

MICHIGAN STATE UNIVERSITY

*The Department of Romance
and
Classical Studies*

**FRENCH AND FRANCOPHONE STUDIES
GRADUATE STUDENT HANDBOOK**

2024 - 2025

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The office staff is here to assist you **Monday - Friday from 8 a.m. to 5 p.m.**
Do not hesitate to ask for help when needed. Please keep in mind, however, that the department office is a busy work area and that the secretaries must concentrate on the immediate, pressing administrative needs of our department.

Faculty in French and Francophone Studies and their Areas of Interest

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20th/21st C. French and Francophone Literatures and Film, Comparative and Cultural Studies, Critical Theory.

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16th-18th -Century French and Italian Literatures, Gender Studies, History and Fiction, Popular Culture.

Matt Kanefsky, M.A. in Applied Linguistics, University of Massachusetts– Boston, Basic Language Coordinator, kanefsky@msu.edu

Elizabeth Tuttle, Ph.D., 2018, Pennsylvania State University

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19th and 20th French Cultural Studies, Colonial History, Political Activism, French Feminism.

Anne Violin-Wigent, Ph.D., 2001, Purdue University

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French Linguistics, Applied Linguistics, Pedagogy and classroom research.

Jena Whitaker, Ph.D., 2018, Johns Hopkins University, translation theory, nineteenth and twentieth-century French poetry, theories of technology, and the intersections of philosophy and literature whitak87@msu.edu

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17th-and 18th-century French Literature, Women Writers, Gender Studies, Translation, Novel, Fairy Tales.

I. GRADUATE PROGRAM OVERVIEW

Sensitive to the vital role that languages and cultural awareness play in preparing students to be future leaders in their fields and socially and globally responsible citizens, the mission of the French section is to help students advance their knowledge of the French language, and the cultural heritages and the literary traditions of France and the Francophone Worlds; to pursue original research in these areas; to participate in interdisciplinary programs and Integrative Studies in the Arts and Humanities; to guide undergraduate and graduate students to appreciate and study these subjects; and to help train future teachers at all levels.

Program Goals

The M.A. and Ph.D. programs in French and Francophone Studies are intended to prepare students for careers involving French language, linguistics, SLA, pedagogy, cultural studies, and literature. The faculty includes first- language speakers of French, and others who have earned degrees abroad. The career possibilities on completing the M.A. include but are not limited to teaching in K-12 public education (conditional upon obtaining state certification), private primary and secondary schools, or two-year colleges; translation, publication, program administration, library work, court interpreting, international business, the travel and hospitality industries, and related areas. Most of the successful Ph.D. candidates seek and find careers in college and university teaching, although all the other career options listed above are also open to them. The Department has granted master's and doctoral degrees since 1970. A significant number of our M.A. and Ph.D. graduates have obtained employment in the field of teaching and research as well as in other related professions.

Recommended Reading List for MA and Ph.D.

It is strongly recommended that students read all the works on the following reading list by the end of their program.

1. Medieval, Early Modern, and Modern French Studies
2. Contemporary French and Francophone Studies
3. Linguistics
4. Cultural and Media Studies

Medieval, Early Modern, and Modern French Studies

Medieval studies

Unless otherwise noted, all of these works exist in a *Lettres gothiques* edition-translation.

- Rosenberg, S. N.; H. Tischler et M.-G. Grossel, Eds. *Chansons des trouvères: Chanter m'estuet*. Paris: Lettres Gothiques, 1995.
- _____, *Chanson d Roland*.
- Marie de France, *Lais*.
- Chrétien de Troyers, *Yvain or Le Chevalier de la charrette*. For the latter, see also Princeton's excellent on-line 'Charrette Project': <http://www.princeton.edu/~lancelot/>
- Guillaume de Loris and Jean de Meung, *Roman de la rose*.
- Guillaume de Machaut, *Livre du voir dit*
- Christine de Pizan, *Livre de la Cité des dames*. Or consult the translation by E. Hicks and Th. Moreau.
- François Villon, *Poésies complètes*.

16th century studies

- Du Bellay, *Défense et Illustration de la langue française*.
- Montaigne, *Essais*, I: 1, 20, 26, 28, 31, 39;
II: 5, 8, 11, 12, 16, 17, 19, 27, 37;
III: 1, 2, 6, 9, 13.
- Marguerite de Navarre, *Heptaméron* Prologue, 2, 3, 4, 10, 19, 21, 25, 32, 40, 43.
- Rabelais, *Gargantua, Pantagruel*.
- French Poetry of the 16th Century (preferably Gray, ed. Or any anthology offering a good selection of poetry by Marot, Scève, Marguerite de Navarre, Labé, Du Bellay, Ronsard, and d'Aubigné).

17th century studies

- Corneille, *Le Cid, Horace, Polyeucte*
- La Bruyère, *Les Caractères*, chapters 1, 5, 6, 11, and 13 only, ed. Garnier
- Descartes, *Discours de la méthode*
- Mme de Lafayette, *La Princesse de Clèves*
- La Fontaine, *Fables choisies*: Vol I, Classiques Larousse
- La Rochefoucauld, *Maximes*, Nouveaux Classiques Larousse
- Molière (one of the following plays), *Tartuffe, Don Juan, Le Misanthrope*
- Pascal, *Les Pensées* (ed. Garnier)
- Racine (one of the following plays), *Andromaque, Phèdre, Bérénice*
- Madeleine de Scudéry, *L'Histoire de Sapho* (from *Artemène ou le Grand Cyrus*, Book X).
- Madame de Montpensier, *Against Marriage: The Correspondance of La Grande Mademoiselle*
- Mlle Caumont de la Force, *Plus Belle que Fée*
- Marie-Jeanne L'Héritier de Villandon, *Marmoisson*;
- Mme d'Aulnoy, *La Biche au bois*

18th century studies

- Graffigny, *Lettres d'une Péruvienne*
- Beaumarchais, *Le Mariage de Figaro*
- Voltaire, *Contes philosophiques* (*Candide, l'Ingénu, Zadig*, etc.)
- Marivaux, *Le Jeu de l'amour et du hasard; La Double Inconstance*
- Prévost, *Manon Lescaut*
- Rousseau, *Le premier et le deuxième discours, Les Confessions*
- Montesquieu, *Lettres persanes*
- Laclos, *Les Liaisons dangereuses*
- Diderot, *Jacques le fataliste, La Religieuse*

- Emilie de Châtelet, *Discours sur le bonheur*
- Isabelle de Charrière, *Lettres de Mistriss Henley publiées par son amie*

19th century studies

- Balzac, Le Père Goriot ou Eugénie Grandet
- Baudelaire, Les Fleurs du Mal : « Correspondances », « Harmonie du soir », « Invitation au voyage », « Voyage à Cythère », « Spleen » (Quand le ciel bas et lourd),
- Chateaubriand, René ou Atala
- De Duras, Claire. Ourika
- Flaubert, Madame Bovary
- Huysmans, A rebours
- Mallarmé, « Brise marine », « Sainte », « L'Après-Midi d'un faune », « Le Vierge, le vivace, et le bel aujourd'hui », « A la nue accablante »
- Rimbaud, « Le Bateau ivre », « Voyelles », « Parade », « Génie », « Aube »
- Sand, George. Indiana
- Stendhal, Le Rouge et le Noir
- Vivien, Renée, La Dame à la louve.
- Zola, un roman : Thérèse Raquin, Nana, La Bête humaine, L'Assomoir, ou Germinal

Contemporary French and Francophone Studies

20th century studies

- Anouilh, Jean, Antigone or Jean Giraudoux, La Guerre de Troie n'aura pas lieu.
- Apollinaire, Guillaume, Alcools, 1913: "Zone," 1913. Alcools. Paris: Gallimard, 1966. Calligrammes, 1913-16: "La colombe poignardée et le jet d'eau," "La petite auto," "La jolie rousse."
- De Beauvoir, Simone. Le Deuxième sexe. "Les données de la biologie."
- Camus, Albert, L'Étranger.
- Colette, Chéri
- Duras, Marguerite, L'amant.
- Paul Eluard "La terre est bleue comme une orange," 1929. L'amour, la poésie.
- Ernaux, Annie. La femme gelée
- Genet, Jean, Les Paravents.
- Guène, Faïza. Kiffe kiffe demain.
- Ionesco, Eugène, La Cantatrice chauve.
- Mabankou, Alain. Bleu, blanc, rouge
- Miano, Léonora. Afropéan soul.
- Proust, Marcel, Un Amour de Swann.
- Perec, Georges, W ou le Souvenir de l'enfance

- Robbe-Grillet, Alain. *La Jalousie*.
- Sagan, Françoise. *Bonjour tristesse*.
- Paul Valéry “Le cimetière marin.” *Charmes*

Francophone studies

- Antilles
 - Chamoiseau, Patrick, *Texaco*
 - Condé, Maryse, *Heremakhonon*
 - Glissant, Edouard, *La Lézarde*
- West Africa
 - Bâ, Mariama, *Une si longue lettre*
 - Kane, Cheick Amidou, *L’Aventure ambiguë*
 - Diome, Fatou, *Le ventre de l’Atlantique*
- North Africa
 - Ben Jelloun, Tahar, *L’Enfant de sable*
 - Djebbar, Assia, *L’Amour, la fantasia*
 - Daoud, Kamel, *Meursault, contre-enquête*
- Québec & l’Acadie
 - Maillet, Antonine, *Pélagie la charrette*
 - Poulin, Jacques, *Volkswagen blues*
 - Lepage, Robert, *La face cachée de la lune (film & pièce théâtrale)*

Linguistics

- Nadeau, Jean-Benoit and Julie Barlow. 2006. *The Story of French* (PC2075 .N33 2006).
- Walter, Henriette. 1988. *Le français dans tous les sens*. ([PC2075 .W292 1988](#)).

French Cultural and Media Studies

- Augé, Marc *Non-lieux* (1992).
- Barlet, Olivier. *Les Cinémas d’Afrique des années 2000: Perspectives critiques*
- Benichou, Paul. *Morales du grand siècle*.
- Bill Marshall, « *The French Atlantic: Introduction* », « *Passages of Nantes* », « *Secrets of La Rochelle* », in *The French Atlantic: Travels in Culture and History*, Bill Marshall.
- Blanchard, Pascal et Nicholas Bancel, *Cultures post-coloniales 1961-2006 : Traces et mémoires coloniales en France*, Eds. **(extraits)**
- Césaire, Aimé, *Discours sur le colonialisme* (1955)
- Bernabé, Chamoiseau et Confiant *Eloge de la créolité* (1989).
- Darnton, Robert. *The Great Cat Massacre: And Other Episodes in French Cultural*

History

- Davis, Nathalie Z. *The Return of Martin Guerre*.
- Deleuze, Gilles, *L'Image-temps. Cinéma 2* (1985).
- Edelstein, Dan. *The Enlightenment : A Genealogy*.
- Fanon, Frantz, *Les damnés de la terre* (1961) (**Extraits**).
- Flandrin, Jean-Louis et Massimo Montanari. 1996. *Histoire de l'alimentation*. ([TX353 .H523 1996](#))
- Foucault, Michel, "Qu'est-ce qu'un auteur" in *Dits et écrits*, tome I.
- Foucault, Michel. « La culture de soi » in *Histoire de la sexualité III*.
- Hargreaves, Alec (Ed.), *Memory, Empire, and Postcolonialism: Legacies of French Colonialism*.
- Kristeller, P.O., *Renaissance Thought*.
- Le Bris, Michel et Jean Rouaud, *Pour une littérature monde* (2007)
- Lyotard, Jean-François, *La condition postmoderne* (1979).
- Mbembe, Achille. « *Le temps qui s'agite : Introduction* », in *De la postcolonie*.
- Memmi, Albert, *Portrait du colonisé, précédé du portrait du colonisateur*
- Meyzie, Philippe. 2010. *L'alimentation en Europe à l'époque moderne*. ([GT2853.E85 M49 2010](#))
- Sarraute, Nathalie, "L'ère du soupçon."
- Sartre, Jean-Paul. *Huis Clos, L'Existentialisme est un humanisme* (introduction and « Le Regard »), *L'Être et le Néant* (sections).
- Vergès, Françoise. *Abolir l'esclavage : une utopie coloniale : Les ambiguïtés d'une politique humanitaire* (Extraits)

Professional Development, Academic Enrichment, Funding Opportunities, and Orientation

Professional and Academic Opportunities

The French graduate program at Michigan State University has traditionally welcomed a diverse group of students from France, different parts of Europe, Francophone Africa and the Caribbean, as well as North America, whose varied backgrounds have made and continue to make for mutually enriching interactions.

Students' professional development is enhanced by opportunities enabling them to serve on departmental, college and university committees:

- Graduate student representatives, and alternates, are elected by her or his peers to serve on departmental standing committees.
- Graduate students can volunteer to work with or serve as editor of the Romance languages student journal TROPOS, indexed in PMLA and attracting scholarly and

creative work from throughout North America; a faculty advisor guides but does not control this activity, which provides valuable experience in editing, copy-editing, and in the production and management of a recognized scholarly journal, as well as opportunities to publish in-house.

- Graduate students regularly organize scholarly conferences or lectures subsidized by the department.
- Graduate students can complete the Certification in College Teaching. This voluntary program prepares graduate students in the College of Arts and Letters for careers in post-secondary education while enhancing the quality of their teaching at Michigan State University. The program is designed to give graduate students training in teaching theory, methods, and practice. More information can be found at <http://celta.msu.edu/students/graduate-certificate/>
- Students' academic development is enhanced, among others, by opportunities enabling them to attend lectures and professional meetings at the departmental, college and university levels. They are mentored and guided by faculty throughout their various academic endeavors. In particular, students are strongly encouraged to attend "brown bags" and other departmental and inter-departmental lectures, dissertation defenses, and professional meetings. They are advised, mentored, and whenever possible, financially supported in presenting talks at scholarly meetings, submitting book reviews and articles for publication, and in preparing to publish their dissertation

Funding Opportunities

The following funding opportunities are available to selected students:

- Graduate students can apply for departmental Teaching Assistantships. Every year the department is able to provide support for graduate students traveling to conferences to present papers. Amounts vary year-to-year depending on the budget. Graduate students must apply to the Chair of the department at least a month before departure.
- Graduate students can gain invaluable professional experience as assistants for the undergraduate study abroad program in Tours, France. <http://www.rcs.msu.edu/undergraduate/study-abroad/>
- Graduate students can be offered Technology Graduate Teaching Assistantships.
- Graduate students can apply to teach English in France for an academic year as part of the exchange program with the Université François Rabelais in Tours.
- Graduate students can apply for Teaching Assistantships at the Center of Integrative Studies in the Arts and Humanities <http://cisah.msu.edu/> and at the Global Studies in the Arts and Humanities (GSAH) <http://globalstudies.msu.edu/>
- For more information on funding, please refer to pages 62-65.

Graduate Student Orientation

All entering graduate students **must** participate in a weeklong orientation session organized by the department:

- The chair, the director of the language program, and the graduate advisor will help prepare students for graduate work and for college teaching at Michigan State University, as well as advise them concerning career opportunities and preparation for future careers.
- Students entering “off-cycle” (at the beginning of the Spring or the Summer Semester) will be given the Handbook at the time of entry and will be required to participate in the next scheduled orientation.
- The graduate advisor will counsel applicants and entering students on course selection and degree requirements. He/she will remain the advisor for all M.A. students until the end of their program. For Ph.D. students, he/she will advise the student until the Ph.D. guidance committee and its chair are selected, in consultation with the faculty.

II. M.A. IN FRENCH AND FRANCOPHONE STUDIES

The Master of Arts degree in French and Francophone Studies provides students the opportunity to deepen their knowledge of French and Francophone literature, culture, and linguistics while developing the skills necessary to engage these fields in a critical, professional way. The Master of Arts in French and Francophone Studies is the first step in any number of careers: teaching in secondary schools or community colleges, working in government or industry (for the Interdisciplinary Studies concentration), or pursuing further study in a doctoral program (for both concentrations).

By the completion of their M.A. in French, students are expected to:

- Have near-native competency in speaking, listening, reading, and writing both French and English.
- Possess a general overview of French language as well as the literatures and cultures of France and the Francophone world. This must be demonstrated through preparing original, coherent, knowledgeable essays and answers to examination questions.
- Be familiar with the most proven techniques for teaching a second language, to understand the theoretical justifications for using such techniques, and to be able to put those methods into practice in a well-organized, focused, and lively class that encourages student participation.

In addition to meeting the requirements of the university and of the College of Arts and Letters, students must also meet the requirements specified below.

Requirements for Admission to the Master's Program

Minimum admission requirements for all students

1. A bachelor's degree in French from a four-year college, or the equivalent; preparation in French equivalent to or more extensive than that required for the B.A. in French at Michigan State University.
2. Superior grades in college coursework (at least a grade point average of 3.0 in undergraduate French language and literature courses on the third- and fourth-year level).
3. Letters of recommendation from three professors who are qualified to assess the applicant's ability to pursue advanced graduate study in French.
4. Non-native speakers of French are also required to submit a language proficiency evaluation form.
5. Writing samples in French and English are required.
6. Candidates must verify their preparation in French by having an official transcript or transcripts of all relevant coursework sent to the department, including proof that they have received a B.A. or equivalent in French.

At his or her discretion, or upon the recommendation of the faculty, the Basic Language Instruction Faculty Supervisor a designated replacement will call all candidates for a Teaching Assistantship to verify their knowledge of spoken French and the clarity of their pronunciation, before a teaching assistantship can be firmly awarded.

Additional requirements for international students

1. International students must take the TOEFL test and, to be considered for regular admission, must receive a minimum score of 550 on the paper-based version or 80 on the internet-based version of the test. See the following chart for specific details.

Proficiency is determined by ONE of the tests below:	Regular Admission:	Provisional Admission:***
Test of English as a Foreign Language (TOEFL)* Educational Testing Service Princeton, NJ 08541 USA http://www.toefl.org MSU Code: 1465	You must demonstrate proficiency as follows: Paper-based test (PBT): minimum average score of 550, no subscore below 52.** Internet-based test (iBT): no subscore below 19 for reading, listening, and speaking; no writing subscore below 22; with a minimum average score of 80.	Students with acceptable academic credentials may be admitted to some academic programs on a provisional basis. If admitted provisionally, the deficiency must be corrected within two consecutive semesters. Provisional status is granted if: Paper-based test (PBT): average score is at least 520. Internet-based test (iBT): average score is at least 70.

Note: TOEFL scores are valid for two years. For information on test centers in your area, visit: https://www.ets.org/toefl/ibt/register/centers_dates/. Send your questions about the new test to toeflnews@ets.org.

2. International students must also pass an oral proficiency test in English upon their

arrival at Michigan State University. This is done on campus via a SPEAK Test, which is administered by the English Language Center. For further information, visit <http://elc.msu.edu/testing/speak/>.

3. Policy on the admission of international students regarding I-20s.

If students are admitted on a provisional basis because of language proficiency requirements, they can be issued an I-20 for language studies only. This I-20 is limited to a maximum of 2 years. The student would need to be tested at the English Language Center upon arrival and begin studying in the English level determined by that test. Once the student meets the departmental requirements for language, the student may be issued a degree-seeking I-20. If the student has not met the stated language proficiency requirement for department/program admission at the end of two years, the student cannot continue to enroll for courses. Provisional admission can be granted **ONLY** for language deficiencies. Regulations will not allow the issuing of an I-20 for provisional admissions for academic reasons.

Transfer Credits for the M.A. Program

A maximum of 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a 30- credit master's degree program from other institutions upon approval by the student's advisor and the Chair of the Department. Only courses in which at least a 3.0 grade or the equivalent was received will be considered for transfer.

Application form for admission in the graduate program is available at:
<https://grad.msu.edu/apply>
Select “Domestic” (in the US) or “International” Applicant accordingly.

Requirements for Completion of the Master's Degree

- Students are required to maintain a cumulative grade point average of at least 3.25 in all courses counting toward the Ph.D. degree. Please see **“Acceptable Academic Standing” and Adequate Progress Toward Degree** on page 37.
- The program is available under Plan A (with thesis) and Plan B (without thesis). A total of 33 or 34 credits is required for the degree. The student's program of study

must be approved by the graduate advisor. The student must meet the requirements specified below.

Complete the courses in one of the two concentrations.

Interdisciplinary Studies concentration (33 or 34 credits)

- ROM 803 or equivalent (3 credits)
- 18 credits in FRN at the 800 level among the following
 - FRN 810 Understanding the Early Modern World (3)
 - FRN 820 Minority Perspectives in the Francosphere (3)
 - FRN 830 Language(s) in the Francosphere (3)
 - FRN 840 Understanding France through Literary and Cultural Productions (3)
 - FRN 850 Francophone Postcolonial and Cultural Studies (3)
 - FRN 890 Independent study (3)
- 9 credits of elective including 1 required class on research methods
- 3 or 4 credits of FRN 898 Plan B (without thesis), or FRN 899 Plan A (with thesis)

Literary and Cultural Studies concentration (33 or 34 credits)

- ROM 803 or equivalent (3 credits)
- 21 credits in FRN at the 800 level among the following
 - FRN 810 Understanding the Early Modern World (3)
 - FRN 820 Minority Perspectives in the Francosphere (3)
 - FRN 830 Language(s) in the Francosphere (3)
 - FRN 840 Understanding France through Literary and Cultural Productions (3)
 - FRN 850 Francophone Postcolonial and Cultural Studies (3)
 - FRN 890 Independent study (3)
- 3 credits for a class on research methods and/or critical theory
- 3 credits of elective
- 3 or 4 credits of FRN 898 Plan B (without thesis), or FRN 899 Plan A (with thesis)

Students must complete an option during their second year in residency. Please see below for detailed descriptions of each option.

Additional Requirements for Plan A (Master's Thesis)

- Students selecting the thesis option are required to enroll for 4 credits of FRN 899 (Master's Thesis Research).
- Pass a final oral examination that covers the student's program of study, thesis, and reading list.

Proposal

A 5-7 page thesis proposal and a schedule for completion are to be submitted to the French faculty during the semester prior to undertaking the project (i.e., prior to enrolling for FRN 899). Within two weeks of receipt of the proposal, the faculty members will accept, suggest revisions, or reject the proposal. The proposal should include the following components:

1. Statement of research questions and hypotheses
2. Brief overview of previous research on the topic
3. Theoretical/methodological approaches
4. Significance of the project
5. Preliminary outline
6. Working bibliography

Timeline for the proposal: By September 15, make an appointment with the director to finalize the precise topic of the project and select the second reader (if not done already). By October 15, send the draft of the proposal to the committee. By December 1, revise the proposal based on feedback from the presentation, including a revised bibliography and timeline.

Thesis

- **Thesis:** The thesis is a formal research project undertaken by the candidate. It is generally 50 pages in length (excluding bibliography), and represents intensive engagement with a topic relating to the student's major area of study (e.g., literary analysis, linguistic analysis, empirical study).
- **Reading List:** The thesis bibliography constitutes the reading list for Plan A.
- **Thesis Committee:** The Thesis Guidance Committee will consist of one faculty director and one faculty reader, who will advise the student, evaluate the thesis, and administer the oral defense.

Timeline for the M.A. Thesis

- By **April 30 of year 1**, select a general topic and a project director, who will suggest some readings and provide information on where to find additional sources.
- By **September 1 of year 2**, develop an annotated reading list with at least 10 sources.
- By **October 1**, apply for the TA tuition pool if you are going to take 10 credits the following Spring semester: <http://geuatmsu.org/health-dental-vision/tuition-waiver-pool/>
- By **November 1** (approximately), present your proposal to the faculty, including the detailed outline and timeline for completion.
- By **April 1**, give the final version of the thesis to the committee.
- By **April 15**, defend the thesis.
- By **April 20**, submit the thesis to the Graduate School.

Defense/Oral Exam

After the M.A. thesis is submitted in final draft form, the defense will take place during an oral examination. The date for the examination is scheduled within two weeks of submission of the thesis. The faculty will evaluate the examination and thesis and assign a numerical grade for FRN 899.

Guidelines for the Defense

The defense will be conducted in both French and English. It is expected that the candidate will answer questions in the language they were asked.

- The student should begin by making a brief presentation (10-15 minutes) of the thesis. The use of powerpoint is recommended.
- The student should state in a succinct way:
 1. The central problem(s) or question(s) guiding the thesis,
 2. Why the topic is currently significant in the area chosen,
 3. The theoretical considerations and a review of the scholarship on the topic chosen,
 4. The student's personal and original contribution to the question(s)
- These points can be arranged however the student likes as long as they form a coherent whole and are easy to follow.
- The remainder of the time (about 60 minutes) will be spent with questions and comments from the examiners.

Other elements

- **Formatting:** The thesis must be written according to standard academic conventions in the field (current MLA or APA guidelines) and should include endnotes and bibliography.
- **Human Subjects:** Graduate students who carry out research involving human subjects (e.g., data collection in the language classroom) must comply with the policies and procedures of the University Institutional Review Boards (IRBs). **Prior approval of the relevant IRB is required for such research.** Important steps include:
 1. Complete IRB training.
 2. Identifying a faculty PI who is registered with IRB.
 3. Applying for IRB approval for the project.
 4. Complete details of the regulations may be found at the Human Research website: <http://hrpp.msu.edu/>

Additional Requirements for Plan B (Master's Project)

- Students selecting the project option are required to enroll for 3 credits of FRN 898 (Master's Research Project).

- Pass a final oral examination that covers the student's program of study, project, and reading list.

Proposal

A 5-7 page project proposal and a schedule for completion are to be submitted to the French faculty during the semester prior to undertaking the project (i.e., prior to enrolling for FRN 898). Within two weeks of receipt of the proposal, the faculty members will accept, suggest revisions, or reject the proposal. The proposal should include the following components:

1. Statement of research questions and hypotheses
2. Brief overview of previous research on the topic
3. Theoretical/methodological approaches
4. Significance of the project
5. Preliminary outline
6. Working bibliography

Timeline for the proposal: By September 15, make an appointment with the director to finalize the precise topic of the project and select the second reader (if not done already). By October 15, send the draft of the proposal to the committee. By December 1, revise the proposal based on feedback from the presentation, including a revised bibliography and timeline.

Research Project

- **Project:** The M.A. Project is a research-based product with a pedagogical or other practical application (e.g., software, innovative teaching modules, video). It must be accompanied by a written description of the product.
- **Reading List:** The project bibliography constitutes the reading list for Plan B
- **Project Committee:** The Project Guidance Committee will consist of one faculty director and one faculty reader, who will advise the student, evaluate the project, and administer the oral defense.

Timeline for the M.A. Project

- By **April 30 of year 1:** select a general topic, a project director, and a second reader. They will both suggest some readings, provide information on where to find additional sources, and discuss the guidelines for the preparation of the MA thesis. Your reading list must be completed, and you must have read most if not all sources by September 1 of year 2.
- By **September 1 of year 2:** finish reading the works on your reading list, draft your introduction, and have an outline of each of your chapters.

- By **November 1** (approximately), present your proposal to the faculty, including the detailed outline and timeline for completion.
- By **April 1**, give the final version of the project to the committee.
- By **April 15**, defend the thesis.
- By **April 20**, submit the thesis to the Graduate School.

Defense/Oral Exam

After the M.A. Research Project is submitted in final draft form, the defense will take place during an oral examination. The date for the examination is scheduled within two weeks of submission of the thesis. The final oral examination will cover the student's program of study, master's research project, and reading list. The faculty will evaluate the examination and project and assign a numerical grade for FRN 898.

Guidelines for the Defense

The defense will be conducted in both French and English. It is expected that the candidate will answer questions in the language they were asked.

- The student should begin by making a brief presentation (10-15 minutes) of the project. The use of powerpoint is recommended.
- The student should state in a succinct way:
 5. The central problem(s) or question(s) guiding the project,
 6. Why the topic is currently significant in the area chosen,
 7. The theoretical considerations and a review of the scholarship on the topic chosen,
 8. The student's personal and original contribution to the question(s)
- These points can be arranged however the student likes as long as they form a coherent whole and are easy to follow.
- The remainder of the time (about 60 minutes) will be spent with questions and comments from the examiners.

Other elements

- **Formatting:** The thesis must be written according to standard academic conventions in the field (current MLA or APA guidelines) and should include endnotes and bibliography.
- **Necessary Release:** Any student wishing to include protected materials (photo, audio, video, etc.) is responsible for obtaining the appropriate permissions (e.g., copyright permission, media release).
- **Human Subjects:** Graduate students who carry out research involving human subjects (e.g., data collection in the language classroom) must comply with the policies and procedures of the University Institutional Review Boards (IRBs). **Prior approval of the relevant IRB is required for such research.** Important steps include:

5. Complete IRB training.
6. Identifying a faculty PI who is registered with IRB.
7. Applying for IRB approval for the project.
8. Complete details of the regulations may be found at the Human Research website: <http://hrpp.msu.edu/>

III. PHD PROGRAM IN FRENCH AND FRANCOPHONE STUDIES

The Doctor of Philosophy degree program in French Francophone Studies provides coursework and independent research in the language, literatures, and cultures of France and the Francosphere. Students who are enrolled in the program complete a concentration in Literary and Cultural Studies or in Interdisciplinary Studies. In addition to meeting the requirements of the University and of the College of Arts and Letters, students must meet the requirements specified below.

Requirements for Admission

(For candidates who have not earned the M.A. in French at Michigan State University)

1. Applicants are required to submit a personal statement (maximum 500 words) explaining their motivation for enrolling in a doctoral program in French and their ultimate goals, as well as an academic statement describing the area they intend to focus on. Academic writing samples in French and English are required.
2. Three professors who are qualified to assess the applicant's ability to pursue advanced graduate study in French must send detailed letters of recommendation to the department.
3. Non-native speakers of French are also required to submit a language proficiency evaluation form.
4. To be admitted to the program on regular status, applicants must have a grade-point average of at least 3.0 in their graduate language and literature courses in French, as well as a master's degree in French or its equivalent. Candidates must verify their preparation in French by having an official transcript or transcripts of all relevant coursework sent to the department, including proof that they have received an M.A. or the equivalent in French.
5. A reading knowledge of a language other than French and English. This requirement may be completed once admitted into the program through additional related coursework, language testing or equivalent language

- experience.
6. Candidates for a teaching assistantship, and who are not first-language speakers of English, must take the TOEFL exam and receive a minimum average score of 550 or higher with the paper-based test (PBT) or 80 or higher with an internet-based test (IBT). Any award of a teaching assistantship is contingent on a candidate's achieving a passing grade on the TOEFL examination. *See TOEFL chart in section II: Requirements for Admission to the MA Program in French, item 8.*
 7. Non-native English speakers are also required to pass an oral proficiency exam in English. This is done on campus via a SPEAK Test, which is administered by the English Language Center. For further information visit <http://elc.msu.edu/testing/speak/>.
 8. At his or her discretion, or upon the recommendation of the faculty, the Basic Language Instruction Faculty Supervisor or a designated replacement will call all candidates for a teaching assistantship to verify their knowledge of spoken French and the clarity of their pronunciation, before a teaching assistantship can be firmly awarded.

Transfer Credits for the Ph.D. Program: A maximum of 6 semester credits may be transferred from other recognized institutions or foreign institutions upon approval by the student's advisor if they are appropriate to a student's program and provided, they were completed within the time limits approved for the earning of the degree desired at Michigan State University. Only graduate-level courses in which at least a 3.0 grade or the equivalent was received will be considered for transfer.

**Application form for admission in the graduate
program is available at:**

<https://grad.msu.edu/apply>

**Select "Domestic" (in the US) or "International"
Applicant accordingly**

Requirements for Completion of the Doctoral Degree

General Requirements

1. Candidates for the Ph. D. degree must be in residence for at least four semesters.
2. Students are required to maintain a cumulative grade point average of at

least 3.25 in all courses counting toward the Ph.D. degree. Please see **“Acceptable Academic Standing” and Adequate Progress Toward Degree** on page 37. No more than 9 credits of independent studies can be earned in the program.

3. Students who have been awarded a teaching assistantship and who have not already completed a similar course as determined by the Director of Language Instruction, must complete ROM 803, or equivalent, the first time it is offered.
4. The candidate must demonstrate reading proficiency in a language other than French or English that is relevant to the student’s area of specialization, as determined by the student’s advisor. The language proficiency requirement may be met by a grade of 3.0 or above in a fourth semester (or higher) course, as approved by the advisor, by taking a reading class in the language, or by examination. The proficiency requirement must be completed **before the end of the third semester**.
5. Candidates for the Ph.D. must teach at least one college-level course in French in the department.
6. The candidate must pass a set of PhD Examinations. The examination is based on the student’s course work, on the reading lists worked out with members of the committee, and on the candidate’s dissertation prospectus document submitted **at least three weeks before the PhD exam**.
7. All students must be registered as full-time students at the time they take their PhD exams. A variance is permitted for taking comprehensive exams in the summer when a student is enrolled in the Spring prior and/or Fall afterwards. Doctoral students who have passed their PhD exams only need to register for one credit to be considered full-time students.

Program Requirements

1. Complete one of the following concentrations. Up to 9 credits for courses that were completed prior to enrollment in the Doctor of Philosophy degree program in French and Francophone Studies may be used to satisfy this requirement.
 - a. Interdisciplinary Studies concentration
 1. ROM 803 or equivalent (3 credits)
 2. 12 credits in FRN at the 800 level
 3. 12 credits in a related area including 1 required class on research methods
 4. 3 credits of FRN 896 (PhD exam preparation). This course is designed to be taken the semester before PhD exams to give students the opportunity to prepare in depth and with more time

before they write a publishable-quality article which is part of the comprehensive exams. FRN 896 enables students to present an article proposal and receive feedback from their committee. The purpose of this exam is the following: To prepare for their PhD exams, students in FRN 896 will be asked to write an article proposal clearly stating the research question(s), outlining the theoretical framework and previous research, and giving a preliminary analysis or hypotheses regarding results. In addition, they will develop an extensive bibliography that will be used for their dissertation proposal.

b. Literary and Cultural Studies concentration

1. ROM 803 or equivalent (3 credits)
 2. 21 credits in FRN, with at least 3 credits in each of the 5 codes offered
 3. 3 credits for a class on research methods and/or critical theory
 4. 3 credits of FRN 896 (PhD exam preparation). This course is designed to be taken the semester before PhD exams to give students the opportunity to prepare in depth and with more time before they write a publishable-quality article, and to enable students to present an article proposal and receive feedback from their committee. To prepare for their PhD exams, students in FRN 896 will be asked to write an article proposal clearly stating the research question(s), outlining the theoretical framework and previous research, and giving a preliminary analysis or hypotheses regarding results. In addition, they will develop an extensive bibliography that will be used for their dissertation proposal.
2. Complete additional courses as required by the student's guidance committee.
 3. Pass FRN 896 with a passing grade.

FRN 896 is a class designed to prepare PhD candidates for their PhD examination. By the end of the semester in which they are enrolled in FRN 896, students will have developed and defended a project for a publishable-quality article, prepared an extensive bibliography, and will be prepared to take their PhD exams the following semester. It is expected that the project developed in FRN 896 will not only be used for the publishable-quality article of the PhD examination but will also feed into the dissertation. After the oral defense, the committee will discuss the results with 3 options: Pass, Revise within 3 weeks within the same semester, No-Pass. The majority decision of the committee will determine the Pass, Revise or Non-Pass. Only one revision is allowed.

4. Pass a four-part PhD examination that corresponds to the student's concentrations. The four parts include:
 - a. A publishable quality article
 - b. A take-home exam on an area other than that of the article and based on an extensive reading list
 - c. A dissertation proposal
 - d. An oral exam on all three elements

A student who fails any part of the PhD examination may retake that examination only once.

5. Submit a dissertation or equivalent research project as applicable or relevant to the field (multi-media, digital humanities, etc.) which demonstrates mastery of subject matter in the field of inquiry, sound critical judgment, and a contribution of original thought and research to the topic.

6. If a student decides to appeal his/her examination results, the guidelines provided by the Graduate Student Rights and Responsibilities (GSRR) document (section 2.2.4) must be followed. The GSRR is available at <https://grad.msu.edu/gsrr>

Timeline and descriptions

- **By the end of semester 1:** complete 9 course credits with approval of graduate advisor
- **By the end of semester 2:**
 - Complete an additional 9 course credits with approval of graduate advisor
 - Select a general topic
 - Select the chair of the guidance committee
 - Form the guidance committee in consultation with the chair of the guidance committee
- **By the end of semester 3:**
 - Complete the remaining course credits with approval of graduate advisor
 - Convene the guidance committee to set up an action plan that includes the creation of two preliminary reading lists based on the areas chosen for the PhD examination. One of these reading lists will lead to the take-home exam. The other reading list will lead to FRN 896 (article proposal) and will include the identification of additional research sources in preparation for the article proposal.
 - Satisfy the language requirement (if not already done). Note that it is an admission requirement that PhD students enter the program with a reading knowledge of a language other than French and English. This requirement may be satisfied once admitted into the program through additional related coursework, language testing or equivalent language experience
- **By the end of semester 4:**

- Pass FRN 896

Recommendation: by March 30th, prepare and submit the article proposal with the following elements to the entire French and Francophone Studies faculty:

1. Clear research question(s)
 2. Outline of the theoretical framework
 3. Overview of previous research
 4. Preliminary analysis or hypotheses regarding results
 5. Extensive bibliography based on the readings list developed during semester 3 and that will be used for dissertation proposal during semester 5
- **By September 1 of semester 5:** develop an annotated reading list with at least 40 to 50 sources for your dissertation proposal. Enroll in 999 until you defend your dissertation. You can enroll in a minimum of 24 and a maximum of 36 credits of 999.
 - **By September 15 of semester 5:** make an appointment with the director to finalize the precise topic of the dissertation proposal
 - **By the end of semester 5:** Pass a four-part PhD examination:
 1. A publishable quality article (between 20 to 25 pages, including the bibliography) developed in FRN 896
 2. A take-home exam on an area other than that of the article and based on an extensive reading list (between 20 to 25 pages)
 3. A 25-page dissertation proposal, plus an extensive bibliography. The dissertation proposal contains:
 - A rationale for the choice of the dissertation project
 - A description of its potential for making an original contribution to scholarship
 - A lit review
 - A clear justification for the choice of methodology to be employed
 4. An oral exam of no more than two hours on all three elements
 - **By January of semester 6:** form the dissertation committee and enroll in necessary amount of 999 credits until you defend your dissertation (minimum 24 credits, maximum 36 credits).
 - **By April 15 of semester 8:** defend the PhD.
 - **By April 20 of semester 8:** submit the thesis to the Graduate School

Formation of the Doctoral Guidance Committee

1. The doctoral guidance committee is expected to share responsibility for reviewing the graduate student's progress and guiding the student toward completion of course and program requirements. The guidance committee shall be formed by the end of the second semester of doctoral study, or within two semesters beyond the master's degree or its equivalent.

2. Initially, the student's guidance committee must consist of three or four tenure-stream MSU faculty members. The chair of the student's guidance committee must be a tenure-stream faculty member in the French program and will consult with other faculty and with the student when selecting members of the doctoral guidance committee. One faculty member from another unit in the University may serve on the committee upon consultation with the director, other prospective committee members, and the chair of the department. One former faculty member with whom the student has studied and who has retired or moved to another institution may serve on the committee upon consultation with the director and the chair of the department.
3. The new electronic GradPlan program was developed by the MSU Graduate School for Ph.D. students as a tool for efficiently completing and updating the guidance committee report: to lay out their Ph.D. program of study and make notes on all the requirements as they are completed, in consultation with their doctoral guidance committee (<https://grad.msu.edu/etd/grad-plan>). See GradPlan Appendix below.
4. A petition prepared by the director can change the membership of a constituted committee. The student may also initiate a petition to change the composition of the committee by first contacting the chair of the department and obtaining the approval of all the members of the newly constituted committee. The chair of the department must approve all changes.
5. Members of the guidance committee are responsible for attending meeting with the student called by the director; for preparing examinations questions in their area and for mentoring students in preparing to answer such questions—typical forms of help are drawing up a reading list for the student, and meeting regularly to discuss it; and for attending, evaluating, and discussing the results of the student's oral exam.

Selection of the Dissertation Director and PhD Committee Members

1. After the student has passed the PhD examinations, the dissertation committee consists of at least four faculty members, two of which must be members of the Department of Romance and Classical Studies. The chair of the dissertation committee must be a tenure-stream faculty member in French.
2. The dissertation director must be a tenure-stream faculty member in French in the department, with expertise in the student's primary area of interest. The director will be chosen in consultation with the student and the tenure-stream faculty in French and Francophone Studies within **one month** of passing comprehensive exams, should the student choose someone other than the chair of the guidance

committee.

3. The committee may have among its members a former faculty member who has retired or who has taken a position elsewhere, but this individual cannot serve as chair and the appointment will require the approval of the chair of the department in consultation with the French and Francophone Studies faculty.
4. The chair of the department will serve as an ex officio member of the committee if not already among its members.
5. An outside reader from another unit in the University may also be asked to serve on the committee if committee members, in consultation with the student, agree to this option. The appointment of an outside reader will be in addition to the committee's regular members and made only after the committee has been formed.

All students must be registered as full-time students at the time they take their comprehensive exams. A variance is permitted for taking comprehensive exams in the summer when a student is enrolled either Spring prior and/or Fall afterwards. Doctoral students who have passed their comprehensive exams only need to register for one credit to be considered full-time students.

The Doctoral Dissertation

A doctoral dissertation is "original research upon which a dissertation which makes a significant contribution to knowledge is to be prepared and published" (reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s399). The candidate must submit a book-length doctoral dissertation and an abstract based on original research that demonstrates sound critical judgment and mastery of subject matter.

All students must be registered for at least 1 credit during the semester they defend a thesis or dissertation. Students also need to be familiar with university regulations regarding minimum credit requirements.

All doctoral students must register for and successfully complete **a minimum of 24 credits** and **no more than 36 credits** of doctoral dissertation research (course number 999).

Preparation of Dissertation

1. The director will meet regularly with the doctoral candidate before and during the student's presentation of the thesis prospectus, counseling the student on the suitability and publication possibilities of the proposed research, suggesting background reading and techniques for compiling a bibliography, helping the student to develop key ideas, suggesting alternative or supplemental approaches to particular problems, and carefully reading the prospectus document before the Comprehensive Examinations to ensure that its form and content match professional standards.

2. During the time when the dissertation is being drafted, the dissertation director will encourage the student's work, help him/her refine it, and prepare the student to present it compellingly at scholarly meetings and at job interviews.
3. If the dissertation director should leave MSU before the student completes the degree program, the director should confer with the student as soon as possible to discuss the choice of a suitable replacement. With the consent of the chair and the faculty, who should be notified promptly, the departing director may remain as a member of the doctoral committee. If the director or any member of the dissertation committee can no longer work with the other committee members or with the student, the chair of the department shall help the student to find an appropriate replacement.
4. Candidates must correct, revise, and expand their dissertation drafts until the dissertation is acceptable; they cannot demand to defend their dissertation before it has become acceptable to their dissertation director.
5. The student must provide all members of the dissertation committee, including any outside reader, a complete copy of the dissertation and an abstract at least one month before the scheduled date of the defense.

Time limit

The time limits for completing and defending an acceptable dissertation are ten years from the start of the master's program, or eight years from the completion of the master's work and enrollment in the Doctoral program. Candidates who fail to defend their dissertation by this time must apply for an extension if they wish to complete their degree. Application for an extension must be made in consultation with the candidate's committee.

The Dissertation Defense and Final Oral Examination

- 1 The final doctoral examination is the culmination of a student's graduate education and training and reflects not only on the accomplishments of the graduate student but also on the quality of the graduate program. It is important to maintain expected professional standards in the preparation and oral defense of the dissertation. An approved dissertation accepted by the Graduate School becomes a single-author publication and contributes to the body of knowledge in the discipline.
- 2 Upon completion of the dissertation in a form acceptable to the chair of the dissertation committee, and not later than the date determined by the department the semester in which the graduation is anticipated, the student must submit copies of the dissertation and abstract for distribution to the dissertation committee members and the department chair. The dissertation must be in a completed form, with finished diagrams and images. It must not, however, be

bound.

- 3 The latest edition of the *MLA Style Manual and Guide to Scholarly Publishing*, which is available in the main office, should serve as the guide for preparing the dissertation. See also the Graduate School's information on completing the dissertation (<https://grad.msu.edu/etd>). The doctoral candidate must obtain an official bookplate from the Graduate School.
- 4 The candidate will present the results of the dissertation in a defense open to the community. Other graduate students and all faculty in the unit will be invited to the oral dissertation defense, which traditionally lasts between one and two hours.
- 5 The final oral examination in defense of the dissertation is conducted and evaluated by the dissertation director, committee members, the department chair, and, at the discretion of the dean of the College, by one appointed faculty member whose voting status is determined by the college. Other interested faculty members and members of the public may attend the presentation portion of the examination without vote. Only dissertation committee members may attend the examination portion of the defense per individual unit guidelines.
- 6 Immediately after the defense, the dissertation committee will excuse the candidate and the public in order to deliberate in private. The dissertation and the student's performance on the final oral examination must be approved by a positive vote by at least three-fourths of the voting examiners and with not more than one dissenting vote from among the Michigan State University regular faculty members of the dissertation committee. The committee may accept the dissertation without reservation (while still making suggestions to improve it for publication); alternatively, the committee may provisionally accept the dissertation subject to major revisions. It is the responsibility of the dissertation director to verify that these revisions have been carried out, and to then grant formal approval for the degree. Finally, the committee may refuse the dissertation as unacceptable. If two or more members of the dissertation committee vote against accepting the candidate, her or his candidacy is permanently terminated, without any possibility for a second attempt. This unusual and undesirable outcome hardly ever occurs unless the candidate has insisted on presenting and defending the entire dissertation without having agreed to adequate prior consultation.

Dissertation Submission and Final Steps

1. Immediately after whatever necessary revising and reprinting may be necessary, and after final approval of the dissertation, the candidate must order at least two full-sized (8 ½ by 11 inches) bound copies of the completed dissertation. One copy

- goes to the dissertation director; the other copy goes to the department.
2. The University Graduate Council approved the switch to electronic submission to the Graduate School of theses and dissertations. MSU **only accepts** electronic theses and dissertations submitted via ProQuest. The instructions for electronic submissions are available from <http://grad.msu.edu/etd/>.
 3. **The dissertation, an abstract of the dissertation, and an abstract title page** must be prepared in accordance to specifications in the *Formatting Guide-Master's Thesis and Doctoral Dissertations*, a handbook that is available, along with a packet of required forms relating to the dissertation from the Office of the Graduate School or from www.grad.msu.edu
 4. Students must electronically submit to the Office of the Graduate School a copy of the dissertation, abstract, abstract title page, binding contract, and any other forms required. The step-by-step instructions for electronic submissions of a Thesis or Doctoral Dissertation are available from:

Thesis and Dissertation ELECTRONIC Submission
Thesis/Dissertation Office, 466 West Circle Drive, 2nd floor, Chittenden
Hall, East Lansing, MI 48824. Phone: (517) 355-0101
7. <http://grad.msu.edu/etd/>

5. The target date for the **final approval** of an electronic thesis or dissertation to the Graduate School for graduating the semester of that submission is FIVE working days prior to the first day of classes for the next semester (see future target dates below). **Be aware that a submission via ProQuest does not mean that the document has been ACCEPTED.** The review process is interactive, and final approval can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions.
6. Candidates may want to receive the final approval from the Graduate School before making copies for the dissertation director and the department. The Graduate School copy will then be forwarded to the library

Electronic Submission's Approval Target Dates: <https://grad.msu.edu/etd/etd-deadline-dates>

The deadline dates for **FINAL APPROVAL** of an electronic Thesis or Dissertation to the Graduate School are as follows:

- Fall 2020 -- December 18, 2020

- Spring 2021 -- May 12, 2021
- Summer 2021 -- August 25, 2021
- Fall 2021 -- December 20, 2021
- Spring 2022 -- May 11, 2022

Graduation in the semester of the electronic submission is only guaranteed if the document is APPROVED on or before the target date for that semester.

Recent dissertations accepted by the French program are available in room B-331 Wells and in the main library.

Dissertations Written in Languages Other than English

Theses and dissertation are normally written in English. They will be accepted in languages other than English when the following conditions are met:

- The major professor, committee and the department chair approve the language.
- The major professor agrees that the language is appropriate to the subject and target audience.
- The major professor in consultation with the student agrees it is in the best interest of the student's career goals.
- The committee is qualified to evaluate the thesis or dissertation in that language.
- The title page and abstract are submitted in English.

Important: A letter confirming that the conditions have been met for writing a thesis/dissertation in a language other than English and signed by the major professor, student and department chair must accompany the thesis/dissertation when submitted to the Graduate School.

An electronic message with such letter should be sent, by the dissertation director, to:

"MSU Electronic Thesis and Dissertations - Approval"

msuetds.approval@grd.msu.edu

Administrative steps to be followed

1. Approval for Graduation

The student must have completed all department, college, and university requirements to receive the degree.

2. Application for Graduation

An "Application for Graduation" can be submitted through the Grad Plan website (<https://grad.msu.edu/etd/grad-plan>) by **the first week of the semester students**

expect to complete their degree requirements. Students completing requirements during Summer should apply for summer graduation by the first week of Spring semester.

3- Exit Survey

A short online exit survey must be completed by all students graduating with a Plan A or Plan B master's or with a doctoral degree. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and guiding decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the Graduate School with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from <http://grad.msu.edu/etd/>

Instructions for students:

- 1 Access the following website:
 - i) Doctoral Students: <https://www.egr.msu.edu/doctoral/survey/>
 - ii) Master's Students: <https://www.egr.msu.edu/masters/survey/>
- 2 Enter your MSU NetID (Login Name) and Password
- 3 Complete all the items on the survey. When finished, click **Submit**.

If you cannot open this survey, please contact the Graduate School at exitsurvey@grd.msu.edu, and include your name, student ID #, degree level (Ph.D., M.A./M.S.) and semester of graduation. You will then be notified when you are able to complete the survey.

IV. ASSISTANTSHIP ELIGIBILITY RULES

Assistantship Eligibility for the M.A.

An M.A. student is eligible for four semesters of a graduate assistantship (not including summer). If s/he does not pass the M.A. Thesis, Examination, or Project during the fourth semester, s/he is not eligible again.

A student who has exhausted her/his eligibility may be given an assistantship if such are available after assistantships have been given to all normally qualified candidates who are eligible. A student who is not making satisfactory progress to the degree is not eligible for an assistantship. *See Section V.4*

College units that assign GAs to students in French will appoint only those who are eligible according to the above rules; the appointing units will ask the student to confirm his/her eligibility status, at the time s/he applies for the position.

Assistantship Eligibility for the Ph.D.

A Ph.D. student is eligible for six semesters of a graduate assistantship (not including summer), providing that the student is making satisfactory progress toward the degree.

A student who has exhausted her/his eligibility may be given an assistantship if such are available after assistantships have been given to all normally qualified candidates who are eligible. A student who is not making satisfactory progress to the degree is not eligible for an assistantship.

College units that assign GAs to students in French will appoint only those who are eligible according to the above rules; the appointing units will ask the student to confirm his/her eligibility status at the time of application.

V. DEPARTMENTAL POLICIES ON ACADEMIC PERFORMANCE

Deferred (DF) and Incomplete (I) Grades

A student may not accumulate more than 9 credits of DF or I. Deferrals are not given for credits in 999. If a deferred (DF) grade is given, **the required work must be completed and a grade reported within 6 months with the option of a single six-month extension.** If the required work is not completed within the time limit, the DF will become U (Unfinished) and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system.

If an incomplete (I) grade is given, the student has until mid-semester of the following semester to complete the course work and receive a grade or the incomplete will automatically change to a 0.0.

Annual Review of Student Progress

For the purposes of providing information to students on their academic progress and professional potential and to the faculty for consideration in their decisions on awarding financial support and in evaluating programs, the faculty reviews annually the progress of all graduate students. The review takes place annually as soon as practicable, but no later than March 31.

Each year, the permanent faculty in French meets to review the academic and teaching performance of each graduate student, and to discuss students' progress toward the M.A. or Ph.D. In order to carry out a fair evaluation, students are asked to fill out an annual review form (MA and Doctoral students APR forms) detailing all their academic, scholarly, professional, and administrative activities during the current academic year. This form is due during the spring of each year. Students should include professional activities that have not yet taken place but for which they have confirmation, as well as those for which they have applied.

The graduate advisor will draft the faculty evaluation of the MA students and will meet individually with the MA student to review the progress report. The report will be signed by the graduate advisor, the student, and the department chair. One copy will be placed in the student's file and another copy will be given to the student.

As part of this effort, the guidance committee or dissertation committee of each doctoral candidate will review his or her progress in research, as well as his or her plans for work in the coming year (see GSRR 2.4.8). A report on the results of this review will be signed by the members of the guidance committee and by the graduate student. This report will be filed with the chair of the department and placed in the graduate student's academic file, together with any response that the graduate student may attach to the report of the guidance committee.

Annual Progress Reports

Once a year, in the Spring Semester, the graduate advisor will complete the appropriate portions of an annual progress report form adopted by the Graduate School (GSRR 2.4.8). The advisor and student will meet to discuss the progress report. They will each sign the current report, which will be submitted to the chair of the department to be placed in the student's academic file. Students who wish to appeal any part of the graduate advisor's evaluation may do so in writing to the chair of the department. This appeal will be filed together with the annual progress report.

- The graduate advisor should submit an annual report of the M.A. student's progress towards the degree completion.

Plan A:

<https://grad.msu.edu/sites/default/files/content/forms/progressreportmastersplana.pdf>

Plan B:

<https://grad.msu.edu/sites/default/files/content/forms/progressreportmastersplanb.pdf>

- The guidance committee chair should submit an annual report of the Ph.D. students progress toward the comprehensive examinations.

PhD: <https://grad.msu.edu/sites/default/files/content/forms/progressreportphd.pdf>

- The dissertation director should place an annual report in his/her advisee's file, which includes the progress of the student towards the writing and completion of dissertation.

<https://grad.msu.edu/sites/default/files/content/forms/progressreportphd.pdf>

"Acceptable Academic Standing" and Adequate Progress Toward Degree

The GSRR (2.3.2) enjoins departments to outline requirements for acceptable academic standing. For graduate students in the department, acceptable academic standing requires that students maintain a cumulative GPA of at least 3.25; complete any DF or I grades in the period required; make satisfactory progress toward degree by completing at least 6 course credits per semester if enrolled in the M.A. program, and at least 6 credits per semester for the first four semesters if enrolled in the Ph.D. program. The graduate advisor must inform students in writing and in a timely manner if their progress is judged to be unsatisfactory (GSRR 2.4.8.2).

For Ph.D. candidates who have completed their PhD exams, progress to degree will consist of writing the dissertation at a rate that will see its completion in a timely manner. Please see Timeline on page 27 sq.

Should a candidate not meet the guidelines established for the first three semesters after passing exams, his/her enrollment in the program can be terminated. The student will be notified of such decision in writing in a timely manner after the decision has been made (GSRR 2.4.9)

Evaluation Standards for the M.A. Thesis, Examinations, and Project and the Ph.D. Comprehensive Examinations

The M.A. Thesis, Examinations, and Project are assigned a numerical grade. PhD examinations are not graded, but instead, globally evaluated by a vote of “Pass,” “Abstain,” or “Fail” by each guidance committee member. In all votes, the majority rules. A tie vote is a “no” vote. Abstentions are not counted either for or against the student. It is not the policy of the department to consider appeals by students who fail a candidacy examination or part of such an examination.

Regarding candidacy examinations, explicit criteria used for dismissals due to academic deficiencies are explained in detail above. According to college rules, once a student’s cumulative GPA drops below 3.25, they are automatically placed on academic probation, and have only one term to raise their GPA to or above 3.25 before they lose their teaching assistantship. A student whose cumulative GPA drops below 3.25, or who has accumulated two or more outstanding deferrals on courses totaling 9 or more credits will be placed on probation and given only one term to remedy the deficiency without being dropped from the graduate program—which entails the loss of the teaching assistantship.

Contents of Students’ Files

Up to three times per year and upon petition to the department chair students have the right to view their educational records (GSRR 3.2.3) while in the department office under the supervision of the office staff (students may request that a union representative be present). A student’s departmental file typically includes: 1) the original application documents 2) copies of the annual reports filed by the teaching coordinator and graduate advisor or committee chair; 3) copies of the written portions of the M.A. and PhD exams; 4) copies of correspondence with the department; 5) records of awards, complaints by or about the individual student, and records of warnings sent or disciplinary action imposed by the department. A student may challenge the accuracy of information in an academic file by writing a letter to the director of graduate studies (DGS), which is then included in the file. An additional “employee file” is kept for students who are TAs as mandated by the GEU/MSU contract.

Departmental Policies on Integrity and Safety in Research Activities

Scholarly Integrity

Communities survive or die on the basis of shared values. Among the most important of

these in a scholarly community is respect for the intellectual enterprise of others. The behavioral reflection of this value is a readiness to acknowledge individuals for their original work, ideas, findings, and creative endeavors. Failure to provide such credit—knowingly representing the work or ideas of another as one's own—is plagiarism. Imitation may be "the sincerest form of flattery," but when it involves imitation of the work of another scholar, it is theft. Integrity in research and creative activities is based on sound disciplinary practices and on a commitment to basic values such as fairness, equity, honesty and respect. Students learn to value professional integrity and high standards of ethical behavior through interaction with members of their academic unit and their faculty advisor and by emulating exemplary behavior.

To ensure your full knowledge and understanding of these principles, please go to <http://grad.msu.edu/researchintegrity/>. In particular, under the "resources" tab on the left navigation bar, you will find additional information on the following:

- Authorship and Publication
- Collaborative Research
- Conflict of Interest
- Management of Research Data
- Mentor/Trainee Relationships
- Peer Review
- Plagiarism
- Protection of Human Subjects

Explicit criteria for dismissal for reasons other than academic deficiencies include but are not limited to plagiarism as defined by MSU's general regulations, the theft of others' research, misrepresentation of or tampering with grades or academic records and scholarship, and violations of professional standards. In addition, consult "Code of Professional Standards (GSRR 2.4.7), and "Dismissal and Withdrawals (GSRR 2.4.9).

See also the Research Integrity Office website (www.rio.msu.edu) and the Graduate School's webpage on research and scholarly integrity (<https://grad.msu.edu/researchintegrity>).

Writing Standards

The Department of Romance and Classical Studies requires that students refer to the *MLA Style Manual and Guide to Scholarly Publishing* (latest edition) or to another style sheet as appropriate in the field and recommended by the course instructor, when writing required papers and bibliographies. Any student who has difficulty with the process of writing a paper should contact the course instructor for assistance.

Safety and Ethical Behavior in Research

MSU policy related to the use of humans and vertebrate animals for research includes the use of human subjects through interviews, recordings of conversations, polls, surveys, and so forth. Before embarking on any research that involves such methods, students must apply for IRB permission. The

application form and additional information are available at <http://www.humanresearch.msu.edu/>. If a researcher waits to seek such approval until after the research project involving human subjects has begun, it may be difficult or impossible to obtain— and at best, the completion of a dissertation and the award of a degree may be delayed for a full term.

Students cannot apply directly and must work with a faculty member.

Integrity of Scholarship and Grades

The following statement of university policy addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records, herein after referred to as academic misconduct:

1. The principles of truth and honesty are recognized as fundamental to a community of scholars. The university expects both instructors and students to honor these principles and, in so doing, to protect the validity of university education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit- approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic work.
2. If an instructor alleges a student has committed an act of academic misconduct, the instructor is responsible for taking appropriate action. Depending on the instructor's judgment of a specific instance, the instructor may give the student a penalty grade. A penalty grade may be a reduced score or grade for the assignment or a reduced grade for the course. [For a definition of "penalty grade," see Student Rights and Responsibilities (Spartan Life SSR article 11) and Graduate Students Rights and Responsibilities (GSRR) 8.1.8.]
3. When an instructor gives an undergraduate or graduate student a penalty grade for academic misconduct, the instructor must complete an electronic Academic Dishonesty Report form. To get to this online form, follow these directions:
 - (a) Go to www.reg.msu.edu
 - (b) Click on "Faculty/staff Forms" (on left).
 - (c) Click on "Instructor Systems" and log in.
 - (d) Click on "Academic Dishonesty."
 - (e) Click on "Academic Dishonesty Report."

The student's academic dean will add the form to the student's electronic

folder, where it will remain, unless the student successfully contests the allegation. [See also <https://ombud.msu.edu/resources-self-help/academic-integrity>]

4. In notifying the student's academic dean of the student's act of academic misconduct, the instructor may ask the student's academic dean to initiate an academic disciplinary hearing to impose sanctions in addition to, or other than, a penalty grade.
5. When in the judgment of the student's academic dean, a sanction in addition to, or other than, a penalty grade is warranted (e.g., suspension from a unit or program), the dean may call for an academic disciplinary hearing. In calling for an academic disciplinary hearing, the student's academic dean may act independently or in response to a request by the instructor. [GSRR 5.5.2]
6. A student accused of academic misconduct may request an academic grievance hearing to contest the allegation before the appropriate hearing board of the department, school, or college in which the alleged academidishonesty occurred. In cases involving academic misconduct, no student may be dismissed from a course or program of study without an academic disciplinary hearing.
7. On the first offense of academic misconduct, the student must attend an educational program on academic integrity and academic misconduct provided by the Associate Provost for Undergraduate Education for undergraduate students and the Dean of The Graduate School for graduate students.
8. In cases involving graduate students in which the student's academic dean, or designee, calls for an academic disciplinary hearing, the student's academic dean will refer the case to the dean of the Graduate School. The dean of the Graduate School will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary for the hearing. At this meeting, the student will be asked to select either an administrative disciplinary hearing conducted by the dean of the Graduate School or a disciplinary hearing conducted by the college hearing board within the student's college. In cases of ambiguous jurisdiction involving graduate students, the dean of The Graduate School will select the appropriate judiciary. [See GSRR 5.5.4.]
9. Either party may appeal a decision of an administrative disciplinary hearing or a disciplinary hearing board to the appropriate appellate board. [GSRR 5.5.2.1, and MSRR 5.8.1.]

Student Conduct and Conflict Resolution

General Procedures

The University has established a judicial structure and process for hearing and adjudicating alleged violations of recognized graduate student rights and responsibilities (GSRR, Article 5). The first venue to resolve such conflicts informally or formally rests within the academic unit. (*See also "Graduate Student Academic Grievance Hearing Procedure-Romance and Classical Studies Department" in department's 'Graduate' webpage*)

- 1) To resolve conflicts between a graduate student and his or her supervisor, instructor, faculty advisor or guidance committee, the student should first speak with that person or committee. GSAGHP-RCS III)
- 2) If that effort fails, or if the student is uncomfortable during that discussion, an appointment should be made with the department chair. If the dispute is with the Assistant Director of French Language Instruction, the graduate student should first see the Director of Language Instruction.
- 3) At any time of his process, the student may consult the University Ombudsperson <https://ombud.msu.edu/>. (GSAGHP-RCS III.B)
- 4) If one or both of these officials cannot mediate or resolve the issue, the Department's Hearing Board may review the matter, as outlined in GSAGHP-RCS.
- 5) If this committee cannot mediate or resolve the issue, the grievant can seek redress outside the department, with the help and advice of the Ombudsperson (<https://ombud.msu.edu/>).
- 6) In cases of irreconcilable conflict, the chair shall reserve the right to replace a student's graduate advisor or committee chair with another qualified person acceptable to both the graduate faculty and to the student, as ascertained through private discussions. Such replacement shall occur within one week of the meeting at which an irreconcilable conflict has been identified.
- 7) In cases of conflicts of interest between students and faculty, or between students, the chair shall decide on a solution in consultation with the graduate faculty.
- 8) Students may be dismissed from the program if they fail to display professionally accepted behavior, by acting overtly violent, threatening, or abusive; committing felonies or destroying property; displaying proven gross incompetence and negligence in their teaching assignments; and other serious breaches as confirmed by the University grievance officers, University lawyer, or University police.
- 9) In any event, the department must check with the Ombudsperson's office to ensure that its grievance and dismissal policies and actions conform to MSU policy.

If a graduate student feels her/his rights have been infringed upon or that s/he has been insulted and would like to lodge a formal complaint, the following is the departmentally approved procedure that must be followed for the protection of the rights of all concerned:

1. The student should first speak with the course instructor or administrator concerned.
2. If s/he is uncomfortable with this procedure, s/he should speak with the Chair. If necessary, steps 3 and 4 as described above will follow:
3. If the student believes that Step Two has not brought satisfactory results, he/she may file a formal complaint. The Chair refers the complaint to the Department Hearing Board within specified time limits. The student and the instructor are entitled to appear in person to present their cases to the judiciary. After hearing testimony, the judiciary will decide: "Not Proven" (there has been no proven infringement of the rights of the student), or "Proven" (there has been a violation of the student's rights). The student and instructor will be given the decision and reasons for it in writing. A copy of the decision will be filed with the department, the dean of the College, and the dean of the Graduate School, when appropriate.
4. If the student believes that the decision of the Hearing Board does not do justice to her/his rights, she/he has the right to appeal the decision. The Ombudsman will attempt to mediate between parties to improve communication and resolve differences. A formal grievance is a last resort. Visit: <https://ombud.msu.edu/>

The student, instructor, and department officers should review these provisions alongside the *“Graduate Student Academic Grievance Hearing Procedure-Romance and Classical Studies Department”*

Office of the University Ombudsperson

- 1 Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.
- 2 The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University – that is, it does not speak or hear for the University.
- 3 Contact the Ombudsperson at any point during an issue when a confidential

conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Office of the University
Ombudsperson 129 N. Kedzie Hall
(517) 353-8830
ombud@msu.edu
<https://ombud.msu.edu/>

VII. SEXUAL HARASSMENT POLICY

This all-university policy applies to university employees as well as students. Sexual harassment is reprehensible and will not be tolerated at Michigan State University. Such behavior subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff.

The University prohibits sexually harassing behavior including that made unlawful by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Elliott-Larsen Civil Rights Act. University policy and the law also prohibit retaliation against persons who report sexual harassment.

Confidentiality

To the extent permitted by law, the confidentiality of each party involved in a sexual harassment investigation, complaint, or charge will be observed, provided it does not interfere with the University's ability to investigate the allegations or take corrective action.

Prohibited Acts

No member of the University community shall engage in sexual harassment. Persons who engage in sexual harassment are subject to disciplinary action, including dismissal for employees and/or suspension for students.

Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other behavior of a sexual nature when

- (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- (b) submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or status in a course, program, or activity;
- (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance in a course, program, or activity, or

of creating an intimidating, hostile, or offensive environment in which one engages in employment, a course, a program or an activity.

Examples of Sexual Harassment

Sexual harassment encompasses any unwanted sexual attention. Examples of behavior encompassed by the above definition include, but are not limited to a) physical assault; b) threats or insinuations which cause the victim to believe that sexual submission or rejection will affect his/her reputation, education, employment, advancement, or any conditions which concern the victim's standing at the University; c) direct propositions of a sexual nature; d) subtle pressure for sexual activity, an element of which may be conduct such as unwelcome sexual leering; e) conduct (not legitimately related to the subject matter of the work, course, program, or activity in which one is involved) intending to or having the effect of discomforting and/or humiliating a reasonable person at whom the conduct is directed. This may include, but is not limited to, comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes, and unnecessary touching, patting, hugging or brushing against a person's body.

Depending on the circumstances, any of the above types of conduct may be considered sexual harassment and subject to disciplinary action, even if that conduct occurs only once.

Seeking Assistance or Filing a Complaint

1. Students, faculty and staff who believe they are the victims of sexual harassment may seek information and assistance from:
 - the chairperson, director, or dean of the relevant unit
 - supervisory support personnel
 - the Women's Resource Center
 - the Ombudsman
 - Student Life or Residence Life staff
 - the MSU Counseling Center
 - the Sexual Assault Crisis and Safety Education program
 - Faculty or staff academic advisors
 - the Faculty Grievance Official
 - the Anti-discrimination Judicial Board Coordinator
 - The Office of Student Employment
2. If a student, faculty member, or staff member wishes to file a complaint, *s/he* may take the following action (s):
 - If the alleged harasser is a faculty or staff member, the affected individual (s) may make a written complaint to that employee's unit administrator.
 - If the alleged harasser is the unit administrator, the affected individual(s) may make a written complaint to the unit administrator's superior or another unit administrator within the Department.
 - If the alleged harasser is a student, the affected individual may file a complaint with the Office of Judicial Affairs.

A student, faculty, or staff member also may elect to file a written complaint with the Anti-discrimination Judicial Board for non-disciplinary relief, or with another appropriate dispute resolution body. The filing of such a complaint does not prevent the University administration from taking independent disciplinary action.

Awareness

Members of the University community are responsible for knowing and understanding the University's policy prohibiting sexual harassment. Students who do not understand the policy should contact the Office of the Vice President for Student Affairs. Faculty and staff who do not understand the policy should contact Human Resources or the Assistant Provost for Academic Human Resources, whichever is appropriate.

For additional information, see https://hr.msu.edu/policies-procedures/student-handbook/StudentPolicy_SexualHarassment%20.html

VIII. WORK RELATED POLICIES

General Policies for Teaching Assistants

Teaching Assistant appointments in the Department of Romance and Classical Studies are awarded to graduate students who are actively pursuing graduate degree programs, who are making satisfactory progress toward their degrees, and who are in good academic standing. The professional responsibility of a TA is to maintain a high standard of instruction for undergraduate students. All TA appointments are subject to the TA conforming to University policies, including policies stated in Spartan Life, the Campus Teaching Assistant Orientation handbook, and the MSU TA handbook. TAs may be subject to discipline, including termination, for the violation of University policies bearing on performance and/or responsibilities.

The University requires that all graduate assistants (teaching assistants) must be registered each semester in which they hold assistantships. The minimum and maximum credit loads are as follows: For a **half-time** assistant minimum enrollment is 6 credits for master's degree students and 3 credits for doctoral students (*including* credits in courses numbered 899 or 999); maximum enrollment is 12 credits (*excluding* credits in courses numbered 899 or 999). Minimum enrollment for doctoral students who have successfully completed all comprehensive exams is one (1) credit. Deviation from the minimum enrollment requirements listed above is permitted only during: (1) summer session, when a 3-credit minimum enrollment is allowed for all types of assistants (2) the semester in which the degree is granted, when all assistants must enroll for at least the number of credits required to complete the degree or meet the University minimum registration requirement.

Any deviation from the maximum enrollment requirements listed above must have the approval of the dean of the college *prior to enrollment*. In meeting the credit

requirements, graduate assistants should be enrolled in courses that are recognized as being of graduate level unless the student's department or school has granted written permission for course work constituting an exception to this rule. Visitor credits may count as part of a graduate assistant's credit load, if approved in writing by the student's department chair or unit director and the dean of the Graduate School.

The University requires that all teaching assistants who are M.A. students be enrolled for at least six credits (this is considered a full-time load) per semester. TAs who are Ph.D. students must be enrolled for at least three credits (this is considered a full-time load) per semester. The department expects that all TAs will normally be enrolled in nine credits (M.A. students) and six to nine credits (Ph.D. students) per semester. The graduate advisor, in consultation with the director of graduate studies, may approve exceptions.

The maximum courses load without special approval for a half-time assistant is twelve credits. If an assistant's studies and teaching are satisfactory, reappointment for a second year will be granted, but requirements for a master's program should be completed by the end of the second year.

Continuation of financial support beyond that stage depends on the student's progress toward the doctorate. Unsatisfactory performance in course work or in teaching responsibilities will result in termination of an assistantship.

Responsibilities Associated with the Appointment

Please see the Basic Language Instruction Handbook.

Summer Teaching/Assistantships

The following conditions and provisos govern summer teaching assignments and assistantships:

- 1 Any summer classes can be cancelled if they do not meet minimum enrollment requirements (15 students for on-campus offerings and 10 students for off-campus offerings). If the class you are assigned to teach is cancelled, no reassignment to another course can be expected.
Off-campus courses are not teaching assistant assignments and thus do not carry tuition remission. The instructor will receive a set amount of compensation and be reimbursed for mileage (at 50 cents per mile) to and from the teaching site.
- 3 The department faculty has established the following criteria for deciding assignments to summer courses or Study Abroad offerings. These criteria are not weighted in ranked order but are considered holistically:
 - GPA (including any Is or DFs) and consistent progress toward degree.
 - Continuation in the departmental graduate program in the academic year following the summer assignment.

- Ability to work independently in the summer (there is no formal supervision) in regular courses on or off campus or to work in coordination with the Study Abroad Program director and personnel.

Other Policies

Policy on Religious Holidays

It has always been the policy of the University to permit students and faculty to observe those holidays set aside by their chosen religious faith. The faculty and staff should be sensitive to the observance of these holidays so that students who absent themselves from classes on these days are not seriously disadvantaged. It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors.

W-4 Forms

Graduate students can link to the ePayroll system to complete their W-4 through the following web sites:

1. Web address: <https://ctrl.msu.edu/COPayroll/>
2. MSU homepage (www.msu.edu) and typing ePayroll under the “search” feature.
3. STUINFO, under “Online StudentServices” with a heading of “Payroll Forms.”
4. Controller’s Office home page (www.ctrl.msu.edu)

W-4 cards may be picked up in the Payroll Office, Room 350 Administration Building between 8am and 5pm. Those who do not have a social security card or whose card is lost, stolen or destroyed must apply for a card from the Social Security Administration. Their local office is:

Social Security Office

5015 S. Cedar

Room 150

Lansing, MI 48910

Phone: (517) 377-1942 or (517) 377-1935

If you have further questions, call the Payroll Office at (517) 355-5010

Student IDs (Identification Cards)

Student ID's can be obtained in ICC during new student orientation week (mid-August) or at the MSU ID Office, International Center, Room 170:

<http://idoffice.msu.edu/>

Mail

Please check mailboxes and e-mail messages every day. No personal mail is allowed to be sent from or delivered to the department. Please use your home address.

Change of Address

All teaching employees must inform immediately the Graduate Secretary or the Main Office Supervisor any change of address or telephone number during the year.

Tutoring and Translation

Some of our TAs tutor students for a fee. TAs may not charge the students enrolled in their own section(s) a fee for supplemental instruction. Refer students in need of tutoring to the advisor. If you are interested in being a tutor or doing translation work, please let the academic advisor know immediately.

Signing Documents or Forms

Teaching assistants are not authorized to sign documents such as Foreign Language Proficiency forms, Administrative Action Forms, and so on. Refer students to the Basic Language Instruction Faculty Supervisor and/or Coordinator.

Students Traveling Abroad

Students traveling abroad should visit the "Travel Smart" website (<http://grad.msu.edu/travel/>) before their trip. When students appointed as TAs or RAs travel outside the U.S. to conduct required thesis or dissertation research or to collaborate with investigators conducting research abroad, the department or research grant supporting the work will be required to pay for all needed vaccinations and or medications (e.g., anti-malaria) as determined by the MSU Travel Clinic. Students may include those costs in applications for funds from the Research Enhancement or Travel Grant programs administered by the Graduate School.

- a) Library borrowing privileges shall be provided to employees for not less than 180 days, subject to library recall policies.
- b) Appropriate technology, technological support and training that are necessary for the performance of an employee's duties, as determined by the employing unit, will be provided at no cost to the employee.
- c) Employees with University parking permits shall have access to campus parking in all Faculty/Staff lots south of the Red Cedar River.
- d) Employees shall have access, as permitted by the University parking authority, to building loading zones and, if available, handcarts for the purposes of loading and unloading materials related to the performance of employment duties.
- e) Any materials required for the performance of an employee's duties, including materials required of students in the course to which the employee is assigned, shall be provided to the employee at no cost for the semester. Employing units may give such materials permanently to the employee.
- f. Each employing unit or department, whichever is appropriate, shall

make arrangements for employees' access to their assigned buildings, including office keys. Employing units or departments that provide building keys to employees on the date of this Agreement shall continue to do so for the term of this Agreement.

- g. Employees shall have the right to take reasoned exception to information and views offered in courses in which they are employed and to make suggestions for improvement.
- h. Policies regarding employee priority in the purchase of athletic tickets and passes shall apply to employees.
- i. Each employing unit shall make available a convenient receptacle at a designated location for employees to receive University business correspondence and work-related domestic and international mail. Employing units that provide individual employee mail receptacles on the execution date of this Agreement shall continue to provide such individual receptacles.

Other Information: GEU and GTAs Union Dues (GEU article 8)

Each employee, on or before the 60th day after the effective date of this Agreement or on or before the 60th day after employment, whichever is later, and monthly thereafter, shall tender to the Union either periodic and uniformly required membership dues or, in the alternative, representation fees.

Stipends (GEU article 19.II)

1. By the execution date of this Agreement, all employees shall be paid a minimum monthly stipend for each particular appointment status and for the duration of that employment period as prescribed below.
2. Levels in all units are determined as follows:
 - a. Level 1: Employees with less than one year of experience as a graduate assistant or full support fellow.
 - b. Level 2: Employees with a master's degree or equivalent and/or two semesters' experience as a graduate assistant or full-support fellow in the employing unit.
Level 3: Employees shall be appointed at a level 3 when they have completed a minimum number of semesters as a graduate assistant, provided that they have also attained a master's degree or equivalent. The graduate assistant experience must be in the employing unit or in a department considered relevant by the chairperson or employing unit. The minimum number shall be four (4), five (5) or six (6) but in any case no greater than the practice stipulated in 2004. If by August 16, 2015 a department or hiring unit has not clearly stipulated the number of semesters for appointment level 3 in their graduate handbooks, the number of semesters shall be four (4). **[See Appendix 2 in this handbook for department 's stipulation of number of semesters for appointment**

at Level 3]

- c. Employees will be compensated for employment at the highest level for which they are eligible. Changes in levels will be instituted for the semester of employment following attainment of the qualifications for the new level.
3. Stipend increases from Level 1 to Level 2 and from Level 2 to Level 3 shall continue according to current practice. (GEU article 19.III)
4. Annual Raise: Employing units shall increase stipends each year of the Agreement as defined below (GEU article 19.IV, A, B, C, D). Employees hired during the Agreement period shall be paid at appointment level rates consistent with continuing employees in the same employing unit.
5. Graduate Employees Union at Michigan State University: <https://geuatmsu.org/>

Personnel Records (GEU article 22)

- 1 The Employer will maintain a personnel record for each employee. Only documents that pertain to employment and/or job performance will be included in an employee's personnel record.
- 2 An employee, upon written request, will have the right up to three (3) times annually to review her/his personnel record at a reasonable time and place as scheduled by the employing unit.
- 3 An employee shall have the right to receive a copy of part or all of her/his personnel record. The employee will be assessed the cost of duplicating the information.
- 4 An employee shall have the right to place a written response to any evaluation contained in her/his personnel record. (See also items V and VI of this article in GEU contract).

Grievance Procedure (GEU article 26.I)

1. A grievance is defined as, and limited to, a written complaint involving an alleged violation of a specific provision(s) of the Agreement and remedy sought. Grievances may be filed by either an employee(s) or the Union. The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the grievance(s).
2. Only one (1) issue shall be the subject of any one (1) grievance. If there is a disagreement on whether the grievance involves more than one (1) issue, the parties will attempt to resolve the dispute. If the dispute is not resolved, expedited arbitration will be invoked. A grievance shall contain a clear and concise statement of the grievance and indicate the issue involved, the relief sought, the date the alleged incident(s) or violation(s) which is/are the basis for the grievance took place and the specific section or sections of the Agreement involved. The grievance must be signed and dated by the employee(s) or Union

representative, if any. Except as otherwise provided for in this Agreement, the grievance shall be presented at Step One to the employing unit designee. Any ambiguity in written grievances shall be clarified at the first grievance meeting.

3. An employee(s) may choose to have a Union representative represent him/her at any step of the Grievance Procedure. If an employee(s) brings a written grievance to the employing unit's attention without first having notified the Union, the employing unit to which such grievance is brought shall promptly notify the Union and no further discussion shall be had on the matter until a Union representative has been given an opportunity to be present.
4. Individual employees or groups of employees shall have the right to present grievances through Step Two of the Grievance Procedure, provided that a Union representative has been afforded the opportunity to be present at any discussions, and that any settlement reached is not inconsistent with the provisions of this Agreement.
5. If the grievance is filed with Union representation, the Employer will provide copies of written decisions to the employee and the Union. If the grievance is filed without Union representation, the employee will be given an opportunity either to release written decisions to the Union or to assert the confidentiality of the decision under the Family Educational Rights and Privacy Act ("FERPA").
6. Step One of the Grievance Procedure may be waived by mutual written agreement. In addition, where the same employing unit representative hears more than one (1) step of a grievance, those steps shall be consolidated.
7. If the Employer requests that an aggrieved employee be present in any step of the Grievance Procedure, he/she will be required to do so, except in extenuating circumstances.

For **Grievances Steps**, see GEU article 26.II. For **Time limits on appeals**, see GEU article 26.III

IX. FINANCIAL AID AND FINANCIAL RESOURCES

Department

Every year the department is able to provide support for graduate students traveling to conferences to present papers. Amounts vary year-to-year depending on the budget. Graduate students must apply to the chair of the department at least a month before departure.

Receipt of externally funded fellowships by students who have written their own grant

applications that are worth at least \$20,000 (direct costs) make the students eligible for in-state tuition rate. The in-state tuition rate applies only to the semesters during which students are supported by the fellowship. This policy applies only to grants funded through a competitive process by a US institution/agency/foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify students for in-state tuition rates. For more information contact Melissa Del Rio (mdelrio@msu.edu) in Chittenden Hall, 466 W Circle Drive, 2nd floor.

College Grants

Dean's Graduate Recruitment Fellowship. This fellowship carries a six-credit tuition waiver during each of the two semesters it is held, and will give fellows the opportunity to work closely with a faculty member of the College during their first year of tenure. In the second and third years of the fellow's tenure, candidates can expect a half-time teaching assistantship under the requirements outlined above including a nine-credit tuition waiver and will be doing an important part of his or her teaching in the Center for Integrative studies in the Arts and Humanities. Fellows entering an M.A. program must complete the degree within the first two years and be admitted to a Ph.D. to be eligible for third-year support. College application deadline: Mid-February.

Arts and Letters Research Fellowship Competition. This competition awards up to six fellowships. This award will permit individuals to work unhindered to conduct research for their dissertation project or recital. During the semester a student holds a Research Fellowship, the candidate must be free from all duties associated with an assistantship. College application deadline: March 1.

Dissertation Fellowship Competition The dissertation fellowships are intended to aid College of Arts and Letters graduate students who are in the final stages of writing a doctoral dissertation and who expect to defend the dissertation by the end of Summer session, as well as M.F.A. and D.M.A. students completing their final project, exhibitions and recitals. Those who receive these awards should plan to spend the entire spring working full-time on the dissertation, project, exhibition or recital. Awardees may not hold a graduate assistantship. College application deadline: November 1.

Minority Competitive Doctoral Fellowship (MCDF) Three or four racial/ethnic minority doctoral candidates are nominated by the College of Arts and Letters and its departments and brought to campus to take part in an expense-paid visit. The award provides support for three years. The first-year award includes a fellowship stipend and a six-credit tuition waiver. The assistantship provides in-state fee costs. College application deadline: Mid-January:
<http://scholarships.kachinatech.com/scholarships/scholar3.html>

University Grants

MSU Distinguished Fellowship Program (for doctoral and MFA students only. This is a

recruiting fellowship: current students are not eligible to apply).

University Distinguished Fellowships and University Enrichments Fellowships: (for information visit <https://grad.msu.edu/fellowships>).

Equal Opportunity Graduate Fellowships provide awards based on need. Students interested in applying should contact the Urban Affairs Office, W-114 Owen Hall.

Minority Competitive Doctoral Fellowships provide racial/ethnic minority students \$12,000 plus compensation for out-of-state tuition charges during their first year of study. In their second and third years of study, students receive a half-time graduate assistantship paying at least the same amount. Students must be recommended by their departments, which provide the assistantship in the second and third years. Department nominations must typically be received by the Assistant Dean for Student Affairs (134 Erickson), by mid-February. Providing funds are available for awards later in the year.

Affirmative Action Graduate Assistantships encourage departments to recruit and enroll students by paying the first-year assistantship from a central graduate assistantship fund. The department agrees to continue funding in accordance with unit procedures for evaluating graduate assistants. Students must be recommended by their departments to the assistant dean for Student Affairs, who coordinates recommendations to the Urban Affairs Office.

CLACS Tinker fellowships for Graduate Students, and Foreign Language Area Studies fellowships (see CLACS website):
<http://latinamerica.isp.msu.edu/funding/tinker.htm>

MSU Graduate School Grants

<https://grad.msu.edu/funding>

The deadline is announced by the Graduate School, but is usually during the Fall Semester.

MSU Graduate School Incentive Fellowships <https://grad.msu.edu/external-funding>
One Incentive Fellowship will be funded during Fall Semester and one during Spring Semester at \$9,000 each. In addition, \$100 will be awarded for each viable proposal submitted (restrictions apply, contact the graduate School for details or see website).

Martin Luther King, Jr.-Cesar Chavez-Rosa Parks Fellowships typically provide \$8,000 per academic year with a maximum of \$25,000 over a four-year period for ALANA doctoral students who are U.S. citizens or permanent residents. Interested students can contact the Graduate School, 116 Linton Hall.

MSU Funding Guide for GS, Graduate Professional and Postdoctoral Fellows

- <https://grad.msu.edu/funding-resources>
- <https://finaid.msu.edu/grad/grad-loans>
- <https://finaid.msu.edu/grad/grad-gift-aid>
- <https://grad.msu.edu/fellowships/emergency-fellowship-funding#:~:text=The%20Graduate%20School's%20Emergency%20Fellowship,may%20be%20up%20to%20%243%2C000./OLDemergency-fellowship-funding>

For identifying funding sources, such as grants, fellowships, scholarships and awards, and lists hundreds out of thousands of funding opportunities.

Resources for Grant Applications

MSU Guide for Career Success

Gateway to resources, programs, events, and planning tools for graduate students, postdocs, and faculty mentors: <http://careersuccess.msu.edu/>

MSU Library Electronic Resources in Grants <http://er.lib.msu.edu>

<http://staff.lib.msu.edu/harris23/grants/3gradinf.htm>

Includes RSP Funding for Graduate Students, Proposal Writing, and many other resources assembled by MSU Library's Jon Harrison (harris23@msu.edu)

MSU Office of International Students and Scholars: Scholarship and Grant

Information <https://oiss.isp.msu.edu/grants/grants-and-scholarships-overview/>

MSU Vice President for Research – Resources for Finding Funding

<https://vprgs.msu.edu/>

Short-Term Loans from The Council of Graduate Students

ASMSU administers a \$75 loan program for The Council of Graduate Students (COGS). To obtain a loan, bring a valid MSU ID and a picture ID to 307 Student Services. The loan is interest free for 30 days. Since the loan fund is a limited resource, money may not always be available. Loans are never available during the last 3 weeks of any term.

The Office of Financial Aids administers a COGS-funded \$250 loan program.

Applications for the \$250 loan are available in 259 Student Services, and take 2-3 business days to process. Make sure you write "COGS LOAN" clearly at the top of the application form. This loan is interest free for up to 60 days.

Financial Aid Resources

The College of Arts and Letters annually awards a number of fellowships (worth between \$2,000 and \$10,000 each). Nominations for these awards are made by the departmental

Graduate Committee. The latter also provides small departmental fellowships or tuition grants. Usually these awards are given only to students well along in their

graduate work. The procedures and criteria for awarding departmental fellowships are much the same as those for awarding assistantships. The College of Arts and Letters also annually provides the department with a modest sum to be used, at the discretion of the Graduate Committee for Recruitment Fellowships. For more information on student employment and loans at MSU, consult the Graduate School website or the "Financial Aid" section of the Academic Programs Book.

The Graduate School publishes an annual guide to funding sources such as grants, fellowships, scholarships and awards, called The Funding Guide, which lists a few hundred out of thousands of funding opportunities, and gives information on how to access additional resources on-line and in CDROM databases.

X. UNIVERSITY RESOURCES FOR GRADUATE STUDENTS

For supplemental information, see links to the appropriate documents in the appendix below. These include:

- *Academic Programs* – current edition
- *Graduate Students Rights and Responsibilities (GSRR)*
- MSU/GEU Contract
- *Guidelines for Graduate Student Advising and Mentoring Relationships*
- *Guidelines for Integrity in Research and Creative Activities.*

Directory of Frequently Contacted Offices

Department

Department Chairperson	884-6326
Office Supervisor:	355-8352
Department Graduate Secretary	884-1515
Graduate Adviser	884-4360
Undergraduate Adviser	884-6318
Basic Language Instruction Faculty Supervisor	884-6304

College

Dean's office	355-4597
CAL Associate Dean, Graduate Affairs:	355-5360

University Administration

Admissions and Scholarships-250 Admin. Bldg	355-8332
Enrollment Services-176 Admin. Bldg	355-3330
Telephone Enrollment	432-3000
Billing Statements-142 Admin. Bldg	355-3343
PAN Numbers-Office of the Registrar, 150 Admin.	355-3300

Bldg Payroll (direct deposit) - 350 Admin. Bldg	355-5010
Degree & Certification - 160 Admin. Bldg.	353-3880
Transcripts - 50 Admin. Bldg.	355-5150
Graduate School - 466 W. Circle Dr. 2nd floor	353-3220

Student Services

Graduate Record Examination Sign-Up - 207 Student Services	355-8385
Financial Aid/Student Loan - 259 Student Services	353-5940
ASMSU/COGS Legal Services - 329 Student Services	353-3716
Council of Graduate Students (COGS)	353-9189
Office of Financial Aid-252 Student Services Bldg	353-5940
Div. of Student Affairs & Services-101 Student Services Bldg	355-8303
Career Services & Placement Center-113 Student Services Bldg	355-9510
Counseling Center-207 Student Services Bldg	355-8270
Department of Married Student Housing-1205 S. Harrison Rd	355-9550
Employee Assistance Program-205 Olds Hall	355-4506

Computer Center

Computing Resource Center	355-4500 ext. 122
Store-305 Computer Center	355-4500 ext. 204
Scoring Office	355-1819

International Center

English Language Center - 1 International Center	353-0800
Director, Office for International Students - 103 International Ctr	353-1720
Office of Study Abroad - 109 International Ctr	353-8920
International Studies, Deans Office - 209 International Ctr	355-2350

Library

Information Desk	353-8700
Library Hours	355-8981

Student Health Services

Olin Health Center Information Desk	355-4510
Olin Health Center Appointments	353-4660
Olin Pharmacy	353-9153
Student Insurance Questions, Benefits Administration	353-4434

The Office of Environmental Health and Safety

formerly ORCBS

<http://www.ehs.msu.edu>

Resources and Services for Graduate Students

The University provides many services to help students adjust to the rigors and inevitable stresses that go with a rigorous academic life.

Student Services

Michigan State University provides extensive student personnel services to assist students and enhance the educational experience. The Vice President for Student Affairs and Services has general administrative responsibility for all student personnel matters, through the offices of Coordinated Minority Student Programs, Counseling, Financial Aids, Intramural Sports, Recreative Services, Placement Services (including Student Employment and the Career Information Center), Student Life, and University Housing Programs.

The Student Life area includes Campus Life Orientation, Health and Alcohol Education, Judicial Affairs, Off-Campus Housing and Commuter Programs, Service Learning, Student Activities, Student and Leadership Development, and Student Withdrawals and Records.

Michigan State University Library

A self-guided tour is available at the Information Desk. Study cubicles and a few lockers are available on the 4th floor of the West Wing. Ask for a key and a place on the waiting list for a locker at the Library Administrative Services Office, Room 102 West. An escort service is provided to take students safely to their car or dormitory at night. Inquire at the State Walk office, on the west side of the rear entrance area. You have the right and the responsibility to order books to help build up the library's collection. You may leave order requests in a suggestion box in the entrance area, or contact the Main Library to learn the name and office of the bibliographer who concentrates in your area. You may also request books, off prints of scholarly articles, and copies of doctoral dissertations for your research by applying to Interlibrary Loan (part of the Circulation Services at the center of the main floor, between the two entrances).

Computer Center

<https://tech.msu.edu/>

User Services offers consulting help on canned statistical programs and "helps students help themselves". It refers students elsewhere if User Services cannot offer enough assistance. User Services will help students short of doing the job for them. There is no charge for the consulting service. Graduate student consultants from the Department of Statistics and Probability are available by appointment for about ten hours a week. They consult about design problems, appropriate statistical design, etc. There is no charge for this service at the beginning of the semester. A number of short courses are offered through User Services, including a basic introduction to the computer, and collection and coding of data.

1. Programming Service, telephone, 355-4684

This is a professional group that charges professional fees for computer work. They can offer some statistical help although they are limited in this area. They can do nearly any computer programming work. The student receives an estimate of charges which must be approved before job is performed.

2. Other Computer Facilities Microcomputer facilities are available on campus, including laboratories Wells Hall-B, and in the Human Ecology and Union Buildings. Policies regarding use of equipment should be obtained from individual facilities.

Bookstore

The MSU Bookstore is located in the International Center on Shaw Lane. Off-campus bookstores are located in the East Lansing area.

Office for International Students and Scholars (OISS)

The Office for International Students and Scholars (OISS) serves international students and foreign faculty. OISS is a resource center for information and consultation on matters related to the international student and faculty/scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment or financial matters. The office also organizes seminars and workshops on topics of interest to the broad university community. These have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students and various training programs. They also publish a very informative handbook called Welcome to Our Community. It answers questions you may have about living and going to school in our community. A copy of this handbook can be picked up in the OISS. The OISS is located in room 103 in the International Center and can be contacted by phone (353-1720) or email: oiex@msu.edu. Before leaving the country for holidays or vacations, you must stop at OISS to check your immigration status.

Learning Resources Center

209 Bessey Hall, 355-2363

This self-paced, individualized learning center offers free assistance to students who want to improve their study skills. Workshops on specific study skills are offered throughout the year.

Service Learning Center

26 Student Services Bldg., 353-4400

This volunteer program allows students to learn more about different work environments while providing community service. Staff assists students in choosing a placement that meets their interests.

The Writing Center

300 Bessey Hall, 432-3610

This center offers writing consultation to graduate as well as undergraduate students. One on one consultations are best for small papers or projects like vitas, abstracts and cover letters, while peer response writing groups offer help developing drafts of larger projects such as research and conference papers, and even theses and dissertations. The center also has a library with books on preparing resumes, vitas and cover letters, and examples of all of the above. Call to make an appointment, or email grammar@msu.edu for grammatical questions. You can also see their web site at <http://writing.msu.edu/> more information.

Career Development & Placement Services

113 Student Services, 355-9510

This office assists students in career advising and seeking employment upon graduation. Their office is located in 113 Student Services Building and can be contacted at 355-9510. Their staff does workshops, classes and individual advising on topics such as how to interview successfully and steps to creating a well-written resume. You may also interview for internships or full-time employment through the Career Placement office. More information can be found in 113 Student Services Building. This is also where you will initiate your Placement File.

The Career Information Center, in room 6 Student Services Bldg (353-6474), provides up-to-date information on career possibilities, self-evaluation tools, and resource material on career choice, planning and strategy.

For more information of Career and Professional Development is available at <http://grad.msu.edu/cpd.htm>.

Resource Center for Persons with Disabilities

120 Bessey Hall, [884-7273](tel:884-7273)

<https://www.rcpd.msu.edu/>

Staff specialists available to respond to mobility, visual, hearing, alternative learner, and other such populations to enable their involvement in University activities. Other resources are available to students with special needs.

Counseling and Psychiatric Services (CAPS)

<https://caps.msu.edu/>

MSU Union, 9 Abbot Rd,

Off-Campus Students - 463 East Circle Dr., 355-8270

Multi-Ethnic Counseling - 207 Student Services Building, 355-8270

(CAPS is providing remote crisis services 24/7/365)

<https://caps.msu.edu/services/index.html>

Students should feel free to contact the Counseling Center with personal concerns and crises. Professional counseling and psychological services are offered to assist with

personal as well as career concerns. All services are confidential. Initial consultations are free of charge; all services are free to students carrying 7 or more credits. In addition to professional counseling, a self-management laboratory and workshops are offered.

Olin Health Center

[353-4660](tel:353-4660)

The Student Health Service is located in Olin Health Center. In an emergency, no matter what time of day, go directly to Sparrow Hospital, St. Lawrence or MacLaren Medical Center if possible. Otherwise go to the nearest emergency center.

Women's Student Services

<https://spartanexperiences.msu.edu/get-involved/womens-student-services.html>

Women's Student Services' (WSS) initial goal is to develop a suite of services and programs aligned with the mission of the division. WSS staff and students will work to engage in a variety of campus and community conversations to develop a mission, core values, guiding learning outcomes and other foundational materials based in feminist theoretical frameworks.

Intramural Sports Facilities

<https://worklife.msu.edu/things-to-do/intramural-sports-facilities>

Intramural Sports & Recreational Services-205 1M Sports West. Students have access to equipment and facilities in the intramural facilities located in the IM- West, IM-East, and IM-Circle. Students must present a current MSU student ID and a picture ID order to be admitted to these facilities and borrow the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in the IM-East.

COGS: Council of Graduate Students

MSU's graduate student major governing group, COGS, has an enormous responsibility serving the MSU graduate community in many different aspects. In addition to the many free and discounted services COGS provides, COGS also has the great task of appointing graduate students to nearly 100 university committees, ranging from the MSU Student Foodbank to the graduate liaison to the Board of Trustees, just to name a few. <http://www.msu.edu/-cogs/>

1. **MSU Student Food Bank:** COGS and ASMSU jointly established a Student Food Bank to address the problems of students and their families with financial hardship. The SFB is located at Olin Health Center: <http://foodbank.msu.edu/>. Students may visit bi-monthly. For more information, or to volunteer, stop by the office (320 Student Services) or call 353-2898.
2. **Copy Center:** Open to all members of the MSU community, the COGS copy center is in 316 Student Services and features the lowest rates available. All 8.5"

- x 11" copies are 4 cents each. Transparencies are also available for 25 cents.
3. **Thesis and Dissertation Copying:** Bring the final copy of your document to the COGS office. Copies are 5 cents per page and must be paid in advance. It is copied on 25% rag-bond (the requirement) and takes 2-3 business days for processing.

Students/Faculty Organizations at MSU

The Council of Graduate Students

COGS is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in, on and off campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative.

Comunidad Latinoamericana. Graduate Student Association

It mainly (but not exclusively) addressed to Hispanic and Latin American Graduate and Undergraduate Students and their families or relatives who live on campus. Their meetings and most activities are held in Spartan Village Community Center. Contact: <https://comunidadmsu.wixsite.com/comunidad-msu/contact-us>
Web page: <https://comunidadmsu.wixsite.com/comunidad-msu>

Faculty-Professional Women's Association

It provides a forum for and support of the various interests of the present and future professional women at Michigan State University. Graduate students are eligible to join the association as non-voting members. The dues for MSU graduate students is about 25% of the full dues. Non-voting members cannot vote in elections or on issues, nor can they hold a regular board position or office. Other than that, they have all the other rights and privileges of regular members. For information contact Etta Abrahams, at 353-3863.

Transportation

Parking on Campus

If you own a motor vehicle or a bicycle and want to use it on campus, you must

register it online <https://permits.police.msu.edu/start.aspx>

The Department of Police and Public Safety responsible for parking permits is located at 87 S. Red Cedar Road, between the hours of 7:30 a.m. and 5:00 p.m. To register a vehicle you need the vehicle registration, proof of insurance, driver's license, a copy of your signed appointment form which is given to you by the Graduate Secretary, and, if appropriate, last year's gate card.

If you do not have a graduate assistantship, you may, under special circumstances, qualify for a parking permit. For example, if your vehicle is necessary in performing the duties for a job you hold on campus, you may wish to apply for a parking permit. You will need to go to DPPS and fill out a Special Request form for a parking permit. A member of the staff of DPPS will review your request and if they feel you need a parking permit for campus they will give you the opportunity to buy one.

The Department of Police and Public Safety, Parking Division, can be contacted at 355-8440 to answer any further questions.

Buses

CATA buses serve all parts of the campus and connect with CATA routes serving the Lansing and East Lansing area.

Bikes

The University maintains bicycle racks throughout the campus. Bikes should be locked to these racks when parked. Bikes are not permitted in campus buildings. Improperly parked bikes are subject to impoundment by the Department of Public Safety. Bicycle registration through the MSU Department of Public Safety or the cities of East Lansing or Lansing is required. A 4-year MSU bike or moped registration may be purchased for \$2.00 from the Department of Public Safety. It will help protect you from theft.

Publications

1. **Funding Guide:** The Graduate School has produced a Guide for Graduate Students, Graduate Professional Students and Postdoctoral Fellows, to assist students in identifying funding sources such as grants, fellowships, scholarships and awards. Updated annually, the Funding Guide is also available online, and can be accessed through the Graduate School's home page.
2. **Resource Guide:** The Graduate Student Resource Guide is published by the Graduate School, and contains useful information on networking, transportation, housing, and campus and community resources. It is available in 118 Linton Hall.
3. **Academic Programs (University catalogs)** are the primary sources for university regulations, policies, procedures, costs, and academic program requirements. The most recent edition is available online.
4. **The COGS Graduate Student Handbook** is published annually by the Council of Graduate Students and is available in Room 316 Student Services.
5. **Spartan Life** is produced by the Office of Student Affairs and Services and is available in Room 101 Student Services.

6. **Schedule of Courses and Academic Handbook**, published each semester, provides selected updated information on courses, university regulations, policies, procedures, costs, and the academic calendar. It is available prior to enrollment periods.
7. **The Faculty and Staff Directory** is published by the Office of the Registrar. Copies for personal use may be purchased at the MSU Union Central Store or the MSU Bookstore.
8. **The Graduate School Guide to the Preparation of Master's Theses And Doctoral Dissertations** describes the final procedures for degree completion and manuscript requirements for your thesis or dissertation. It is available from the Office of the Graduate School, 118 Linton Hall.
9. **The Graduate Post** is a newsletter published every semester by The Graduate School. It highlights activities in graduate education at MSU and elsewhere, to publish opportunities available for professional enrichment through fellowships, scholarships and study programs, to announce important deadline dates, and announce upcoming colloquia and symposia.
10. **COGS-NIZANCE** A general information newsletter published at least once a year by the Council of Graduate Student (COGS).
11. **MSU Today**: Online reference made available on Fridays.
12. **The State News**: A free daily newspaper that contains news and a listing of events of interest.
13. **Graduate Student Rights and Responsibilities**: This document is published in Spartan Life, and can also be accessed via Michigan State University's Web page

APPENDICES

Appendix 1: MSU Code of Teaching Responsibility

<http://splife.studentlife.msu.edu/regulations/selected/code-of-teaching-responsibility>

Satisfaction of teaching responsibilities by instructional staff members (herein referred to as instructors) is essential to the successful functioning of a university. This University conceives these responsibilities to be so important that performance by instructors in meeting the provisions of this Code shall be taken into consideration in determining salary increases, tenure, and promotion. TAs are strongly encouraged to make an appointment with the Basic Language Instruction Faculty Supervisor or the department chair to discuss questions regarding the material in these documents.

1. **Course content:** Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.
2. **Course syllabi:** Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:
 - a) Instructional objectives;
 - b) Instructor contact information and office hours;
 - c) Grading criteria and methods used to determine final course grades;
 - d) Date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
 - e) Attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades; and
 - f) Required and recommended course materials to be purchased, including textbooks and supplies.
3. **Student Assessment and Final Grades:** Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines.
4. **Testing Documents:** Instructors shall be responsible for returning student answers to quizzes, tests, and examinations with such promptness to enhance the learning

experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.

5. Term Papers and Comparable Projects: Instructors shall be responsible for returning student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.

6. Class Meetings: Instructors shall be responsible for meeting their classes regularly and at scheduled times. To allow units to take appropriate action, instructors shall notify their units if they are to be absent and have not made suitable arrangements regarding their classes.

7. Applicability of the Code of Teaching Responsibility to Student Assistants: Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

8. Instructor Accessibility to Students: Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In addition to office hours, instructor accessibility through e-mail and other means is encouraged.

9. Commercialization of Course Notes and Materials: The University prohibits students from commercializing their notes of lectures and University-provided class materials without the written consent of the instructor. Instructors may allow commercialization by including permission in the course syllabus or other written statement distributed to all students in the class.

Hearing Procedures

1. Students may register complaints regarding an instructor's failure to comply with the provisions of the Code of Teaching Responsibility directly

with that instructor. For more information see

<https://ombud.msu.edu/resources-self-help/conflict-grievance-systems>

2. Graduate%20Student%20Hearing%20Procedures%20for%20Departments%20and%20Schools%20Revised%20Sept%202018%202015.pdf .

3. Students may also take complaints directly to teaching units' chief administrators or their designates. If those persons are unable to resolve matters to the student's satisfaction, they are obligated to transmit written complaints to unit committees charged with hearing such complaints. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation of such groups will be forwarded to the student and to the instructor, normally within ten working days of the receipt of the complaint.

4. Complaints coming to the University Ombudsman will be reported, in writing, to chief administrators of the teaching units involved when in the Ombudsman's opinion a hearing appears necessary. It will be the responsibility of chief administrators or their designates to inform the instructor and to refer such unresolved complaints to the unit committees charged with hearing such complaints. A written report of the action or recommendation of such groups will be forwarded to the University Ombudsman, to the student, and to the instructor, normally within ten working days of the receipt of the complaint.

5. Students wishing to appeal a teaching unit action or recommendation may do so as outlined in Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, or Medical Student Rights and Responsibilities. Such complaints must normally be initiated no later than the middle of the semester following the one wherein alleged violations occurred. Exceptions shall be made in cases where the involved instructor or student is absent from the University during the semester following the one wherein alleged violations occurred.

History of Approval

Original Document:

Academic Council, Nov. 4, 1969

Academic Senate, Nov. 19, 1969

Revisions

Academic Council, May 19, 1976

Academic Council, Feb. 27, 1996

Academic Council, April 19, 2005

Appendix 2: RCS Criteria for TA's Levels 1, 2, 3

Level 1: MA student with less than one-year experience as a graduate assistant/ TA.

Level 2: MA student with one (1) year (or more) experience as a graduate assistant/TA.

Level 3: PhD student with successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled, and at least **six (6) semesters** of experience as a graduate RA/TE at Michigan State University, or equivalent.

The definition of equivalent experience as an RA/TE is left to the discretion of the chairperson of the appointing unit, but it is expected that only experience in research-oriented assignments will count toward the six semesters of experience as an RA. (Consistent with current practice, ¼ time and ¾ time appointments count the same as ½ time appointments, and Summer Semesters count the same as Fall and Spring Semesters.)

Appendix 4: Suggested Timetable for Professional Development

YEAR/ACTIVITY	TEACHING	RESEARCH	SERVICE
Every year	Keep a diary evaluating the materials used in the courses you teach; compare them with competing materials. Suggest improvements and modifications in the courses you teach. Learn one new computer program or computer-aided teaching technique.	Check current issues of periodicals twice a year; browse to discover new books in your fields of interest. Each semester, read one work in general literature, and one in critical theory (or cultural studies or linguistics) not required.	Volunteer to help with a departmental or college activity or serve on committees

First	Find out about other teaching opportunities: our study abroad programs, our K-12 French outreach, CLEAR, the English Language Center, IAH, CELTA. Take notes on what works well, and how.	Join a professional association where membership includes a subscription to a scholarly journal.	Volunteer to work for <i>Tropos</i> (our scholarly and creative journal in Romance Studies); volunteer to help with the French extra-curricular activities; volunteer with MIWLA
Second	With the Coordinator's advice and consent, introduce some brief original elements to your classes (media, website, D2L, information about your own Francophone culture, if possible, visitors). Looking ahead, seek to teach outside RCS	Attend a meeting of a professional association. Looking ahead to your third year, propose a talk that you would deliver there. Many meetings have sections devoted to graduate students.	Looking ahead to your third year, seek election or appointment to a departmental, college, or graduate student committee, COGS, or your union. Otherwise, seek to address such a committee (perhaps as part of a student delegation) about one of your concerns. Or at least, attend a key meeting
Third	Ditto; participate in the mentoring program with a faculty member. Ask to teach a 300- level	Propose a book review. Continue activities above.	
Fourth and fifth	Ditto; looking ahead, draft some course plans for your future job—both in 100-200, and upper-level classes	Propose a scholarly article. Continue activities above.	Ditto; volunteer to help with organize lectures and conference sections.

Appendix 5: Grad Info/ GradPlan / Grad Audit/ Degree Audit

Approver Roles:

- **Form Checker** – this is often the graduate secretary(s) in the student's major.
- **Committee** – this is the student's selected committee members.
- **Program Signer** – this is often the student's major department, school or program's chair/director based on the student's 4-digit GradInfo program code.
- **College Signer** – this is a signer representing the major's college dean's office.

GRADINFO

Only accessible to staff. Graduate Secretary/GPD enter the following info:

- Committee members (for both PhD and Master's students)
- RCR information
- Placement information once student has graduated
 - GradInfo can be used to retrieve general data on a graduate program (completion statistics, demographics, etc)
 - GradInfo is the portal through which GradAudit can be accessed

GRADPLAN

Only accessible to the student. Student enters the following info:

- Committee members
- Ph.D. degree plan courses
- Tentative dissertation subject
- Subject of comprehensive exam
- Information regarding use of human or animal subjects
- Information about using hazardous substances in research
- Additional notes regarding research (if applicable)
- Language requirement (if applicable)
- Specialization or Certification information (if applicable)
- Additional notes regarding other requirements (if applicable)
- IRB # (if applicable) (Added after plan is official)
- Dissertation title for official transcript (Added after plan is official)

GRAD AUDIT

Only accessible to staff. Graduate Secretary/GPD enter the following info:

- Completion date of comprehensive exam
- Date defense exam was successfully completed
- Request comp exam extension (if applicable)
- Request program extension (if applicable)
- Approve\Deny language requirement (if applicable)

- Graduate School signs off if student has successfully submitted dissertation
- If all department requirements are met graduate secretary/GPD signs off on the student's GradPlan

DEGREE AUDIT

Only accessible to staff. The degree is conferred in Degree Audit (recommended to have more than 1 level of approval) –

- Program-level or Department-level individual enters a conferral decision in Degree Audit.
- College-level individual (optional level) reviews previous entries &/or makes the first entry on a student.
- College with FINAL approval-level reviews previous entries &/or makes the first entry on a student.

Appendix 6: Responsible Conduct of Research

The attached model plan for RCR training was worked out between the Graduate School and the Office of the Vice President for Research and Graduate Studies, in consultation with the college associate deans for graduate education. It will provide the template for all academic units at MSU, replacing the template developed by the Graduate School and OVRPGS in 2009. As in the past, departments, programs, and/or colleges will be expected to provide their own more specific plans building from this template.

MSU Responsible Conduct of Research Plans

Training in the Responsible Conduct of Research is essential in the preparation of future scholars and professionals. An understanding of the issues concerning the conduct of research in an increasingly complex world has become critical in successfully navigating the research landscape. To help prepare Michigan State University graduate students for their future scholarly work, a plan for providing the foundation of responsible conduct has been developed in coordination with the Graduate School, the Vice President for Research and Graduate Studies Office, and college associate deans for graduate education. The plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion. It is the belief that this plan will provide a foundation for all graduate students as well as others pursuing a career in research and will offer the basic information to meet most, if not all, federal agency granting requirements. The plan below represents the basic university plan. Each department/program or college will develop a plan that at a minimum incorporates these university-level requirements.

The Graduate School RCR Workshop series may be used to help fulfill both the annual refresher and discussion-based training requirements.

*Students who are supported by NSF, NIH, or USDA grants may be required to complete additional specific training; they must meet the timeline and content requirements of training for that grant.

*Students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting IRB or IACUC approvals. These modules may be completed as part of the training requirements below, or in addition to them, depending on the department/program or college plan.

All graduate professional, master's and doctoral students

1) Year 1

All new graduate and graduate professional students will complete 4 CITI online modules within the first year of enrollment in their program: *Completion of this requirement will be tracked in SABA*

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

2) Discussion-Based Training

All graduate and graduate professional students must complete a minimum of 6 hours of discussion-based training prior to receiving their degrees. These hours can be completed at any point in the graduate program, including during the first 2 years (e.g., as part of a course), or as part of the ongoing training requirement (for doctoral students). Specifics about the number of hours required, the content, and the timing of this training will be defined in the individual department/program or college plan. *For master's Plan A and PhD students completion of this requirement will be recorded by the department in GradInfo as "Initial" training.*

Master's plan A and doctoral students

In addition to 1 and 2 above, master's plan A and doctoral students will complete:

3) Year 2

Within the first 2 years of enrollment in their program, master's plan A and doctoral students will complete 3 additional MSU online training modules, to be selected from the following list. Specific requirements for course selection may be defined in the individual department/program or college plan.

Completion of this requirement will be tracked in SABA.

- CITI Collaborative Research
- CITI Conflicts of Interest
- CITI Data Management
- CITI Financial Responsibility
- CITI Mentoring
- CITI Peer Review

- IACUC Tutorial for Animal Care Training (in <http://Train.ORA.msu.edu>)
- Human Research Protection/ IRB Certification (in <http://Train.ORA.msu.edu>)
- Rigor and Reproducibility Course (in production)

In addition to 1, 2 and 3 above, doctoral students will complete:

4) Annual Refresher Training

Starting in year 3, all doctoral students must complete 3 hours of annual refresher training; this can include discussion-based training and online courses beyond the 7 required in basic training. Specifics about the number of hours required, the content, and the timing of this training will be defined in the individual department/program or college plan. *Completion of this requirement will be recorded by the department in GradInfo as “Annual” training.*

Appendix 7: Disability and Reasonable Accommodation Policy

The Disability and Reasonable Accommodation Policy prohibits discrimination and harassment against a qualified individual with a disability. The Policy describes the process for seeking reasonable accommodations to ensure equal employment opportunities and equal access to University programs, services, and facilities.

- [Disability and Reasonable Accommodation Policy](#)
- [Accommodation Appeal Form](#)

Appendix 8: Digital Accessibility Policy

Policy Number: UW-08-01

I. Policy Statement

Michigan State University is committed to providing equitable access to University programs, services, and information while enhancing inclusion for the broadest possible audience. This policy establishes minimum standards for the accessibility of information and communication technology to meet this commitment and ensure compliance with applicable laws and regulations including the Americans with Disabilities Act.

The goal of this policy is to achieve digital accessibility proactively. This policy reflects MSU’s aspiration and intent to live the University’s core values of collaboration, equity, excellence, integrity, and respect and the University’s commitment to eliminate barriers to access, challenge discrimination and bias, and address past and present inequalities.

II. Scope

This policy applies to all information and communication technology acquired, developed, distributed, used, purchased, or implemented by or for the University and used to provide University programs, services, or activities.

III. Definitions

Assistive technologies are any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Information and communication technology means any electronic system or equipment, and content contained therein, used to create, convert, communicate, or duplicate data or information. The intent of this definition is to capture an inclusive spectrum of current and emerging technology. Information and communication technology includes but is not limited to websites, web applications, desktop and mobile applications, e-texts, digital signage, digital files, social media, multimedia, and other web-delivered content and documents.

Equally Effective Alternative Access Plans (EEAAPs) are documented plans for providing equivalent alternatives when information and communication technology cannot be made directly accessible to persons with disabilities.

Legacy Content is content contained within a website or another piece of information and communication technology which has not been revised since the date a new set of technical guidelines was adopted.

Personal websites are websites about a specific individual which are not used for any university programs, services, or activities. To be considered personal in nature, a website cannot contain resources required for use by students or employees.

Technical guidelines are the version of the Web Content Accessibility Guidelines posted at <https://webaccess.msu.edu/policy/technical-guidelines>.

Timely remediation means resolving issues preventing access to information and communication technology within the time period defined by the Office of the ADA Coordinator. This time period may vary depending on issue severity.

University programs, services, or activities include but are not limited to teaching, learning, advising, research, outreach, employment, advancement, entertainment, medical services, and other official functions of the university.

IV. Policy

All University information and communication technology must fully meet the technical guidelines set forth at <https://webaccess.msu.edu/policy/technical-guidelines> unless granted an exception by the Office of the ADA Coordinator.

*French Graduate Handbook
Romance and Classical Studies
Michigan State University
2023-2024 edition*

[Last Update: August 14, 2024]