for completion of degree program

The time limit set by the School of Liberal Arts for completion of all requirements for the Ph.D. degree is seven years from the date of registration for graduate study at Tulane or at another institution. (See "Tenure for Degree Students" in the *School of Liberal Arts Graduate Catalogue* for details.) However, students in French and Francophone Studies are expected to complete the Ph.D. degree within the time of their stipend (see the schedule at the end of this document).

#### Filing for the degree

Students who have successfully completed all elements of the program (course work, examinations, language competence, thesis prospectus defense) may file for Admission to Candidacy. With the filing of this form, available from the School of Liberal Arts, (<http://tulane.edu/liberal-arts/forms-for-graduate-students.cfm>) a student is admitted to ABD status. Admission to candidacy for the Ph.D. can be important. ABD status is required for applicants for the dissertation-year fellowship (see below) and is crucial for job candidates attending the MLA convention.

#### Ph.D. dissertation committees

Prior to preparing the prospectus, the student will, in consultation with the Director of Graduate Studies, choose the director, the second reader, and the third reader for the dissertation. These readers may be the same as for the qualifying exams but this is not required. With the approval of the Director of Graduate Studies, the student will contact the faculty members to discuss the project and request their participation as readers. Following these discussions, the prospective committee members will inform the Director of Graduate Studies in writing of their decision either to accept or to decline to serve on the student's dissertation committee.

Once the student is in the process of preparing the prospectus under the guidance of the established committee members, he or she may request changes to the composition of the committee only by petition to the Department. The petition, which should be addressed to the Director of Graduate Studies, must state clearly and convincingly the grounds for the desired reconfiguration of the committee, and may suggest alternatives to the membership as it stands. The Director of Graduate Studies will request that consideration of the student's petition be placed on the agenda of the next regularly scheduled meeting of the Department faculty. The student will not approach other faculty to sit on their committee without prior communication with and agreement from their dissertation director.

Present at the meeting in which the student's petition is to be considered should be all of the regular tenure-line faculty of the Department, including, in particular, the Chair of the Department, the Director of Graduate Studies, the standing members of the student's dissertation committee, and any faculty member directly affected by the petitioner's proposed changes. The purpose of the discussion will be to determine the advisability and the feasibility of altering the membership of the dissertation committee in the light of faculty interest and availability as well as the cogency of the student's written rationale. The Director of Graduate Studies will inform the student in writing of the outcome of the discussion, specifying what, if any, changes have been approved, and any provisos that the Department may have attached to its decision.

#### Dissertation prospectus in short form

Once the dissertation prospectus has been approved by the committee, the student must submit to the department three copies of a short form of the prospectus, which the department will deliver to the School of Liberal Arts along with its recommendation for approval of the prospectus. The short prospectus should be approximately three to five double-spaced pages in length. The cover sheet should state the student's name, department, the title of the proposed dissertation, and the names of the three members of the dissertation committee. Major sources of information should be indicated and a selective bibliography attached. (See the *School of Liberal Arts Graduate Catalogue* for details.)

#### Submission of dissertation chapters to committee members

Each committee will establish a protocol for the submission of chapters of the dissertation to committee members for review. Committee members will normally return chapters to candidates within two weeks of receiving them. Only under exceptional circumstances will more than a month elapse between the time chapters are submitted for review and the time they are returned to the candidate. These time frames do not apply, however, to chapters submitted during the summer or during the break between semesters.

#### Defense of the dissertation

The oral defense of the dissertation, held after the dissertation has been approved by all three committee members (or, if necessary, by two out of the three), will be open to all members of the committee and to all full-time faculty of the Department of French and Italian.

#### Filing for the degree

Students must inform the School of Liberal Arts of their desire to participate in graduate ceremonies. The Director of Graduate Studies will be asked to confirm, by audit, that Ph.D. candidates have completed their degree requirements. Students must also complete a departmental form available from the Director of Graduate Studies, called the Ph.D. Checklist (see appendix).

### **IV. Graduate student activities and opportunities**

#### Orientation

All graduate students are expected to attend the general departmental orientation meeting in the Fall semester prior to the start of classes. New teaching assistants are required to attend the general orientation for teaching assistants organized by the Provost's Office. They are also required to attend the course section meetings scheduled before each semester of teaching.

Each year, a graduate student in French is chosen by his or her student colleagues to be their representative to the GSSA. Department members seeking funding for speakers from the GSSA should coordinate applications for funding through the department's GSSA representative. Students wishing to take advantage of GSSA Travel Funding (Fall, Winter, and Summer) should coordinate their application with the GSSA representative. In recent years, Tulane graduate students have been active in requesting reduction of health insurance fees, support for graduate projects, and computer hardware support.

#### Association de Doctorant.e.s en Etudes Françaises et Francophones (ADEEFF)

In 2015, the graduate students formed an association within the department to encourage collaboration and to represent their interests. All graduate students are automatically members of the association, which charges no fees. The president of ADEEFF is elected in the spring to serve in the following academic year. He or she meets regularly with the Director of Graduate Studies to discuss questions and problems brought up by the students in monthly ADEEFF meetings. The president may, with the support of the Director of Graduate Studies, present requests directly to the departmental faculty. ADEEFF is actively involved in new student orientation, National French Week, and prospective graduate student open house, among other initiatives, and plans regular social events for graduate students.

#### Conferences and lectures

Each year the department invites distinguished scholars to speak to the university community about their research. From time to time the department also organizes conferences and symposia. These events are excellent opportunities for graduate students to broaden their education and to prepare themselves for careers as teachers and scholars. The department considers conferences and lectures to be an integral part of the graduate students' training, and all graduate students are expected to attend them. Attendance at departmentally sponsored talks, symposia, and conferences is taken into consideration during the department's annual review of graduate students for renewal and advancement to degree. Participation in these events may be a criterion used in selecting candidates for funding or programs, such as dissertation-year fellowships, travel or research funds, and exchange programs.

#### Workshops

The department typically organizes a series of workshops to help students strengthen their research skills, learn publishing practices, apply for external grants, prepare c.v.'s, and go on the job market. In addition, the graduate students themselves are welcome to organize writing support groups and informal meetings where they can receive feedback from fellow peers and invited faculty.

#### Foreign exchange program

The graduate program in French and Francophone Studies maintains an exchange with the Ecole Normale Supérieure in Paris. The exchange is open to advanced PhD students in French and Francophone Studies, with preference given to those who have achieved ABD status.

Each year, interested students will be asked to submit an application, which is to include an indication of their status in the program (e.g., course work for the PhD completed, qualifying examinations completed, language requirement satisfied, dissertation prospectus defended, etc.), a statement of purpose outlining the student's proposed research plan for the year and explaining how participation in the ENS exchange would be beneficial to his or her professional development, and a timeline for completion of the PhD. Candidates will be selected based on the application materials submitted, their overall academic performance in the program, their performance as Teaching or Research Assistants, their participation in departmental events such as lectures and symposia, and other relevant criteria.

The university also maintains an exchange program with the Free University of Berlin. The exchange is open to advanced graduate students in all disciplines.

#### Internal funding available for graduate students

The department offers up to five years of financial support (in the form of fellowships and teaching assistantships that include full tuition remission and a stipend. Most students will be on fellowship during their first year of study and will hold teaching assistantships thereafter. Students coming with an M.A. may decide to go for four years of stipend instead of five in their first semester and will confirm this by a formal letter to the Director of Graduate Studies. Ideally, this option will be discussed with the Director of Graduate Studies before arrival at Tulane.

Additional financial support is available on a competitive basis for research and travel to conferences. A complete list of funding and exchange opportunities offered by the university follows. Students interested in applying for one of these opportunities should speak to the Chair and the Director of Graduate Studies early in the year; departmental deadlines usually fall in March.

#### Dissertation-Year Fellowship

During their penultimate year of financial support, students may submit an application to receive their final year of support in the form of a fellowship instead of a teaching or research assistantship. The application should include the following elements:

- A list of degree requirements that have already been satisfied, along with the dates when each was completed, to include (1) completion of required course work, (2) passing of qualifying examinations, (3) passing of language examinations or granting of equivalencies, (4) defense of dissertation prospectus. If any of these requirements remain to be satisfied, the applicant should list an anticipated date of completion
- A list of grants or fellowships received or applied for at the graduate level
- A summary of research for the dissertation completed to date
- A description of the work to be carried out during the fellowship period
- A timeline for completing the work
- An anticipated dissertation defense date
- A current copy of the applicant's *curriculum vitae*

All materials should be submitted electronically to the Director of Graduate Studies with a copy to the chair of the Department of French and Italian, by January 31 of the penultimate year of support.

Among the criteria that will be considered in evaluating applications are

- Progress to degree: preference will generally be given to students who have achieved ABD status or who will have achieved it by the end of the academic year preceding the fellowship year
- Evidence of efforts to secure funding from sources outside Tulane or the Department of French and Italian
- Academic performance as demonstrated through course work and qualifying examinations
- Responsible and professional execution of teaching duties or other duties assigned by the department
- Participation in departmental events such as guest lectures, symposia, and *journées d'étude*

### Summer Merit Fellowship

The SLA Dean's Office provides summer awards to help graduate students complete their degrees. Students may use the funds for expenses or equipment; research travel; presentations at professional conferences; and completing the dissertation. A tuition scholarship will be provided to cover the cost of registration. For detailed instructions and the application deadline and for other resources, please see <https://liberalarts.tulane.edu/academics/graduate-studies/resources>

### Travel Funds for Graduate Students

The Department of French and Italian provides two travel grants to help students present their scholarly work at conferences. The Lafcadio Hearn Travel Grant is open to students in their first three years of graduate study (first two years for students coming in with a master's degree). The Alfred Mercier Travel Grant is offered to students having completed their coursework. Each grant covers expenses of up to \$500 to defray costs of conference registration, airfare, lodging, and related expenses. At the beginning of every year, the Department chair will send an email to students with specifics on how to apply for the travel grants.

In addition to the Departmental travel grants, the School of Liberal Arts is pleased to help support graduate students with the J.E. Land Fund for Graduate Education. The fund provides up to \$1000 for SLA graduate students who have been invited to attend professional conferences to present their work in the form of invited papers, lectures and presentations.

The J.E. Land Fund can be used to cover registration fees, coach travel, and accommodations. Only students who are ABD may apply for the Land fund.

For further information, go to

<https://liberalarts.tulane.edu/academics/graduate-studies/resources/land-fund>

The Provost's Office also provides graduate and professional students funds for travel to present a paper or poster at a conference. Requests for funds must be received **before** travel is initiated, and must meet the application deadlines below.

An application for the GSSA Travel Award may be submitted by the appropriate deadline pending receipt of an official notification of acceptance to present. A conditional award can be made contingent upon notification of paper/poster acceptance. If the abstract is not accepted, the award will be withdrawn.

Applications will be accepted three times per year. For further information, go to: <https://ogps.tulane.edu/gssaogps-travel-funding>

Every year, the School of Liberal Arts and the Provost's Office contact all students by email to provide them with updated information regarding these opportunities.

### Graduate Student Excellence Awards

At the end of every school year, the Department of French and Italian recognizes students who have exhibited outstanding research or consistent exemplary teaching in the classroom. The awards are given to graduate students at the ABD stage and presented during the annual year-end award ceremony.

## **VI. Policies governing graduate students**

### Petitions

In matters concerning the requirements and procedures for the M.A. and Ph.D. programs, students may petition the Department of French and Italian for exceptions to particular rules.

### Residence requirement

To hold a fellowship or assistantship, a student must be registered in full-time residence status. (See the *School of Liberal Arts Graduate Catalogue* for the definition of full-time residence status.) Upon completion of the minimum hours of course work required for the Ph.D. degree, a student in residence with an assistantship may retain full-time student status and privileges by registering for Dissertation Research. Furthermore, **a student admitted to a graduate degree program must be in continuous registration in a degree-granting division of the university until the awarding of the degree. See the *School of Liberal Arts Graduate Catalogue* for details. (See also Leaves of Absence, below).**

### Termination of graduate status and requests for extensions

A student whose graduate status has been terminated will not be allowed to re-apply to the Department of French and Italian. However, a student prevented by extraordinary extenuating circumstances from fulfilling program requirements may present a petition to the department detailing such circumstances and requesting an extension.

### Grades of "incomplete"

Students are urged to avoid incurring incompletes, but those who do are responsible for respecting the guidelines for completion of incomplete grades provided in the *School of Liberal Arts Graduate Program*, p. 8. Students will be permitted no more than two incompletes during their graduate study in the Department of French and Italian.

### Leaves of absence

Under exceptional circumstances, a student may be granted a leave by the department and the School of Liberal Arts. A leave results in the temporary suspension of the schedule of examinations, but should not be routinely employed to extend the regular examination period.

### Restrictions on Extra-Stipendiary Employment during the Academic Year

It is expected that, while on stipend or fellowship, students will devote themselves full time to their graduate studies and their teaching duties on the Tulane campus during the academic year. Not only must they be registered in full-time residence status but they must also maintain an academic level of performance satisfactory to both the department and to the Dean of the School of Liberal Arts. Any other employment for remuneration, except for tutoring, may disqualify a student from receiving SLA financial aid.

During any given semester, graduate students teaching a multi-section course are not allowed to tutor students taking classes at that level.

### AI policy

Students are not permitted to use generative AI tools to complete coursework for the Ph.D. up to and including the dissertation. This includes written assignments, reading assignments, oral presentations and/or other assessments. Submitting AI-generated content as one's own work is prohibited.

## Appendix

### Graduate Student Schedules

#### Ph.D. schedule

#### Students entering with five-year stipend

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Fall</b>			<p><i>1<sup>st</sup> week of class:</i> Notify DGS of intent to take first two Ph.D. exams; indicate languages. Consult with head of exam committee regarding possible text for analysis in first part of oral exam.</p>	<p><i>2<sup>nd</sup> week of class:</i> Write self-designed exam. Subsequently meet with examining committee to review the results of the exam.</p> <p>Defend dissertation prospectus by <b>last week of classes</b></p>	
<b>Spring</b>		<p>Revised <b>M.A. paper</b> is to be submitted to the first reader by <b>March 1<sup>st</sup></b>. The defense must take place no later than the <b>first week of April</b>.</p> <p>Plan language exam: must complete before ABD status</p>	<p>Write two Ph.D. exams. Sit for oral exam.</p>		<b>May: Ph.D.</b>

**Students on a four-year stipend.**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>Fall</b>		<p><i>1<sup>st</sup> week of class:</i>            Notify DGS of intent to take first two Ph.D. exams; indicate languages. Consult with head of exam committee regarding possible text for analysis in first part of oral exam.</p>	<p><i>2<sup>nd</sup> week of class:</i> Write self-designed exam. Subsequently meet with examining committee to review the results of the exam.</p> <p>Defend dissertation prospectus by <b>last week of classes</b></p>	
<b>Spring</b>	Plan language exam: must complete before ABD status	Write two Ph.D. exams. Sit for oral exam.		<b>May: Ph.D.</b>

**Degree Audit**  
Graduate Program, French

Candidate name \_\_\_\_\_

M.A. (indicate semester / year)

1. \_\_\_\_\_

Ph.D. exams (indicate semester/year)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Committee members \_\_\_\_\_

Defense of dissertation prospectus:

Defended on \_\_\_\_\_

Expected defense date \_\_\_\_\_

Committee Members

\_\_\_\_\_  
Reading knowledge examination (indicate language / date)

\_\_\_\_\_

**Checklists****4+1 M.A. Checklist:**

- 12 credits during senior year in four 6000-level classes or three 6000-level plus one 7000-level seminar
- 21 credits during the fifth year (4 courses in the Fall semester and 3 in the Spring semester. Coursework includes French 6150.
- Write and defend the M.A. paper

**M.A. Checklist:**

- 30 credits of coursework at the graduate level, including a minimum of 3 credits of 7000-level courses
- The above coursework includes French 6050 (Teaching French)
- Write and defend the M.A. paper or thesis project

**Ph.D. Checklist:**

- French 6050 (Teaching French) and French 6150 (Critical Theory), if available
- Declare concentration
- Fulfill concentration requirements
- Students entering with a B.A. write and defend the M.A. Paper
- 9 credits of seminar-level (7000-level) courses for students entering the program  
with a B.A.; 6 credits of seminar-level courses for students entering with an M.A.
- Complete 54 credit hours
- 1<sup>st</sup> Ph.D. exam
- 2<sup>nd</sup> Ph.D. exam
- Oral exam
- 3<sup>rd</sup> (Self-Designed) Ph.D. exam
- Complete and defend dissertation prospectus
- Language proficiency exam
- Apply for ABD status
- Complete dissertation
- Ph.D. defense