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## **SECTION 2 - THE PROGRAM OF STUDY**

A description of courses offered at the GSUC is available from the Assistant Program Officer during the registration period for each semester.

### **I. General**

In addition to the general University requirements, the Ph.D. student must complete the following special requirements:

The student is required to follow a course of study approved in writing by an advisory committee or its representative. Effective with the Spring 1995 semester, a minimum of 66 graduate credits is required for the Ph.D. degree. Additional credits may be required at the discretion of the student's advisory committee.

The Ph.D. student's course of study will normally include work in at least two literatures. In one literature, the student is expected to acquire a thorough historical knowledge of the literature from its origins through its major phases, the texts to be studied in the original. In the other literature, the work will reflect the student's special interests. For additional information on language requirements see page 18.

With the approval of the advisory committee, work in cultural disciplines related to literature, such as anthropology, philosophy, linguistics, art history, social and intellectual history, political science, theatre, musicology, film studies, and women's studies may be incorporated in the student's program.

#### **A. Independent Study**

A student who wishes to register for Independent Study must first consult with the Executive Officer. Once approved the student must submit a form, Registration for Independent Study, signed by the instructor and the Executive Officer. This form is then placed in the student's file.

#### **B. Workshops**

The first colloquium of each semester will serve as an orientation meeting for incoming students and as an informal, open discussion session between faculty and students. In addition the Deputy Executive Officer will organize an informal gathering for new students.

Each year, the Program hosts study groups or workshops for students preparing the First and Second Examinations as well as workshops for students in the process of writing and researching dissertations. Students in the advanced stages of completing their dissertations will be strongly encouraged to present their work at Program colloquia.

#### **C. Teaching**

It is the policy of the Program that all candidates for the Ph.D. should acquire some college teaching experience as part of the requirements for the degree.

#### **D. Graduate Teaching Fellowship Program**

The Graduate Teaching Fellowship (GTF) program at The Graduate School is based on a plan by CUNY whereby doctoral students are employed as Adjunct Lecturers at one or more of the 13 CUNY campuses. The intent of this program is threefold: (1) to give doctoral students the opportunity to develop instructional skills and enhance future employment prospects; (2) to provide needed instructors for undergraduate classes at the CUNY colleges; and (3) to enhance financial support for CUNY doctoral students. Continued support and assistance are provided through required workshops, reading materials, and advice for new teachers. For further information about the Graduate Teaching Fellowship program contact Anne Ellis in the Provost's Office.

#### **E. Student Participation**

All students are expected to play as active a role as possible in Program affairs.

#### **F. Student Grievance**

A student with a grievance concerning an academic matter should consult with the Executive Officer or Deputy Executive Officer. The student may then appeal in writing to the Program's Executive Committee and has the right to appear in person before the Committee. Any student may contact the Vice President for Student Affairs or the Ombuds Officer concerning a grievance. For information on student appeals policies and procedures, see the most recent copy of the GSUC Student Handbook.

### **II. Faculty Advisors**

In planning their program of study each semester, students should consult either the Executive Officer or the Deputy Executive Officer. Upon completion of the First Examination the student will select a faculty adviser, who will continue in that capacity until the student files the dissertation prospectus and selects a dissertation adviser. The student may change faculty advisers at any time. This faculty member will advise and represent the student on many academic matters, but it is the student's responsibility to make sure that he or she has a proper adviser and to inform that adviser of his or her interests and intentions. In many cases a student will have the same adviser throughout his or her graduate career, but should the student change fields, there will also very likely be a change of advisers. The original adviser need not serve on the Dissertation Committee.

### **III. The M.A. in Comparative Literature**

For the M.A., students are required to take 30 credits in course work after the B.A. One course is required of all students:

1. CL 79500 Proseminar: Theory and Practice of Literary Scholarship and Criticism. A final examination is required in this course.

The 30 credits should normally be distributed in the following manner: (a) 16 credits in Comparative Literature; (b) 12 or more credits in individual national literatures; (c) 2 credits of MA Thesis Independent Study to be taken after the completion of a minimum of 24 credits. The student must also prove proficiency in two languages either through coursework or by passing the requisite translation exams.

#### **A. The Comprehensive Examination for the M.A.**

M.A. students are expected to take the Comprehensive Examination following completion of their coursework. The examination is given in two parts, concurrently with the First Examination for the Ph.D. students, at the beginning of each semester. The format and content of this exam follows the format and content of the first two parts of the First Exam that Ph.D. students must take. In lieu of a Qualifying Paper (which Ph.D. students submit at the time of the First Exam) M.A. students must complete an M.A. thesis that can be submitted either at the time of the exam or at a later date. See below for more information on the M.A. Thesis.

Each semester the Deputy Executive Officer appoints an ad hoc committee of two faculty members, one of whom is the Deputy Executive Officer, to make up, administer, and grade the Comprehensive Examination.

This exam will test the student's familiarity with a range of major works in at least two literatures and the ability to analyze these works in their critical and historical contexts. It will also test the student's command of the theory and methods of Comparative Literature. Admission to the examination is by advance registration only, in the form of an email to the APO sent no later than the letter specified in the announcement of the examination.

The exam is four hours long and consists of two written parts. Each part of the examination will be graded separately, and may be taken no more than twice:

PART I (two hours). Three short essay questions covering issues of periodization, genre, rhetoric and poetics across the various different national literary traditions and historical periods designated on the reading list.

PART II (two hours). A longer thematic essay drawing on a minimum of three works from the reading list and covering at least two different national literary traditions and historical periods.

In the case of failure of the M.A. Comprehensive Examination, the student is not required to retake those parts of the Examination graded as "Pass."

#### **B. The M.A. Thesis**

M.A. Students are required to write a thesis. The topic of the thesis must be approved in writing by the thesis director, the Director of the MA Program or the Deputy Executive Officer, and the Executive Officer.

The thesis itself should be a minimum of 18,000 words in length and need not be written in English.

After accumulating a minimum of 24 credits, students should consult with the Director of the MA Program in order to register for the 2-cr “MA Independent Research” Independent Study. Students should register for this independent study only after consulting with the Director of the MA program and/or the Executive Officer.

Students may enroll in this independent study for a single semester only; the expectation is that the thesis will be ready for deposit at the end of the enrolled semester.

#### **IV. The Ph.D. in Comparative Literature**

For the Ph.D., students are required to take 66 credits of course work after the B.A. Students who already have an M.A. degree in Comparative Literature, or graduate-level course work in Comparative Literature completed elsewhere, must have their transfer credits individually evaluated.

Upon application to the Executive Officer, credit may be awarded for graduate work done elsewhere provided passed courses are acceptable and appropriate to the Program. Students who come into the Program with a master's degree may transfer a maximum of 30 credits. Students may petition the Executive Officer for special consideration.

Three courses are required:

1. CL 79500 Proseminar: Theory and Practice of Literary Scholarship and Criticism.  
This course is offered once every academic year, usually in the Fall, and is required of all students in their first year of study. A final examination is required in this course.
2. CL 89100 History of Literary Theory and Criticism I
3. CL 89200 History of Literary Theory and Criticism II.  
These two courses are offered every year, consecutively.

Students are not required to take them in sequence.

The 66 credits should normally be distributed in the following manner: (a) 30 credits in comparative literature; (b) 16/20 credits in individual national literatures, in courses offered in literature and/or other programs at The Graduate School; at least 12 of these credits must be in a foreign literature; (c) 20/16 credits to be determined in consultation with the Executive Officer or adviser.

#### **V. Grading and Evaluation**

The Comparative Literature Program utilizes letter grades (A+ to F) in accordance with the General Regulations outlined in the Bulletin of The Graduate School. The grade of C+, C, or C- in humanities graduate programs throughout the United States is considered an unsatisfactory grade.

A record sheet for each student is on file in the Program office. This sheet notes courses taken,

examinations passed, and extracurricular activities. Each academic year, the Executive Committee will conduct a student review, with particular attention to students whose grade levels or rates of progress appear problematical. If a student does not maintain at least an overall B average the student will not be admitted to candidacy.

The Executive Officer shall undertake a regular review of students' progress.

A student who has completed 45 credits and has passed the First Examination is advanced to Level II, and one who has completed 66 credits, passed the Second Examination, and who submits the name of his/her dissertation and name of director is advanced to candidacy and then can be moved to Level III. The credits for an Incomplete course are not counted in determining advancement.

#### **A. Incompletes**

To resolve incomplete grades, students must fulfill their obligations within the next two semesters that they are in residence. (Exceptions can be made only with the permission of the Executive Officer.) After two semesters an incomplete grade ("INC") will be automatically transformed into a permanent incomplete ("INP"); exceptions can be made only with the permission of the Executive Officer and the Vice President for Student Affairs. Permanent incompletes will accrue no credit. Students will not normally be regarded as making satisfactory progress toward their degrees if they have two or more incomplete courses on their records. Students with more than two incompletes will be brought to the attention of the Executive Officer to determine whether or not they are making satisfactory progress. Financial aid for students who have more than two incomplete courses on their records may be jeopardized.

#### **B. Course Examinations**

There must be at least one final paper or a final examination in each course given in the Program. It is strongly recommended that a final examination be given in 89100 and 89200. A final examination is required in 79500.

#### **C. Auditing**

A registered auditor is expected to attend courses regularly.

As far as tuition is concerned, there is no distinction between a course taken for credit or audit on Levels I and II; the credits for audited courses are counted with the credits used to determine half-time or full-time status and, consequently, tuition. (For example: A Level I or Level II student registering for three credits taken for credit and four credits taken as an auditor will be charged the full-time tuition rate.)

A Level III student may audit classes with no additional payment.

## VI. Examinations

Students must be registered during the semester in which they intend to take an examination.

### A. Language Requirements:

Before students can be advanced to candidacy for the Ph.D., they must demonstrate by written examination a reading knowledge of two foreign languages. The choice of modern languages must be approved by the Executive Officer or the Deputy Executive Officer and will be determined by (1) relevance to the student's areas of literary concentration and (2) the existence of significant criticism or critical writing in the language. The student's native language may be used to fulfill the modern language requirement as long as it meets condition (1) or (2) in the preceding sentence. In all cases, students will be required to translate from the foreign language into English.

For students specializing in Classical Antiquity, the Middle Ages or the Renaissance, the two required languages are either Classical Greek or Latin, and an appropriate modern language.

Dictionaries will be allowed only in the ancient, classical, and medieval examinations, unless a student is specializing in Classics, in which case one of the examinations must be passed without a dictionary.

The Latin examination consists of a choice of four passages, one each in Classical and Medieval prose and one each in Classical and Medieval poetry. Of these four, the student is required to translate two passages, one in prose and one in poetry.

The Executive Officer may recommend exemption from a language examination for students who have passed at least two graduate courses totaling at least six credits in the literature of that language with a grade of B+ or better.

The student is required to have passed the examination or attained exemption in one language no later than the completion of the First Examination. All language requirements must be met before a student can be admitted to the Second Examination.

All language examinations are two hours in length and will consist of one literary and one critical passage. If the student should fail the examination, the paper will be read by a second faculty member designated by the Executive Officer. In case of disagreement between readers, the Executive Officer will refer the examination to a third reader, whose decision will be final.

A student who has failed a language reexamination must consult with the Executive Officer about additional work in that language. This work is to be completed before the

student is admitted to a subsequent examination in that language.

## **B. The First Examination for the Ph.D.**

The three-part First Examination should be taken in the semester following the completion of 30 credits of course work. Students entering the Program with an M.A. or 30 transfer credits may postpone the examination until their second semester in the Program. The examination will test the student's familiarity with a range of major works in at least two literatures and the ability to analyze these works in their critical and historical contexts. It will also test the student's command of the theory and methods of Comparative Literature.

Permission to proceed to more advanced courses is contingent upon the student's performance on the First Exam.

Each semester the Deputy Executive Officer appoints an ad hoc committee of two faculty members, one of whom is the Deputy Executive Officer, to make up, administer, and grade the First Examination.

The First Examination is four hours long and consists of a two-part written exam and a qualifying paper. The two-part exam is normally given one or two days before classes begin; the qualifying paper must be submitted at the time of the exam.

Each part of the examination will be graded separately, and may be taken no more than twice.

Students who have completed 45 credits of coursework and who pass the First Examination will be advanced to Level II for that semester.

Admission to the examination is by advance registration only, in the form of an email to the APO sent no later than the letter specified in the announcement of the examination.

**PART I (two hours).** Three short essay questions covering issues of periodization, genre, rhetoric and poetics across the various different national literary traditions and historical periods designated on the reading list.

**PART II (two hours).** A longer thematic essay drawing on a minimum of three works from the reading list and covering at least two different national literary traditions and historical periods.

**Qualifying Paper:** Students will need to present a paper of significant length (7,500-8,000 words) on the day of the exam. If it is based on previous work, this paper should be rewritten and extended following the comments of the instructor of the course for which it was originally prepared. This paper should show clear evidence of graduate-level research and writing by engaging with relevant scholarship pertaining to the topic; it should also be free of mechanical errors including typos.

For Students in the Italian Specialization, Part I will concern Italian literature; Part II will be the same as for the other students in Comparative Literature. Part I must be written in Italian; Part II must be written in English.

A workshop on how to study for the First Examination is held every semester. Copies of past examinations may be obtained from the Assistant Program Officer.

### **C. The Second Examination for the Ph.D. ("Orals")**

The Second Examination should be taken only after the completion of 66 credits of course work (including any outstanding Incompletes) and all language requirements. It consists of an oral examination of two hours.

The examination will cover three areas of inquiry tailored to the student's research interests (and, thus, to their expected dissertation topic). Each area, or list of texts, should reflect an in-depth study of one or more authors, or of a specific period, or genre, or theoretical approach. For each of these three areas, relevant texts should be selected with the guidance of a member of the Graduate Faculty who then examines the student on the readings they have done. The three members of the examining committee and the final list of texts for each area must be reviewed by the Executive Officer at least one month before the date of the exam.

The grades for this exam are Pass, Fail, and Distinction. The Second Examination may be taken no more than twice. At least one examiner must be a member of the Comparative Literature faculty. All examiners must be members of the CUNY doctoral faculty. All examiners are expected to be present during the entire examination. It is the practice to allow the student to choose the order of the segments of each examination.

## **VII. The "En Route" M.A**

Upon completing 45 credits, passing the First Examination, including the Qualifying Paper and showing evidence (through relevant coursework and final grades) of satisfactory progress, a doctoral student may apply for an en-route M.A. degree. Those seeking this degree should have the Executive Officer initiate the appropriate action.

## **SECTION 3 - THE PH.D. DEGREE**

### **I. Advancement to Candidacy**

After completing 66 credits of course work, the Second Examination, and all language exams, the

student is Advanced to Candidacy.

Candidates for the Ph.D. are required to write a dissertation which is to be an original study that, in the opinion of the official readers, makes a genuine contribution to Comparative Literature. In terms of content and format, it should be regarded as a book. It is often the basis for further scholarly work and publication. The dissertation is the culmination of the student's doctoral studies and is to be a serious work of original scholarship

## **II. The Prospectus Examination**

The dissertation must be on a subject approved following a prospectus examination by a committee of the doctoral faculty, composed of the dissertation director and two readers.

Two weeks before the exam, students will be expected to submit to their dissertation committee (the dissertation director and two readers) a 10-page prospectus and 20 pages of a dissertation chapter. The dissertation prospectus, which must be written in English, should cover the following items:

1. A chapter outline
2. A statement of the argument
3. A summary of relevant research
4. A sample bibliography

Before choosing a dissertation director, the student should consult with the Executive Officer. The student usually has a single director, but may, if warranted, have two co-directors. The director must be a member of the Comparative Literature doctoral faculty.

## **III. The Dissertation**

### **A. The Dissertation**

The dissertation must be directed by a member of the Comparative Literature faculty. After the dissertation has been approved by the sponsoring committee, the candidate defends it at an oral examination.

Aside from the director, each dissertation has two readers, one of whom must also be a member of the Comparative Literature doctoral faculty. The director and two readers must be members of the CUNY doctoral faculty. If a student chooses a fourth reader, the reader does not have to be a member of the doctoral faculty. The readers are chosen by the Executive Officer in consultation with the director and the student.

Members of the CUNY faculty who are not members of the doctoral faculty in Comparative

Literature may also be asked by the Executive Officer to serve in a consultative capacity. Such consultation shall not confer membership on the doctoral faculty in Comparative Literature.

A dissertation subject is not considered approved until the student has received written notification to that effect from the Executive Officer.

A work of creative writing is not acceptable in lieu of a dissertation. The dissertation must be written in English, except in the case of students in the Specialization in Italian.

Dissertations should be between 200 and 250 pages in length. They must be printed (typewriter or computer) and prepared according to the directions of the MLA Style Sheet. They must conform to GSUC dissertation style requirements (see below).

The student should confer regularly with the dissertation director and submit chapters for criticism to the director as the dissertation progresses. The student should also consult regularly with the other members of his or her committee. No dissertation will be accepted that has not been developed under the continuous guidance of the faculty committee.

#### **B. Translation Dissertations**

Translation dissertations should follow the guidelines for length of other dissertations (i.e., 200-250 pp.). The work selected should be significant enough to warrant a translation and selection is subject to approval from the E.O. The secondary material (introduction, notes, appendices, etc.) should be original and of substantial length (75-100 pages). The work should be one not previously translated into the target language. If a work has previously been translated, students must justify the need for a new translation. If the original is still covered by copyright, the student should secure translation rights before proceeding. The comparative element should be treated in the introduction, which should discuss the work in terms of a larger context than that of the national language in which it was originally written.

#### **C. The Third Examination ("Defense")**

The oral dissertation defense examination must be scheduled with the Executive Officer at least one month in advance. The examination will be held only after the Executive Officer has received written notification from the dissertation director that the student may defend the dissertation. The final draft (not the finished, typeset copy) of the dissertation must be submitted two weeks before the defense to each of the three committee members. The Executive Officer should also receive a copy. At the defense, the student answers questions and "defends" the methods, scholarship, and conclusions of his or her work. Two hours are allocated for the examination, which is attended by the candidate, the dissertation director, and the two readers.

The examining committee may (1) accept the dissertation as presented; (2) accept the dissertation but recommend minor revisions to be approved by the student's adviser; or (3) require major revisions in the dissertation and its resubmission for approval by the entire committee.

#### **D. After the Defense**

The completed dissertation, incorporating any revisions mandated at the defense, must be approved by the adviser (and the committee if the revisions are considered major), typeset in final form, and deposited in the Mina Rees Library before the degree is granted. The Program requires that students follow the style guidelines outlined by the Modern Language Association. Students will find a description of these guidelines in the most recent MLA Style Manual (the MLA Handbook is inadequate for these purposes). Certain computer programs, such as Nota Bene, allow the student to operate at all times within the dissertation guidelines outlined by MLA. Regarding the format of the dissertation for deposit, the candidate is referred to the general Graduate School "Instructions for Preparing the Ph.D. Dissertation," a copy of which may be obtained from the Registrar in Room 7201, Graduate Center.

Bound copies of dissertations must be filed with the Dissertation Assistant in the Mina Rees Library and can be consulted by anyone wishing to see them. Bound copies will also be kept in the office of the Executive Officer of the Ph.D. Program in Comparative Literature. The dissertation is automatically copyrighted by University Microfilms, with the student's signed approval. Copies are then sold to scholars who request them through University Microfilms. The student will receive royalties from any sale.

### **III. Specializations in Classics, German, and Italian.**

#### **A. Specialization in Classics**

Students opting for this Specialization must satisfy all the requirements for the Ph.D. in Comparative Literature with the following conditions:

To be admitted, an applicant must have a knowledge of Classical Greek and Latin.

The distribution of credits will normally be as follows: 32 credits in Classics, reasonably balanced between Greek and Latin (normally to include Clas. 70100 Introduction to Classical Studies); 24 credits in Comparative Literature (to include CL 79500 Proseminar: Theory and Practice of Literary Scholarship and Criticism, CL 89100 History of Literary Theory and Criticism I and CL 89200 History of Literary Theory and Criticism II); and 10 credits in a third literature.

The languages required for advancement to candidacy are Classical Greek, Latin, and either French or German. The student will normally not be exempted from the reading examinations in Classical Greek and Latin. The requirement in one of the classical languages must be satisfied by an examination without a dictionary.

The pattern of the examinations will be that of the regular Ph.D. in Comparative Literature. The committee preparing First and Second Examinations will make adjustments as they seem appropriate to individual preparation that students with this specialty will have had.

The dissertation--to be approved by the Dissertation Committee of the Comparative Literature Program--will normally involve some aspect of both a modern and Classical literature.

The Ph.D. in Comparative Literature with this specialization will be administered by the doctoral program in Comparative Literature in cooperation with the Program in Classics. Any student with this specialization must have at least two advisors, one to be a member of each of the two faculties involved.

**B. Specialization in German**

Of the 66 credits required for the Ph.D. degree with the German specialization, 36 shall be in Germanic Languages and Literatures, 24 in Comparative Literature, and 6 in another area, or to be determined. Among the 24 credits required in Comparative Literature, the following are obligatory: 79500 Proseminar: Theory and Practice of Literary Scholarship and Criticism, 4 credits, 89100 History of Literary Theory and Criticism I, 4 credits, and History of Literary Theory and Criticism II, 4 credits.

The Ph.D. dissertation is to be comparative with a Germanic emphasis.

Students with a B.A. may be admitted to the combined M.A./Ph.D. Comparative Literature Program. Students with an M.A. in German from another institution may apply directly for the Ph.D. with this specialization.

Students applying to the combined M.A./Ph.D. Comparative Literature Program, and those with an M.A. from another institution will be evaluated by the Admissions Committee of the Comparative Literature Program with the addition of two members of the Program who are specialists in German Studies.

Among the 24 credits required for the Ph.D. in Comparative Literature, the following 6 are required:

79500 Proseminar: Theory and Practice of Literary Scholarship and Criticism, 3 credits  
89100 History of Literary Theory and Criticism I, 3 credits  
89200 History of Literary Theory and Criticism II, 3 credits

### **C. Specialization in Italian**

Students with A B.A., or M.A. in Italian or laurea may apply to this specialization. Additionally, students who can demonstrate proficiency in Italian and who are adequately prepared for Graduate Studies in Italian literature may also apply. All applications must include GRE scores and a writing sample. TOEFL test results are required of all Italian applicants who are not U.S. residents.

The distribution of credits will normally be as follows: 36 credits in Italian, 24 in Comparative Literature, and the remaining 6 credits in another field , or to be determined. Among the 24 credits required in Comparative Literature, the following are obligatory: 79500 Proseminar: Theory and Practice of Literary Scholarship and Criticism, 4 credits, 89100 History of Literary Theory and Criticism I, 4 credits, and History of Literary Theory and Criticism II, 4 credits.

The languages required for advancement to candidacy are Classical Greek or Latin, and, in addition to Italian, either French, German, or Spanish.

The dissertation may be limited to an Italian subject or be comparative in nature with an emphasis on Italian. It may be written either in English or Italian.

This Specialization is intended to prepare the student to teach Italian language and literature as well as courses in Comparative Literature and Humanities.

## **SECTION 4 - PROGRAM GOVERNANCE AND PROCEDURES**

### **I. Executive Officer**

The Program shall have an Executive Officer responsible for administering the affairs of the program in accordance with the policies established by the program faculty, the Graduate Council, and the Board of Trustees.

The Executive Officer shall be appointed by the President for a term not exceeding three years. The President shall actively solicit nominations and counsel from the individual members of the Executive Committee, doctoral faculty, and students matriculated in the Program concerning this appointment. The Executive Officer may be reappointed.

The Executive Officer shall preside at meetings of the Program's faculty, of its Executive Committee, and of its Faculty Membership Committee. The Executive Officer shall have authority to initiate policies and actions concerning the affairs of the Program, subject to the powers delegated by the Graduate Council Governance of the GSUC as to the Program's faculty. The Executive Officer shall serve ex officio as a member of all Program committees.

Courses to be offered each semester shall be determined by the Executive Officer after consultation with representative groups of faculty and students. The Executive Officer shall assign faculty to teach these courses.

The Executive Officer shall work with chairs of college departments in Comparative Literature to develop procedures for making new senior faculty appointments useful both to the college department and to The Graduate School and University Center program.

In accordance with the policy set down by the Board of Trustees, the Executive Officer shall try to ensure that department chairs give preference, when recruiting part-time faculty, to qualified students enrolled in the doctoral program.

## **II. Executive Committee**

The Executive Committee shall consist of the Executive Officer, the Deputy Executive Officer, the Director of the Italian Specialization, three faculty members elected by the doctoral faculty to serve a term of three years, co-terminous with the term of the Executive Officer, and three students elected by the student body to serve a term of one year. At least one member of the Executive Committee must be elected from the faculty holding Graduate Center appointments. The three candidates receiving the most votes shall be elected to the Committee, and the runner-up shall be elected as alternate, to serve on the Committee in the event that one of the regular faculty members of the Committee cannot attend. If after the triennial faculty vote for the Executive Committee the Executive Committee (including the ex officio members) lacks at least one representative from each senior college that has six or more faculty in this Ph.D. Program, a second ballot, containing names of faculty from any such senior college, will be distributed by mail, and a second vote will be taken. The person so elected will be added to the committee's membership. (Only faculty who have given permission for their names to be included on the ballots may be listed.)

All students in good standing in the Program are eligible to vote for student members of the Executive Committee and to serve as student members of the Committee. Elections by ballot normally take place in the late spring.

All members of the Executive Committee are voting members, but the student members may not vote in decisions involving faculty appointments, promotions, and leaves, or in matters concerning individual students and examinations.

The Executive Committee shall have the authority for the operation of the Program between the stated meetings of the Program's faculty subject to the policies established by the Program. The Executive Officer shall serve as chair of the Executive Committee.

The Executive Committee in coordination with the Faculty Membership Committee shall conduct a continuing review of the faculty of the doctoral program. The Executive Committee shall work with the relevant college departments in recruiting new faculty.

The Executive Committee shall recommend policies and procedures on dissertations.

A faculty member or student may serve on more than one committee

### **III. Faculty Membership**

Nomination to the doctoral faculty shall be made by the Executive Committee upon recommendation of the Faculty Membership Committee. Criteria for such appointment shall include such items as:

- A. Current pursuit of significant research relevant to the doctoral program;
- B. Qualification to teach a doctoral course or provide other doctoral-level training;
- C. Qualification to supervise doctoral dissertations or other graduate-level research.
- D. Appointment to the doctoral faculty is not automatic, nor can it be automatically "earned" through any prior service. A member may be removed from the doctoral faculty upon recommendation of the Executive Committee, which will have consulted with the Faculty Membership Committee, and after the member has been given one year's notice of intention of removal. A faculty member who has been notified of intended removal may address an appeal to the Faculty Membership Committee.
- E. Individuals must be members of the doctoral faculty in order to teach a doctoral-level course on more than two occasions or supervise dissertations.
- F. To meet emergency needs, individuals may be appointed temporarily to the doctoral faculty for a period of one semester or one year. Such temporary appointments cannot be repeated for a cumulative total of more than one academic year (two semesters). To meet an emergency the Executive Officer may make such a temporary appointment. Notification of such action should be conveyed to the Faculty Membership Committee and/or Executive Committee, which should make a nomination for temporary appointment to the Provost as soon as practical. Individuals on temporary appointment do not have voting rights in the Program, nor may they be appointed to Program committees. This procedure is designed for unusual cases, as described, and cannot be used as a substitute for the normal procedures specified in the GSUC's Governance document.

### **IV. Standing Committees**

#### **A. Faculty Membership Committee**

The Faculty Membership Committee is composed of the Executive Officer, the Deputy Executive Officer, the Director of the Italian Specialization, two faculty members, and one student member. The student member shall have a voice but no vote. The faculty members

shall be appointed every two years. The student representative shall be elected every two years by the students of the Program.

The Faculty Membership Committee is required to nominate candidates for membership on the Program's faculty (as provided by Section 6.1 of the GSUC's Governance document), with a view toward including in the doctoral program faculty newly appointed at the colleges. The Committee is to maintain a roster of potential doctoral faculty appointments, to record annually the status of those faculty members currently designated, and to review all other actions taken in regard to membership on the doctoral faculty.

A roster of doctoral faculty shall be prepared by the Committee at the start of each academic year for review by the Provost. The reasons for inclusion of each individual in the doctoral faculty shall be explicitly stated.

#### B. Curriculum and Examination Committee

The Curriculum and Examination Committee shall review the curriculum and submit curriculum recommendations to the Executive Committee and shall recommend procedures and standards for the conduct of examinations. The Committee shall consist of the Executive Officer, Director of the Italian Specialization, three Program faculty members appointed by the Executive Officer for a three-year term. Two nonvoting students shall be chosen annually by the Executive Officer.

#### C. Admissions and Awards Committee

The Admissions and Awards Committee is composed of the Executive Officer, the Deputy Executive Officer, the Director of the Italian Specialization, and at least one additional faculty member, appointed each year. A student representative shall be elected by the students annually by mail.

The Admissions and Awards Committee recommends procedures and standards for the program and administers the procedures.

#### D. Elections Committee

The Elections Committee which will be charged with running elections of faculty and students to the Executive Committee, and of student to the four standing committees of the Program, will consist of the Executive Officer, three faculty chosen by the Executive Committee from among its own members annually, and the three student members of the Executive Committee.

## **V. Program Committees**

### **A. Dissertation Prospectus Committee**

The Dissertation Prospectus Committee shall consist of the Executive Officer, the Deputy Executive Officer, and three faculty members to be appointed by the Executive Officer for a term of two years.

This committee will be charged with approving a dissertation prospectus submitted by a student after it has been approved in writing by the student's proposed dissertation director.

### **B. First Examination Committee**

The First Examination Committee consists of the Deputy Executive Officer and two other faculty members. The Deputy Executive Officer chooses each semester the two other faculty members who will prepare and grade the First Examination.

### **C. The Colloquium Committee**

The Colloquium committee shall be responsible for the organization of Program colloquia and conferences as well as Program entertainment. It consists of at least five student members who are chosen by the Executive Officer from among volunteers and who will serve for two years. They are expected to work in consultation with the Executive Officer.

To ensure continuity, the Colloquium Committee will be chosen in the Spring semester.

### **D. Other Committees**

The Executive Officer and the Executive Committee may appoint from time to time other ad hoc committees to facilitate the running of the Program.

## **VI. Distribution of Minutes**

Minutes of the Executive Committee are available to the entire faculty and students. Votes and other confidential matters concerning faculty and students will be deleted from the distributed minutes but kept by the Program in a confidential file.

## **VII. Other**

At the end of each semester the Deputy Executive Officer shall add to this document all policy decisions made by the Executive Committee as well as any other changes mandated by the University.

## **APPENDIX**

## **I. Student Services**

### **A. Information Resources**

Computer terminals are located in the Mina Rees Library. The facilities are diversified and will meet all word-processing needs. Advisors are available. Free courses are given during the semester and intensive courses are given during vacation breaks. Since these services are free and quite convenient and pleasant, most students take advantage of the Information Resources early in their course of study.

### **B. Mina Rees Library**

The Mina Rees Library of The Graduate School is located on the second floor of the Graduate Center. The library has been designed to meet the special needs of the doctoral programs in the humanities, social sciences, and mathematics. Library hours are posted in the Library, the lobby, and on the Library Website.

### **C. Doctoral Students' Council (DSC)**

The Doctoral Students' Council is the sole policymaking body representing students in doctoral or master's programs at the Graduate School. Each Program has elected representatives to the council who are elected on a proportional basis according to the number of students enrolled in the particular program. For more information consult the Student Handbook. The Graduate Student Advocate is the name of the school newspaper. Students are encouraged to submit notes and articles. For more information go to the Doctoral Students' Council in Room 5495 of the Graduate Center.

### **D. Housing/Residence Life (Room 7480)**

The Housing Information Office provides information on apartments, (shares, sublets, and rentals) in the metropolitan and surrounding areas. Notices are posted regularly on the bulletin board in the second floor corridor at the Graduate Center. Room costs in Manhattan are slightly higher than those in the other boroughs. For further information, contact the Coordinator of Resident Services at 212-817-7480.

### **E. Wellness Center (Room 6422)**

The Wellness Center provides Student Health Services plus Psychological Counseling and Adult Development Services

### **F. Student Health Services**

Staffed by a nurse practitioner licensed to provide primary care (diagnosis, treatment, prescription-writing), Student Health Services provides free diagnosis of simple conditions, episodic treatment, screenings, referrals, and general health and wellness programs. Students are seen by appointment or on a walk-in basis Mondays through Thursdays. For further information

about any services, or for an appointment, please call Student Health Services at (212) 817-7020.

Psychological Counseling, Director: Dr. Daniel Rothenberg A counseling and referral service is available for students of The Graduate School and University Center. This service offers short-term counseling/psychotherapy and is free of charge. Confidentiality is assured. Appointments can be made in person or by telephone at (212) 817-7020.