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# GRADUATE STUDENT MANUAL

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The following manual outlines the procedures for successful completion of graduate degrees in the Department of Languages, Cultures, and Literatures.

## THE LCL GRADUATE PROGRAMS – General Information

The Department of Languages, Cultures, and Literatures offers the following graduate programs and degrees:

M.A. in Comparative Literature & Cultural Studies with the following concentrations:

- Classical Studies
- Comparative Literature
- Cultural Studies

M.A. in French

M.A. in German Studies

Ph.D. in French Studies

All graduate programs are administered by the LCL Graduate Committee, which is composed of three members of the LCL graduate faculty, the Director of Graduate Studies, and the Chairperson of LCL (ex officio). The Graduate Committee meets on a regular basis and is charged with decisions concerning admissions, Teaching Assistantships, programmatic and policy changes, and oversight of all graduate students, including responding to petitions.

All graduate students should consult the University of New Mexico Catalog (<http://catalog.unm.edu/>) and carefully observe all requirements and regulations stipulated by the Office of Graduate Studies. Students must follow the terms listed in the catalog that is in effect at the outset of their graduate studies, as well as the internal LCL regulations and requirements outlined in this manual.

## APPLICATION DEADLINES

Applications to LCL graduate programs are accepted for fall or spring admission. We begin our review of applications in February and continue until all available spaces are filled. For best consideration for a Teaching or Grading Assistantship, applications should be submitted in full by February 1st for the Fall semester and October 1st for the Spring semester. All applications are reviewed by the Graduate Committee on a rolling basis depending on the department's and individual programs' ability to support students.

International students who wish to pursue a graduate degree in an LCL program need to submit a full online application (<https://international.unm.edu/graduate/application-timeline-and-steps.html>). International applicants should consult the website of the Global Education Office (GEO) about application requirements (<https://international.unm.edu/index.html>) and stay in close contact with a GEO advisor throughout the application process. Requirements for international applicants include official transcripts, official translations of transcripts, and an accredited demonstration of English proficiency, such as acceptable TOEFL scores.

## PAPERWORK AND FORMS

Office of Graduate Studies forms are available online at <http://grad.unm.edu/resources/gs-forms/index.html>. Internal LCL forms are available online at <https://lcl.unm.edu/graduate/manual.html>. It is the student's responsibility to make sure that all forms are completed correctly and in a timely manner. Students should consult with office staff and faculty advisors.

All paperwork, including graduation forms, must be submitted to the Graduate Coordinator in the LCL office. Though we maintain a complete file for each graduate student in the LCL office, we strongly recommend that students keep copies of all administrative documents. Under no circumstances should graduate students hand in forms directly to the Office of Graduate Studies.

Readmitted students must adhere to policies in the UNM Catalog in effect at the time of readmission to graduate status.

## DESCRIPTION OF THE M.A. PROGRAM

The Master of Arts degrees in Comparative Literature and Cultural Studies, French, and German Studies are offered under both Plan I (thesis option) and Plan II (exam option).

PLAN I (thesis option): 8 full graduate seminars in the field of study  
+ 1 credit hour Professional Development Colloquium + 6 hours of thesis writing

or

PLAN II (exam option): 10 full graduate seminars in the field of study  
+ 1 credit hour Professional Development Colloquium

Note the following restrictions:

- No more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" (grading option selected by student) was earned may be credited toward a graduate degree.
- Only 3 credit hours of independent study (i.e. "Problems" courses) may be applied toward the degree under Plan I; only 6 hours of independent study (i.e. "Problems" courses) may be applied toward the degree under Plan II.

The following information is applicable to both Plan I and Plan II.

The following courses are required for graduate degrees in LCL. All course selections should be made carefully in consultation with the Program Graduate Advisor and/or the Chair of the Committee on Studies.

1. All graduate students are expected to enroll in COMP 505 (Introduction to Critical Theory ) for 3-credit hours during their first or second semester of studies.
2. All graduate students are expected to enroll in MLNG 501 (Professional Development Colloquium) for 1-credit hour (usually offered in the fall).
3. All graduate students are required to be enrolled in at least one 3-credit hour seminar within the department of LCL per each term of enrollment in the program. All graduate students who hold a TA/GAship are required to be enrolled in at least two 3-credit hour seminars within the department of LCL each semester they are supported by the department.
4. All graduate students must choose as their Chair of the Committee on Studies an eligible faculty member from the department of LCL.
5. Students will graduate after completing departmental comprehensive exams and other degree requirements successfully.
6. Foreign language requirement: M.A. students in the department of LCL are expected to demonstrate mastery of English and one additional language.

All Ph.D. students in LCL must have completed 12 credit hours or its equivalent of university-level study of a foreign language other than English and French as part of their degree requirements. Credit hours for undergraduate-level language courses will not count toward a student's graduate course work. Passing a translation test proposed or approved by the Chair of the student's Committee on Studies may count as an equivalent.

7. The following course-numbering scheme applies to LCL graduate students:

- 500-level courses count for graduate credit.
- 400-level courses may or may not count for graduate credit; students should check with the Graduate Advisor of their program as well as the instructor of the course.
- 300-level courses do not count toward graduate credit with the exception of 300-level Classical Studies culture courses which may count for graduate credit (though only for M.A. students in the CLCS-Classics concentration).

8. Students may take up to 6 credit hours of appropriate graduate course work outside their graduate units. To apply additional credit hours of course work taken outside the graduate unit toward the degree, students must first petition the Graduate Committee for an exception before taking the course.

9. To remain in good academic standing, students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission.

## ADVISING

New students should discuss their program of studies with the graduate advisor of their program as early as possible during their first semester in the department. They should also meet with the Director of Graduate Studies during preparation week of their first semester for specific advisement about graduate procedures.

## PETITION PROCESS

Students wishing to deviate from the procedures described in this manual must submit a written petition to the Director of Graduate Studies who will present the petition to the Graduate Committee. The petition will consist of a letter by the student explaining their request, any necessary documentation to support the request (transcript, syllabus, etc.), and a letter of support from a faculty member, such as the student's advisor. A template petition form can be found here: <https://lcl.unm.edu/graduate/manual.html>. Students should consult the Director of Graduate Studies about dates of upcoming Graduate Committee meetings in order to submit a petition in a timely fashion. Students will be notified in writing within two weeks of the Committee's decision.

## COMMITTEE ON STUDIES

The Committee on Studies, presided by the Committee Chair, is charged with the supervision of a student's academic research and their progress toward completing all qualifying requirements for his/her degree. This important committee will administer and evaluate exams as well as monitor progress on the thesis (for Plan I students). The Chair of the Committee, in consultation with the Program Graduate Advisor and the Director of Graduate Studies, will also advise students on course work, especially during the second year of the degree.

By the end of their second semester, students should have constituted a Committee on Studies made up of at least three faculty members. This committee will have a Chair who will be the primary advisor for the student and will direct the student's thesis in the case of Plan I, or the topic of the Written Exam and Department Paper in the case of Plan II. The Committee Chair must be a regular tenured/tenure-track faculty member in the Department of LCL. The student should approach each faculty member about serving on

this committee and ascertain that the faculty member will not be on leave, especially during critical semesters when exams and thesis revisions come due. Please contact the Graduate Coordinator to find out whether a faculty member is eligible to serve on the Committee. The student should complete and submit to the LCL office a “Committee on Studies” form: <https://lcl.unm.edu/graduate/manual.html>.

It is expected that students will choose committee members whose expertise coincides with the student’s intellectual interests. Among other things, the Chair of the committee will assist students in planning a course of studies that will most effectively lead them to completing the M.A. program within the suggested time frame. The Chair should be a professor knowledgeable in the student’s primary area of study and should also be someone with whom the student works well. This means not only that the student and Chair communicate effectively and positively, but that the student can expect and profit from appropriate criticism and advice. The additional committee members should provide specific areas of complementary knowledge important to the student’s field of study.

### PLAN I: THESIS OPTION

Candidates under Plan I must:

1. Complete 25 credit hours of graduate-level course work (including 8 full graduate seminars in the field of study + 1 credit hour Professional Development Colloquium) and 6 hours of thesis writing;
2. Pass a comprehensive oral exam;
3. Work with their advisor to develop a thesis topic and defend the thesis proposal in the third or fourth semester of studies;
4. Write and defend the thesis under the supervision of the Committee on Studies [**Please note: students may not sign up for thesis hours until they have successfully passed their Thesis Proposal Defense**];
5. Submit a revised copy of the thesis to the department and Office of Graduate Studies by the date mandated by the Office of Graduate Studies.

Note: In order to proceed under Plan I, the student must have an overall graduate GPA of 3.6 or higher by the completion of the second semester of graduate studies.

### The Comprehensive Oral Exam

The comprehensive oral exam serves as a measure of the student’s abilities to answer questions relevant to the respective fields of graduate studies by synthesizing a significant body of knowledge in a coherent fashion.

M.A. candidates will take their comprehensive exam in the third or fourth semester of study. Exams will be conducted in the language of graduate studies and/or in English, as determined by the student’s Committee on Studies.

The comprehensive oral exam consists of a one-hour exam conducted by the student’s Committee on Studies. The exam will assess the candidate’s knowledge of the field based on a reading list composed of at least fifty items that represent a broad approach to the student’s chosen field. The reading list should be drafted in consultation with the Committee on Studies and under the guidance of the Committee Chair. The reading list is not limited to literary texts, but may include films, theoretical texts, references to public debates, and other forms of cultural expression. A draft of the reading list should be submitted by the end of the second semester of study. While the reading list may include items from courses taken by the student, its emphasis is on breadth and depth of the student’s field rather than any specific topic(s). The reading list for the comprehensive oral exam is not to be confused with bibliography for the student’s thesis, which should represent a more focused approach to a specific topic.



Exams are evaluated by all members of the Committee on Studies. Students will be awarded a pass, conditional pass, or fail based on their performance during the comprehensive oral exam. Students who failed their comprehensive oral exam may, at the discretion of their examination committee, be granted the opportunity to retake their exams. Those granted permission to retake their M.A. exams will retake them no later than the following semester. In the case of a conditional pass, the student must fulfill the conditions stipulated by the Committee on Studies before a pass will be awarded. Failure to meet these conditions will result in a grade of fail for the exam.

### Guidelines and Suggestions for the Comprehensive Oral Exam

Students will discuss their reading list with all committee members. This list should reflect the most important periods and issues of a student's particular course of graduate studies, as agreed on by the student and their committee.

Students should discuss the exam procedure with their advisor in order to get a clear idea of what is expected. Students should also request an exam consultation with all members of their committee to gain a sense of what range of knowledge is relevant to pass the exam and what kind of questions may be asked.

### The Thesis Proposal

The proposal consists of an abstract of 8–10 pages outlining the proposed thesis and select bibliography. The abstract will present the problem to be addressed and the specific argument to be supported in the thesis in light of the dominant critical, theoretical, and methodological approaches of the chosen field. The proposal should demonstrate the student's knowledge of important scholarship on the proposed topic.

The thesis proposal will be evaluated during a 45-minute long conversation between the student and their Committee on Studies. The purpose of this evaluation is to ensure that the student's proposal is feasible, appropriate, and valuable to their course of study, and secondly, to determine a timeline for the student to research, write, and edit the thesis.

After the evaluation, members of the student's Committee on Studies will determine whether or not to accept the proposed thesis and allow the student to continue under Plan I.

### The Thesis

The thesis is generally conceptualized, formulated, and written over the course of two semesters on a specific topic under close supervision by the student's Committee on Studies. It is undertaken in two principal stages: (1) the production and successful defense of a thesis proposal, and (2) the writing and successful defense of the thesis itself. All M.A. students under Plan I must take six thesis hours as part of their degree requirements. Students may sign up for thesis hours only once they have successfully passed their Thesis Proposal Defense. A thesis typically runs between 60 and 100 pages and may be written in English, French, or German.

Note: Theses written in languages other than English require the approval of the Dean of Graduate Studies. To obtain approval, the student must submit a written request to the Dean of Graduate Studies along with a letter of support from the Chair of their Committee on Studies and the current Chair of the Department of Languages, Cultures, and Literatures. Students may find a copy of the petition form at <https://grad.unm.edu/resources/graduate-students/gs-forms/petition-form.html> (Petitions to the Dean of Graduate Students).

The student must submit both the request, the letters of support from their Committee Chair and the Department Chair to LCL office staff, who will deliver the forms to the Office of Graduate Studies. The student will receive written approval/disapproval of the petition within a month.

Students must submit a complete draft of the thesis to their Committee on Studies for comments and corrections at least six weeks before the deadline for completing all graduation paperwork with the Office of Graduate Studies. For Fall graduation, the draft should be distributed by October 1, for Spring graduation, by March 1. Within two weeks of completion of a full draft of the thesis, a student and their Committee on Studies will schedule a defense. Students must submit an online Announcement of Examination form to Graduate Studies at least two weeks before the scheduled exam: <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>. The purpose of the defense is for the Committee on Studies to provide the student with feedback and corrections for the final draft of the thesis.

See the Graduate Studies website (<https://grad.unm.edu/degree-completion/thesis-dissertations/index.html>) for important administrative details about the thesis. Students are responsible for formatting and presenting the thesis to the Office of Graduate Studies according to required specifications. Be sure to allow ample time for revising and correctly formatting the thesis.

Students who miss these deadlines may not graduate on time and will be required by the Office of Graduate Studies to enroll in at least one credit hour in the following semester in order to maintain their student status. The Department of LCL does not allow summer graduation without a petition process.

### The Thesis Defense

After the student receives approval by their Committee Chair, they will schedule time of thesis defense with their Committee and contact LCL office staff to reserve a meeting room for the defense.

Students must submit an online Announcement of Examination form to Graduate Studies two weeks before the last scheduled exam (oral or written or defense): <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.

The Thesis Defense must be completed before November 9 (Fall) and April 9 (Spring) to ensure that the student has adequate time to format their manuscript before the Graduate Studies deadline.

### Thesis Manuscript Submission

Students will provide copies of their thesis to all committee members prior to the Thesis Defense, and will make any changes their committee recommends prior to filing the final draft of the thesis online.

Please see the detailed instructions for formatting the thesis prior to submission available at the Graduate Studies webpage: <https://grad.unm.edu/degree-completion/thesis-dissertations/index.html>. Theses that do not follow the required formatting standards may not be accepted by Graduate Studies.

Please see the detailed instructions on submitting the final thesis to the Lobo Thesis Repository available at the Graduate Studies website: <https://grad.unm.edu/degree-completion/thesis-dissertations/submit-thesis.html>.

The deadline for submitting the final manuscript to Graduate Studies Deadline is November 15 (for Fall graduation) or April 15 (for Spring graduation).

## PLAN II: EXAM OPTION

Candidates under Plan II must:

1. Complete 31 hours of coursework (including 10 full graduate seminars in the field of study + 1 credit hour Professional Development Colloquium);
2. Pass the Comprehensive Oral Exam;
3. Pass the 4-hour Written Exam;
4. Submit a research paper of at least 20–25 pages.

### The Comprehensive Oral Exam

The comprehensive oral exam serves as a measure of the student's abilities to answer questions relevant to the respective fields of graduate studies by synthesizing a significant body of knowledge in a coherent fashion.

M.A. candidates will take their comprehensive exam in the third or fourth semester of study. Exams will be conducted in the language of graduate studies and/or in English, as determined by the student's Committee on Studies.

The comprehensive oral exam consists of a one-hour exam conducted by the student's Committee on Studies. The exam will assess the candidate's knowledge of the field based on a reading list composed of at least fifty items that represent a broad approach to the student's chosen field. The reading list should be drafted in consultation with the Committee on Studies and under the guidance of the Committee Chair. The reading list is not limited to literary texts, but may include films, theoretical texts, references to public debates, and other forms of cultural expression. A draft of the reading list should be submitted by the end of the second semester of study. While the reading list may include items from courses taken by the student, its emphasis is on breadth and depth of the student's field rather than any specific topic(s). The reading list for the comprehensive oral exam is not to be confused with bibliography for the student's thesis, which should represent a more focused approach to a specific topic.

Exams are evaluated by all members of the Committee on Studies. Students will be awarded a pass, conditional pass, or fail based on their performance during the comprehensive oral exam. Students who failed their comprehensive oral exam may, at the discretion of their examination committee, be granted the opportunity to retake their exams. Those granted permission to retake their M.A. exams will retake them no later than the following semester. In the case of a conditional pass, the student must fulfill the conditions stipulated by the Committee on Studies before a pass will be awarded. Failure to meet these conditions will result in a grade of fail for the exam.

### Guidelines and Suggestions for the Comprehensive Oral Exam

Students will discuss their reading list with all committee members. This list should reflect the most important periods and issues of the student's particular course of graduate studies, as agreed on by the student and their committee.

Students should discuss the exam procedure with their advisor in order to get a clear idea of what is expected. Students should also request an exam consultation with all members of their committee to gain a sense of what range of knowledge is relevant to pass the exam and what kind of questions may be asked.

### The Written Exam

The four-hour Written Exam is based upon a set of texts and/or issues determined by the student and their Committee on Studies. The written exam allows the candidate to demonstrate adequate knowledge of their field of research and the ability to argue cogently about pertinent issues regarding the material in question.

The exam is evaluated by all members of the Committee on Studies. Students will be awarded a pass, conditional pass or fail based on their performance. Students who have failed their comprehensive written exam may, at the discretion of their examination committee, be granted the opportunity to retake their exams. Those granted permission to retake their M.A. exams will retake them no later than the following semester. In the case of a conditional pass, the student must satisfy additional requests determined by the Committee on Studies before a pass will be awarded. Failure to meet these conditions will result in a grade of fail for the exam.

The Written Exam is to be scheduled (date, time, location) by the student in consultation with their Committee on Studies. The student must contact LCL office staff to reserve a meeting room for the defense. Students must also submit an online “Announcement of Examination” form to Graduate Studies at least two weeks before the latest scheduled exam (either the Comprehensive Oral Exam or the Written Exam): <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>. Submitting the Announcement of Examination form generates Record of Examination forms for the members of the Committee on Studies, which they will fill out and file with Graduate Studies after evaluating all the student’s examinations in completion of their degree program.

### The Departmental Research Paper

The research paper should reflect the ability to conduct academic research by utilizing critical tools and methodologies with which the student has become familiar during their course of graduate studies. This paper can be a revised and expanded version of a paper already submitted in a graduate seminar. The Chair of Committee on Studies will work with the student to choose an appropriate paper for revision. The paper should be about 20-25 pages long and be submitted to the entire committee at least one month before the Graduate Studies deadline for the completion of all graduation paperwork: i.e. by October 15 for Fall graduation, and by March 15 for Spring graduation.

## GRADUATION TIMELINE AND CHECKLIST FOR LCL M.A. PROGRAMS

Each degree program in LCL is slightly different, so the anticipated timeline for completion of degree requirements vary from program to program. Students should consult with the Graduate Advisor for their degree program and the Chair of their Committee on Studies to develop a specific strategy for completing their degree. What follows is a general overview and suggested schedule for each of the degree programs and options (Plan I, II) offered by LCL.

### **M.A. in CLCS/Classics: Plan I (Thesis Option)**

The M.A. program in CLCS/Classics is run over 6 semesters, designed to provide students extensive training in the ancient languages as well as the opportunity to write an M.A. thesis and gain a solid background in modern critical and literary theory to accompany training in ancient Graeco-Roman literature, history, and culture. For the M.A. in CLCS/Classics Plan I, students need to take 24 credit hours + 6 hours thesis writing and pass a Comprehensive Oral Examination.

#### First Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, and COMP 500 “Introduction to Graduate Study in Comparative Literature,” if available, or another seminar on Critical or Literary Theory that is being offered);
- MLNG 501: Professional Development Colloquium for 1 credit hour (if offered)
- No forms needed.

#### Second Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, as well as COMP 500 “Introduction to Graduate Study in Comparative Literature” if not taken in a student’s first semester, or another seminar in Critical or Literary Theory that is being offered);
- Create Committee on Studies
  - Download “Committee on Studies: form from at: <https://lcl.unm.edu/graduate/manual.html>
  - Ascertain that Committee members are eligible to serve;
  - Obtain signatures from all members of their Committee;
  - Student will return form to LCL office for their file ;
- Student will submit a draft of reading list for Comprehensive Oral Exam to Committee on Studies.

#### Third Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, and a seminar on Critical or Literary Theory that is being offered);
- Student will continue working on their reading list for Comprehensive Oral Exam;
- Student will begin working on a Thesis Proposal in consultation with the Chair of their Committee on Studies.

#### Fourth Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, and a seminar on Critical or Literary Theory that is being offered);
- Students will submit a final draft of the reading list for the Comprehensive Oral Examination to their Committee on Studies.

- Students will compose a Thesis Proposal in consultation with their Advisor and Committee on Studies;
- Students will schedule a Thesis Proposal Defense in consultation with their Committee on Studies;
- Students will defend their Thesis Proposal.

#### Fifth Semester

- 6 credit hours of graduate course work (students will take graduate seminars in Greek and Latin) and 3 hours of thesis writing;
- The Program of Studies (POS) is an online form to be filled out by students the semester prior to their planned date of graduation. The form is available here: <https://grad.unm.edu/resources/graduate-students/gs-forms/pos-masters.html>. Please note: A student's POS form must be approved by Graduate Studies before they may take Comprehensive Oral Exam.
- Students will schedule their Comprehensive Oral Examination in consultation with their Committee on Studies;
- Students will take their Comprehensive Oral Examination.

#### Sixth Semester

- 6 credit hours of graduate course work (students will take graduate seminars in Greek and Latin) and 3 hours of thesis writing;
- Student provides a penultimate draft of the thesis to Committee no later than October 1 (Fall) or March 1 (Spring)
- Student must submit an online Announcement of Examination form to Graduate Studies at least two weeks before the scheduled thesis defense: <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.
- Student defends their thesis;
- Student makes any necessary revisions to the thesis, including correct formatting, and uploads the final thesis no later than April 15 the Graduate Studies.

### **M.A. in CLCS/Classics: Plan II (Exam Option)**

The M.A. program in CLCS/Classics is run over 6 semesters, designed to provide students extensive training in the ancient languages as well as the opportunity to gain a solid background in modern critical and literary theory to accompany training in ancient Graeco-Roman literature, history, and culture. For the M.A. in CLCS/Classics Plan II, students need to take 34 credit hours, pass a Comprehensive Oral Examination and Written Exam, and submit a 20-25 page Departmental Research Paper.

#### First Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, and COMP 500 "Introduction to Graduate Study in Comparative Literature," if available, or another seminar on Critical or Literary Theory that is being offered);
- MLNG 501: Professional Development Colloquium for 1 credit hour (if offered)
- No forms needed.

#### Second Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, as well as COMP 500 "Introduction to Graduate Study in Comparative Literature" if not taken in a student's first semester, or another seminar in Critical or Literary Theory that is being offered);
- Create Committee on Studies

- Download “Committee on Studies: form from at: <https://lcl.unm.edu/graduate/manual.html>
- Ascertain that Committee members are eligible to serve;
- Obtain signatures from all members of their Committee;
- Student will return form to LCL office for their file;
- Student will submit a draft of reading list for Comprehensive Oral Exam to Committee on Studies.

### Third Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, and a seminar on Critical or Literary Theory that is being offered);
- Student will continue working on their reading list for Comprehensive Oral Exam.

### Fourth Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, and a seminar on Critical or Literary Theory that is being offered);
- Student will submit a final draft of the reading list for the Comprehensive Oral Examination to their Committee on Studies;
- Student will consult with their Committee on Studies to determine an appropriate topic/paper to revise for the Department Research Paper.

### Fifth Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, and a seminar on Critical or Literary Theory that is being offered);
- The Program of Studies (POS) is an online form to be filled out by students the semester prior to their planned date of graduation. The form is available here: <https://grad.unm.edu/resources/graduate-students/gs-forms/pos-masters.html>. Please note: A student’s POS form must be approved by Graduate Studies before they may take Comprehensive Oral Exam or schedule their Written Exam.
- Students will schedule their Comprehensive Oral Examination in consultation with their Committee on Studies;
- Students will work on their Department Research Paper.

### Sixth Semester

- 9 credit hours of graduate course work (students will take graduate seminars in Greek and Latin, and a seminar on Critical or Literary Theory that is being offered);
- Student will schedule the Written Exam in consultation with their Committee on Studies;
- Student must submit an online Announcement of Examination form to Graduate Studies at least two weeks before the scheduled Written Exam: <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.
- Student will complete their Written Exam;
- Student will submit their Departmental Research Paper.

## **M.A. in CLCS/Comparative Literature and/or Cultural Studies: Plan I (Thesis Option)**

For the M.A. in CLCS Plan I, students need to take 25 credit hours (including 8 full graduate seminars in the field of study + 1 credit hour Professional Development Colloquium) + 6 hours thesis writing and pass a Comprehensive Oral Examination.

### First Semester

- 6 credit hours of graduate course work (including COMP 505 “Introduction to Critical Theory ,” if offered)
- MLNG 501: “Professional Development Colloquium” for 1 credit hour (if offered).
- No forms needed.

### Second Semester

- 9 credit hours of graduate course work (including COMP 505 “Introduction to Critical Theory,” if it was not taken during a student’s first semester); in addition, students should take MLNG 501 if not taken during a student’s first semester;
- Create Committee on Studies
  - Download “Committee on Studies: form from at: <https://lcl.unm.edu/graduate/manual.html>;
  - Ascertain that Committee members are eligible to serve;
  - Obtain signatures from all members of their Committee;
  - Return form to LCL office for their file;
- Student will submit a draft of their reading list for Comprehensive Oral Exam to Committee on Studies;
- Student will begin work on Thesis Proposal.

### Third Semester

- 6 credit hours of graduate course work;
- The Program of Studies (POS) is an online form to be filled out by students the semester prior to their planned date of graduation. The form is available here: <https://grad.unm.edu/resources/graduate-students/gs-forms/pos-masters.html>. Please note: A student’s POS form must be approved by Graduate Studies before they may take Comprehensive Oral Exam.
- Students will schedule their Comprehensive Oral Examination in consultation with their Committee on Studies;
- Students will take their Comprehensive Oral Examination toward the end of the third or beginning of the fourth semester;
- Student will continue working on a Thesis Proposal in consultation with the Chair of their Committee on Studies and defend the Thesis Proposal by the end of the semester.

### Fourth Semester

- 3 credit hours of graduate course work
- 6 thesis hours (COMP 599). [**Please note: students may not sign up for thesis hours until they have successfully passed their Thesis Proposal Defense**].
- Student provides a penultimate draft of the thesis to Committee no later than October 1 (Fall) or March 1 (Spring)
- Student must submit an online Announcement of Examination form to Graduate Studies at least two weeks before the scheduled thesis defense: <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.
- Student defends their thesis;



- Student makes any necessary revisions to the thesis, including correct formatting, and uploads the final thesis no later than April 15 the Graduate Studies.

### **M.A. in CLCS/Comparative Literature and/or Cultural Studies: Plan II (Exam Option)**

For the M.A. in CLCS Plan II, students need to take 31 credit hours (including 10 full graduate seminars in the field of study + 1 credit hour Professional Development Colloquium), pass a Comprehensive Oral Examination and Written Exam, and submit a 20-25 page Departmental Research Paper.

#### First Semester

- 6 credit hours of graduate course work (including COMP 505 “Introduction to Critical Theory,” if offered)
- MLNG 501: “Professional Development Colloquium” for 1 credit hour (if offered).
- No forms needed.

#### Second Semester

- 9 credit hours of graduate course work (including COMP 505 “Introduction to Critical Theory,” if it was not taken during a student’s first semester); in addition, students should take MLNG 501 if not taken during a student’s first semester;
- Create Committee on Studies
  - Download “Committee on Studies: form from at: <https://lcl.unm.edu/graduate/manual.html>;
  - Ascertain that Committee members are eligible to serve;
  - Obtain signatures from all members of their Committee;
  - Return form to LCL office for their file;
- Student will submit a draft of reading list for Comprehensive Oral Exam to Committee on Studies.

#### Third Semester

- 9 credit hours of graduate course work;
- The Program of Studies (POS) is an online form to be filled out by students the semester prior to their planned date of graduation. The form is available here: <https://grad.unm.edu/resources/graduate-students/gs-forms/pos-masters.html>. Please note: A student’s POS form must be approved by Graduate Studies before they may take Comprehensive Oral Exam or schedule their Written Exam.
- Students will schedule their Comprehensive Oral Examination in consultation with their Committee on Studies;
- Students will take their Comprehensive Oral Examination toward the end of the third or beginning of the fourth semester;
- Students will consult with their Committee on Studies to determine an appropriate topic/paper to revise for the Department Research Paper.

#### Fourth Semester

- 6 credit hours of graduate course work;
- Student will schedule the Written Exam in consultation with their Committee on Studies;
- Student must submit an online Announcement of Examination form to Graduate Studies at least two weeks before the scheduled Written Exam: <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.

- Student will complete their Written Exam;
- Student will submit their Departmental Research Paper.

## M.A. in French: Plan I (Thesis Option)

For the M.A. in French, Plan I, students need to take 25 credit hours (including 8 full graduate seminars in the field of study + 1 credit hour Professional Development Colloquium) + 6 hours thesis writing and pass a Comprehensive Oral Examination.

### First Semester

- 6 credit hours of graduate course work (including COMP 505 “Introduction to Critical Theory,” if offered)
- MLNG 501: “Professional Development Colloquium” for 1 credit hour (if offered).
- No forms needed.

### Second Semester

- 9 credit hours of graduate course work (including COMP 505 “Introduction to Critical Theory,” if it was not taken during a student’s first semester); in addition, students should take MLNG 501 if not taken during a student’s first semester;
- Create Committee on Studies
  - Download “Committee on Studies: form from at: <https://lcl.unm.edu/graduate/manual.html>;
  - Ascertain that Committee members are eligible to serve;
  - Obtain signatures from all members of their Committee;
  - Return form to LCL office for their file;
- Student will submit a draft of reading list for Comprehensive Oral Exam to Committee on Studies;
- Student will begin work on Thesis Proposal.

### Third Semester

- 6 credit hours of graduate course work;
- The Program of Studies (POS) is an online form to be filled out by students the semester prior to their planned date of graduation. The form is available here: <https://grad.unm.edu/resources/graduate-students/gs-forms/pos-masters.html>. Please note: A student’s POS form must be approved by Graduate Studies before they may take Comprehensive Oral Exam or schedule their Written Exam.
- Students will schedule their Comprehensive Oral Examination in consultation with their Committee on Studies;
- Students will take their Comprehensive Oral Examination toward the end of the third or beginning of the fourth semester;
- Student will continue working on a Thesis Proposal in consultation with the Chair of their Committee on Studies and defend the Thesis Proposal by the end of the semester.

### Fourth Semester

- 3 credit hours of graduate course work
- 6 thesis hours (COMP 599). **[Please note: students may not sign up for thesis hours until they have successfully passed their Thesis Proposal Defense].**
- Student provides a penultimate draft of the thesis to Committee no later than October 1 (Fall) or March 1 (Spring)
- Students must submit an online Announcement of Examination form to Graduate Studies two weeks before the last scheduled exam (oral or written or defense): <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.
- Student defends their thesis;

- Student makes any necessary revisions to the thesis, including correct formatting, and uploads the final thesis no later than April 15 the Graduate Studies.

## **M.A. in French: Plan II (Exam Option)**

For the M.A. in French, Plan II, students need to take 31 credit hours (including 10 full graduate seminars in the field of study + 1 credit hour Professional Development Colloquium), pass a Comprehensive Oral Examination and Written Exam, and submit a 20-25 page Departmental Research Paper.

### First Semester

- 6 credit hours of graduate course work (including COMP 505 “Introduction to Critical Theory,” if offered)
- MLNG 501: “Professional Development Colloquium” for 1 credit hour (if offered).
- No forms needed.

### Second Semester

- 9 credit hours of graduate course work (including COMP 505 “Introduction to Critical Theory,” if it was not taken during a student’s first semester); in addition, students should take MLNG 501 if not taken during a student’s first semester;
- Create Committee on Studies
  - Download “Committee on Studies: form from at: <https://lcl.unm.edu/graduate/manual.html>;
  - Ascertain that Committee members are eligible to serve;
  - Obtain signatures from all members of their Committee;
  - Return form to LCL office for their file;
- Student will submit a draft of reading list for Comprehensive Oral Exam to Committee on Studies.

### Third Semester

- 9 credit hours of graduate course work;
- The Program of Studies (POS) is an online form to be filled out by students the semester prior to their planned date of graduation. The form is available here: <https://grad.unm.edu/resources/graduate-students/gs-forms/pos-masters.html>. Please note: A student’s POS form must be approved by Graduate Studies before they may take Comprehensive Oral Exam or schedule their Written Exam.
- Students will schedule their Comprehensive Oral Examination in consultation with their Committee on Studies;
- Students will take their Comprehensive Oral Examination toward the end of the third or beginning of the fourth semester;
- Students will consult with their Committee on Studies to determine an appropriate topic/paper to revise for the Department Research Paper.

### Fourth Semester

- 6 credit hours of graduate course work;
- Student will schedule the Written Exam in consultation with their Committee on Studies;
- Student must submit an online Announcement of Examination form to Graduate Studies at least two weeks before the scheduled Written Exam: <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.
- Student will complete their Written Exam;
- Student will submit their Departmental Research Paper.



## M.A. in German: Plan I (Thesis Option)

For the M.A. in German, Plan I, students need to take 25 credit hours (including 8 full graduate seminars in the field of study + 1 credit hour Professional Development Colloquium) + 6 hours thesis writing and pass a Comprehensive Oral Examination.

### First Semester

- 6 credit hours of graduate course work (including COMP 500 “Introduction to Graduate Study in Comparative Literature,” if offered)
- MLNG 501: “Professional Development Colloquium” for 1 credit hour (if offered).
- No forms needed.

### Second Semester

- 9 credit hours of graduate course work (including COMP 500 “Introduction to Graduate Study in Comparative Literature,” if it was not taken during a student’s first semester); in addition, students should take MLNG 501 if not taken during a student’s first semester;
- Create Committee on Studies
  - Download “Committee on Studies: form from at: <https://lcl.unm.edu/graduate/manual.html>;
  - Ascertain that Committee members are eligible to serve;
  - Obtain signatures from all members of their Committee;
  - Return form to LCL office for their file;
- Student will submit a draft of reading list for Comprehensive Oral Exam to Committee on Studies;
- Student will begin work on Thesis Proposal.

### Third Semester

- 6 credit hours of graduate course work;
- The Program of Studies (POS) is an online form to be filled out by students the semester prior to their planned date of graduation. The form is available here: <https://grad.unm.edu/resources/graduate-students/gs-forms/pos-masters.html>. Please note: A student’s POS form must be approved by Graduate Studies before they may take Comprehensive Oral Exam or schedule their Written Exam.
- Students will schedule their Comprehensive Oral Examination in consultation with their Committee on Studies;
- Students will take their Comprehensive Oral Examination toward the end of the third or beginning of the fourth semester;
- Student will continue working on a Thesis Proposal in consultation with the Chair of their Committee on Studies and defend the Thesis Proposal by the end of the semester.

### Fourth Semester

- 3 credit hours of graduate course work
- 6 thesis hours (COMP 599). **[Please note: students may not sign up for thesis hours until they have successfully passed their Thesis Proposal Defense].**
- Student provides a penultimate draft of the thesis to Committee no later than October 1 (Fall) or March 1 (Spring)
- Students must submit an online Announcement of Examination form to Graduate Studies two weeks before the last scheduled exam (oral or written or defense): <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.
- Student defends their thesis;

- Student makes any necessary revisions to the thesis, including correct formatting, and uploads the final thesis no later than April 15 the Graduate Studies.

## **M.A. in German : Plan II (Exam Option)**

For the M.A. in German, Plan II, students need to take 31 credit hours (including 10 full graduate seminars in the field of study + 1 credit hour Professional Development Colloquium), pass a Comprehensive Oral Examination and Written Exam, and submit a 20-25 page Departmental Research Paper.

### First Semester

- 6 credit hours of graduate course work (including COMP 500 “Introduction to Graduate Study in Comparative Literature,” if offered)
- MLNG 501: “Professional Development Colloquium” for 1 credit hour (if offered).
- No forms needed.

### Second Semester

- 9 credit hours of graduate course work (including COMP 500 “Introduction to Graduate Study in Comparative Literature,” if it was not taken during a student’s first semester); in addition, students should take MLNG 501 if not taken during a student’s first semester;
- Create Committee on Studies
  - Download “Committee on Studies: form from at: <https://lcl.unm.edu/graduate/manual.html>;
  - Ascertain that Committee members are eligible to serve;
  - Obtain signatures from all members of their Committee;
  - Return form to LCL office for their file;
- Student will submit a draft of reading list for Comprehensive Oral Exam to Committee on Studies.

### Third Semester

- 9 credit hours of graduate course work;
- The Program of Studies (POS) is an online form to be filled out by students the semester prior to their planned date of graduation. The form is available here: <https://grad.unm.edu/resources/graduate-students/gs-forms/pos-masters.html>. Please note: A student’s POS form must be approved by Graduate Studies before they may take Comprehensive Oral Exam or schedule their Written Exam.
- Students will schedule their Comprehensive Oral Examination in consultation with their Committee on Studies;
- Students will take their Comprehensive Oral Examination toward the end of the third or beginning of the fourth semester;
- Students will consult with their Committee on Studies to determine an appropriate topic/paper to revise for the Department Research Paper.

### Fourth Semester

- 6 credit hours of graduate course work;
- Student will schedule the Written Exam in consultation with their Committee on Studies;
- Student must submit an online Announcement of Examination form to Graduate Studies at least two weeks before the scheduled Written Exam: <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.
- Student will complete their Written Exam;
- Student will submit their Departmental Research Paper.





## PH.D. PROGRAM IN FRENCH STUDIES

Students are admitted to the Ph.D. program in French Studies on the basis of their past records and future promise for scholarship. Applicants are expected to have completed a Master's Degree in French or its equivalent.

Graduates from the M.A. Program in French at UNM must formally request a reevaluation of their dossier in order to be considered for the Ph.D. program. They must provide a letter of intent, an unofficial copy of their UNM transcript, and a 20 to 25-page writing sample (from the M.A. thesis or research paper) to the Chair of their Committee on Studies and the Director of Graduate Studies. These documents must be submitted no later than February 1<sup>st</sup> to be considered for Fall admission and to be a candidate for a Fall Teaching Assistantship. French faculty and the Graduate Committee will review the file. Upon notification of admission to the Ph.D. program from the Director of Graduate Studies, students must submit a "Change of Degree" form. Ph.D. students must complete a minimum total of 54 credit hours, including transfer credit but exclusive of dissertation hours. Students entering the Ph.D. program with an M.A. degree from another university may transfer up to 30 hours of graduate credit upon approval of the French faculty advisor. A minimum of 24 credit hours must be taken in residency at UNM.

Students may declare a minor after approval from their Committee on Studies. Students with a declared minor must complete 48 hours of course work in the major field of study and 12 hours in the minor field.

Ph.D. students must demonstrate a reading knowledge of one other language besides French and English. This requirement may be met for each language by passing a translation exam, through successful completion of a two-semester sequence of a foreign language translation course, or through successful completion of four semesters of a foreign language.

### Committee on Studies

Each doctoral student must, by the end of their second year of study, assemble a Committee on Studies composed of three faculty members from the French program and notify the Director of Graduate Studies of the committee members before the end of the fourth semester. The committee consults with the student to plan an appropriate course of academic research and offers guidance on the fulfillment of examination requirements. The Chair of the Committee on Studies will offer additional guidance on the choice of comprehensive examination/dissertation committee members. Prior to the Comprehensive Examinations, the candidate must add an additional member, from a department other than LCL, to the Committee on Studies, for a total of four members.

All Ph.D. candidates in French Studies are advised to gain teaching experience as well as experience in a French-speaking environment as part of their professional training.

### Comprehensive Examinations

The Comprehensive Examinations for the Ph.D. program in French Studies are composed of three parts, described below, and are followed by completion of the dissertation and a dissertation defense. The reading list for Part I and the dissertation bibliography for Part II of the examination should be completed in consultation with the committee by the end of the fourth semester of study. Ph.D. candidates will normally take Parts I and II of the Ph.D. Comprehensive Examination by the end of their third year, and Part III during the semester following completion of Parts I and II. However, students should consult with their Committee on Studies about when they should take the exam; timing of the exam may vary depending on the level of the student's preparation prior to beginning the Ph.D. program.

Part I. A four-hour written exam. The choice of three questions is based on an exam reading list covering genre, theory, or area. The list normally consists of twenty-five items submitted by the candidate and twenty-five items added by the committee.

Part II. A twenty-minute verbal presentation in the style of a conference paper delivered to the exam committee on a question based on the exam reading list and related but not limited to the cultural or theoretical context of the student's dissertation interests. The candidate receives the question ahead of time and has five hours to prepare. For example, the student could receive the question at 9:00 a.m. and present at 2:00 p.m.

Part III. A dissertation proposal defense with the exam committee reviewing the dissertation proposal, to take place in the semester following completion of Parts I and II. Students should prepare a dissertation prospectus between 18–25 pages in length, including a working bibliography, which will be submitted no later than two weeks prior to the colloquium. During the colloquium, the student will give a 10- to 15-minute presentation on the prospectus, respond to questions from the committee and discuss the design of the dissertation project. The Committee on Studies will review and approve the proposal at the end of the colloquium.

Student will schedule the written and oral exams with their Committee, and contact LCL staff to reserve a meeting room. Notify LCL office staff two weeks before taking the last of the two exams. Students must submit an Announcement of Examination form to Graduate Studies at least two weeks before the scheduled exam: <https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>.

Upon successful completion of all three parts of the Comprehensive Exams, students must submit an "Application for Candidacy" Form available online: <https://grad.unm.edu/resources/graduate-students/gs-forms/application-candidacy.html>. Once approved, the candidate is officially ABD and may register for dissertation hours.

## Dissertation and Defense

Ph.D. students have five calendar years from the semester in which they pass their doctoral comprehensive examination to complete all degree requirements.

- Candidates must submit their completed dissertation to their committee and receive approval from the dissertation committee chair in order to proceed to the defense. The dissertation may be written in French, subject to the approval of the Dean of Graduate Studies. To obtain approval, the student should submit a petition to the Graduate Studies Dean and ask the Department Chair to write a memo supporting that petition. The student should give both documents to LCL office staff to deliver to Graduate Studies. The student will receive written approval/disapproval of the petition within a month. Student will write a memo to Dean of Graduate Studies: form at <https://grad.unm.edu/resources/graduate-students/gs-forms/petition-form.html> (Petitions to the Dean of Graduate Students).

A near-complete draft of the dissertation must be submitted to committee members for their comments and corrections at least six weeks before the deadline for completing all graduation paperwork with Graduate Studies. For Fall graduation, the draft should be distributed by October 1, for Spring graduation, by March 1. Readers will normally return the draft with comments and revisions within two weeks, thus leaving the candidate a month to complete revisions and resubmit the thesis for approval to the committee.

Students who miss these deadlines may not graduate on time and will be required by Graduate Studies to enroll in at least one credit hour in the following semester in order to maintain their student status. We do not allow summer graduation.

The defense consists of a twenty-minute presentation highlighting the central argument of the dissertation. The candidate will then answer committee questions about the dissertation in a subsequent 40- to 50-minute period. With the exception of the final deliberations of the committee, the defense is open to the public.

### Graduation Timeline for Ph.D. Students on TAships with LCL

(Based on a projected 5-year time to completion after the M.A. degree)

Students are strongly advised to consult regularly and often with the Director of Graduate Studies and with the Chair of their Committee on Studies should a modification of the timeline be necessary for their particular case.

#### First year of Ph.D. (Fall & Spring):

6 credit hours of course work per semester (including COMP 505 [where applicable]; MLNG 501 “Professional Development Colloquium” (one credit hour); and MLNG 500 “Teaching Practicum” (one credit hour which does not count toward degree)

#### Second year of Ph.D. (Fall & Spring):

6 credit hours of course work per semester  
address language requirement  
Assemble Committee on Studies for Comprehensive Exam

#### Third year of Ph.D. Fall Semester:

Preparation for Ph.D. Comprehensive Exams Parts I, II, and III  
address language requirement  
One course (3 credit hours) for a letter grade and one course (3 credit hours) CR/NC

#### Third year of Ph.D. Spring Semester:

One course (3 credit hours) CR/NC and either one problems course (3 credit hours) or regular course in LCL (3 credit hours) CR/NC  
Take parts I and II of comprehensive exams

#### Fourth Year of Ph.D. Fall Semester:

One course (3 credit hours) CR/NC and either one problems course, or one regular course (3 credit hours) CR/NC  
Submit “Committee on Studies” Form: <https://lcl.unm.edu/graduate/manual.html>

- Ph.D. students: A student’s AC form must be completed the same semester they pass their comprehensive examination and have completed their language/research skill requirements.

Submit "Application for Candidacy" Form: <https://grad.unm.edu/resources/graduate-students/gs-forms/application-candidacy.html>

Take part III of the Comprehensive Exams (presentation of the dissertation proposal of 20 to 25-pages to Committee on Studies and dissertation proposal defense)

#### Fourth Year of Ph.D. Spring Semester:

Students who have passed their Ph.D. exams will enroll in FREN 699 (6 credit hours)

Students who have failed their Ph.D. exams may, at the discretion of their examination committee, be granted the opportunity to retake their exams. Those granted permission to retake their Ph.D. exams will retake them no later than the first semester of their fourth year in the Ph.D. program. In addition, doctoral dissertation proposals must be presented no later than the second semester of the fourth year.

Their enrollment schedule for the fourth year will be as follows:

One course (3 credit hours) CR/NC and FREN 699 (dissertation, 3 credit hours)

Proposed fourth year schedule for students who fail Parts I and II during third year:

Fall semester: One course (3 credit hours) CR/NC and either one problems course, or one regular course (3 credit hours) CR/NC

Spring semester: One course (3 credit hours) CR/NC in LCL and 3 dissertation credits (French 699)

Fifth Year of Ph.D. Fall and Spring Semesters:

FREN 699 (dissertation, 6 credit hours each semester)

After the fifth year, departments may extend financial support to Ph.D. candidates on a yearly basis for a maximum of three years, depending on availability of resources. Students will have to successfully petition their Committee on Studies and the Graduate Committee in order to receive such additional support. Furthermore, during each year of extended support, students will revert to the following enrollment requirements: One course (3 credit hours) CR/NC and FREN 699 (3 credit hours) per semester. These requirements may be waived on a yearly basis at the discretion of the Graduate Committee if the student presents a convincing case in a petition for such an exception.

## TEACHING ASSISTANTSHIPS

The Department Languages, Cultures, and Literatures is able to offer a limited number of assistantships to support its graduate students. The decision to award and to renew or terminate an assistantship lies with the Graduate Committee of LCL in accordance with university regulations and departmental guidelines, and is also contingent upon budgetary and programmatic considerations. The UNM Catalog states: “The primary goal of an assistantship is to assist students in strengthening and successfully completing their academic program.” In order to allow students as well as the department to make optimal use of their time and resources, assistantships will be limited to four semesters on the M.A. level, contingent on satisfactory performance and progress toward the degree. At the Ph.D. level, assistantships are normally awarded for an initial period of six semesters, and then renewed for a period of four additional semesters upon successful completion of the Ph.D. Comprehensive Exams. This means that doctoral candidates are normally supported for a total period of ten semesters, on condition that their academic performance on coursework and exams required for the degree is deemed satisfactory. Any extensions beyond these limits will be at the sole discretion of the Graduate Committee and will be determined according to the resources and needs of the program.

All Teaching and Graduate Assistants are expected to abide by the University of New Mexico’s policies to maintain a respectful campus (<https://policy.unm.edu/university-policies/2000/2240.html>) and the Student Code of Conduct (<https://pathfinder.unm.edu/code-of-conduct.html>).

All full-time (.50 FTE teaching assignment) LCL TAs/GAs teach six credit hours per semester and must be enrolled each semester in a minimum of six credit hours of regular graduate coursework offered by the Department of Languages, Cultures, and Literatures that count toward a student’s degree program (audits and CR/NC do not count for this purpose).

Students with TA assistantships in German and French must take a pedagogy seminar either offered by the Department of LCL or chosen by a supervising faculty member of each program.

All half-time (.25 FTE teaching assignment) LCL TAs/GAs must take at least three credit hours of graduate level coursework offered by the department (audits and CR/NC do not count for this purpose) that count toward a student’s degree program, except as follows:

- LCL TAs/GAs at the M.A. or Ph.D. level must petition the Graduate Committee before taking any course work outside the department as part of the 6 hour requirement of coursework in LCL. Download the “Petition to Take Course Outside of LCL” form (<https://lcl.unm.edu/graduate/manual.html>). The completed form including the signature of the student’s Chair of the Committee on Studies must be submitted to the Director of Graduate Studies and approved by the Graduate Committee at least two weeks before the beginning of the semester in which the proposed course is to be taken.

- Plan I M.A. students who have completed their required course work and successfully passed their Thesis Proposal Defense and Comprehensive Oral Exam may count thesis hours as part of their normal six-credit hour course load, but they must be enrolled in at least one 3-hour graduate seminar in LCL. Problems courses and Audits may not count for this purpose.

All TAs/GAs must maintain a G.P.A. of 3.0 for every semester in which they hold an assistantship. TAs/GAs who fall below that average will risk losing their assistantships. TAs/GAs whose G.P.A. falls below 3.0, and TAs/GAs who receive 6 or more credit hours of “Incomplete” grades will be placed on academic probation.

Summer teaching, whether at the German Summer School or on UNM's main campus, will be determined by the department based on funding and enrollments.

The Lower-division Language Coordinator will distribute a list of TA responsibilities at the orientation prior to the TA's first semester, as well as ongoing policy lists every semester outlining more specific TA responsibilities. Neglecting any of these policies may be considered a breach of contract and may result in the termination of the Teaching Assistantship (according to policy set out in the UNM Faculty Handbook: <https://handbook.unm.edu/b5/>).

Note that attendance at all orientations, workshops, lectures, and meetings is mandatory. TAs are contractually obligated to be on campus no later than one week prior to the start of each semester, and are expected to remain in residence until the end of final exams and until they have submitted all final grades and assessment data for the courses for which they are teaching assistants. This requirement also pertains to TAs from the Université de Rennes.

## Appendix 1: LCL Policies on Academic Conduct

1. The Department of LCL follows UNM faculty handbook's policy on "Dishonesty in Academic Matters" which states in full:

Dishonesty on the part of a student in connection with either course material or student records is a serious matter involving the possibility of disciplinary action. Since the members of the faculty have a direct responsibility in the enforcement of the standards involved, the following formal statement was prepared, incorporating the current regulation and the procedures for implementing it.

1. The following statement appears among the scholastic regulations listed in the UNM Catalog and Pathfinder: "Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

"Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in filling out applications or other university records."

2. When a violation of the regulation occurs in connection with a course, seminar, or any other academic activity under the direction of a faculty member, that faculty member is authorized to take whatever action is deemed appropriate, but no penalty in excess of an "F" in the course and the involuntary withdrawal of the student from the class may be imposed. Whenever this penalty is imposed; the instructor may report the case in full detail in writing to the Dean of Students, who may impose additional sanctions or refer the matter to the Student Conduct Committee for a determination of whether additional sanctions are warranted.

It is also important to point out that before a faculty member takes action on any alleged violation of this rule, the instructor should be certain that there is substantial evidence to support the charge.

3. When academic dishonesty occurs in connection with any test or examination not connected with a course, but administered by an officer of the University or in connection with any non-disclosure or misrepresentation in filling out applications or other University records, the person who observes or discovers the violation shall transmit in writing to the Dean of Students a statement describing the occurrence. A copy shall be sent to the student. The Dean of Students shall determine the sanction following procedures set forth in section 3.4 of the Student Grievance Procedure.

4. Action taken by the Student Conduct Committee shall be completed within the time limits and extension provisions outlined in section 9.1 of the Student Grievance Procedure. Copies of the final decision will be sent to the faculty member's chairperson, dean and to the dean of the student's college if different.

The procedure described above with reference to the Student Conduct Committee removes none of the instructor's authority heretofore practiced in such matters, but rather strengthens and gives uniformity to action taken by making use of an appropriate committee upon which both faculty and students serve.

On the whole, experience shows that student committee members deal as rigorously with dishonesty as do administrative officials, individual faculty members, or faculty committees. More important than consistency or rigorousness of punishment, however, is the simple consideration that student government, student self-reliance, and student responsibility develop further and more firmly when student representatives actually take a role in dealing with student behavior.

In order to be as fair as possible to students, it is recommended that faculty members teaching lower division courses inform the class, at the beginning of each course, as to their policy and the University policy with reference to dishonest academic practices. Students thus informed will thereafter have no basis for pleading ignorance of regulations.

Refer also to Information: D10: Academic Integrity and D175: Undergraduate Student Conduct and Grievance Procedures (<https://handbook.unm.edu/d175/>) in the Faculty Handbook.

(<https://handbook.unm.edu/d100/>)

The student's initials here and dated signature, below, constitute acknowledgment that the student has read the "Dishonesty in Academic Matters" policy and will abide by it. \_\_\_\_\_ (initials)

## Appendix 2: LCL Policies on Collegiality and UNM's Respectful Campus Policies

Collegiality includes respect for the ideas of others and polite and respectful behavior toward faculty, fellow students and staff in classrooms, in UNM office spaces and on campus. All LCL graduate students are expected to follow the Student Code of Conduct as stated in the UNM Pathfinder (<https://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html>). Infractions of the Student Code of Conduct may result in delay in progress to degree, suspension of a teaching assistantship or other disciplinary action. Policy 2220: Freedom of Expression and Dissent (<https://policy.unm.edu/university-policies/2000/2220.html>) in The Pathfinder states, in part:

As an institution that exists for the express purposes of education, research, and public service, the University is dependent upon the unfettered flow of ideas, not only in the classroom and the laboratory, but also in all University activities. As such, protecting freedom of expression is of central importance to the University. The exchange of diverse viewpoints may expose people to ideas some find offensive, even abhorrent. The way that ideas are expressed may cause discomfort to those who disagree with them. The appropriate response to such speech is speech expressing opposing ideas and continued dialogue, not curtailment of speech.

The University also recognizes that the exercise of free expression must be balanced with the rights of others to learn, work, and conduct business. Speech activity that unduly interferes with the rights of others or the ability of the University to carry out its mission is not protected by the First Amendment and violates this policy.

Student's initials here and dated signature below constitute acknowledgment that the student has read Policy 2220 and will abide by it. \_\_\_\_\_ (initials)

3. Student's initials here and signature below constitute acknowledgment that the student has read the LCL Graduate Manual. \_\_\_\_\_ (initials)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature