



Ph.D. in Literature

*University of Notre Dame*  
*Graduate Student Handbook*

**2014–2015**



# Introduction

This Handbook provides students enrolled in the Ph.D. in Literature Program an overview of the degree program, its structure and requirements, as well as the specific rules and procedures that ensure the orderly pursuit of its goals and fulfillment of its purposes. Students interested in applying for admission to the program are strongly encouraged to read this handbook to obtain a better understanding of the program.

While this Handbook is meant to serve as a general description of—and a basic guide to—the Ph.D. in Literature Program, it does not attempt to provide a comprehensive account of all pertinent regulations and procedures. Students enrolled in the program, therefore, also need to read and consult the most recent editions of *du Lac: A Guide to Student Life*, the *Graduate School Bulletin of Information*, the *Academic Code of the Graduate School* and the *Graduate and Professional Student Handbook* that spell out in detail all the policies and procedures of the Graduate School at the University of Notre Dame.

Should there appear to be any differences or conflicts between the Ph.D. in Literature Program guidelines and Graduate School regulations, the regulations of the Graduate School take precedence—except that the Program’s timeline for completing examinations and requirements takes precedence. To be clear: all requirements except the dissertation are to be completed by the end of the third year.

This Handbook (revised in November 2014) supersedes all previous manuals and handbooks prepared and distributed by the Ph.D. in Literature Program.

# I

## Enrollment, Registration, and Maintaining Good Standing

Once admitted into the Ph.D. in Literature Program students must enroll before each semester at the times and locations announced by the University Registrar. (Enrollment dates are published in the Graduate School Calendar.) Continuous enrollment is met normally by enrollment in the University and course registration. Degree students who have completed the program's course requirements must register for at least nine credit hours per semester, including the final semester or summer session in which they receive their degree. These students may be considered full time whether or not they are in residence.

All students register for at least nine credits each fall and spring semester, with a maximum of fifteen graduate-level credits each semester. Students do not normally take courses during the summer except for the intensive study of foreign and classical languages—although students without graduate transfer credit are encouraged to take one class in the summer before and the summer after the first year (see the appendix, “The Ph. D. in Literature in Five Years”). Reading for exams, research, and language preparation are the usual focus of graduate students between semesters.

At least twice a year, before registering for courses, students in the Ph.D. in Literature Program are required to meet individually with the program's director or assistant director. These meetings serve as advising sessions; they provide an occasion for assessing and planning the student's progress.

The Ph.D. in Literature Program considers doctoral studies a full time occupation. Students enrolled in the program may not hold a job, on or off campus, without the express permission of the program's director and the Graduate School. International students are not allowed to be paid by any other job or person unless the funds are coming from the University of Notre Dame.

The program does not normally admit part time students. Exceptions require the consent of the program's director and the faculty in the student's field of specialization.

A full-time student is one who: (1) registers for nine or more credit hours of required course work per semester in the academic year; or (2) has taken fifty-one credit hours required for the degree and is registered for a minimum of nine credits hour. This second category includes both resident and nonresident students.

For exceptional reasons and on the recommendation of the program's director, a student in good academic standing may request a *leave of absence* for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken, and all leaves of absence must be approved by the Graduate School. If at the end of the leave of

absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return. A student who wishes to leave after the semester has begun must withdraw from the university.

To withdraw from the University before the end of the semester, a student must inform the program director and the Graduate School as well as complete the notice of withdrawal in the Office of the Registrar. Upon approval of the withdrawal, the University enters a grade of "W" for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of "F" is recorded for each course.

The minimum residency requirement for the Ph.D. degree is full-time status for eight consecutive semesters (excluding the summer session). The Ph.D. in Literature Program strongly recommends that students remain in residence for the duration of their program. Students who become non-resident forfeit their stipends, unless they leave the university for the purposes of research.

At the University of Notre Dame, continuation in a graduate degree program, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative grade point average (G.P.A.).

### **Assessment of Student Progress**

All students should receive written feedback annually. It is the student's responsibility to elicit this evaluation from the appropriate faculty member. This may come from the advisor, the area coordinator (or faculty member responsible for the area in which the student is working), or the director of graduate studies. If an advisor has serious concerns about a student's academic performance or progress to degree, he or she should communicate this to the student in written form. This should be copied or forwarded to the director of the Ph.D. in Literature Program. If the advisor's recommendation calls into question the student's suitability for the program, the director of the program will issue a warning letter to the student that specifies the concerns and the steps necessary to correct the situation, as well as the consequences of continued substandard academic performance.

If the student's advisor happens to be the director of the Ph.D. in Literature Program, this letter will be then initiated by the chair of the department most relevant for the student's studies. The warning letter should specify a specific date when the student's progress will be re-evaluated. A copy of the warning letter should be sent to the associate dean of students in the Graduate School.

If the student does not meet the stipulations outlined in the warning letter within the timeframe specified, the student will be either put on probation or dismissed from his or her program of study.

### **Graduate Student Status Designations**

There are two status designations available to graduate students: in good standing and on probation. A graduate student can only have one designation, per program, at any given time.

### *In Good Standing*

Graduate students who are enrolled and making satisfactory progress in their program of study are considered in good standing.

### *On Probation*

A student who does not meet the stipulations within the timeframe outlined in the warning letter may be placed on probation. On probation status is intended to offer a student a final opportunity to correct deficiencies in his or her academic progress. Normally, a student will be on probation one or, at most, two semesters.

A student on probation must complete the stipulations outlined in the probation letter within the timeframe outlined or will be dismissed from his or her program of study. Students on probation are ineligible for financial support from the Graduate School (stipend, full tuition, health subsidy, and professional development funds) except for a tuition scholarship that covers eight of the nine credit hours required to maintain full-time status.

While on probation, if a student does meet the stipulations within the timeframe outlined in the probation letter, as decided by the program, the student will return to in good standing status the next semester of enrollment.

### *Probation Initiated by the Graduate School*

In addition to the probation letter initiated by the student's program of study, there are three ways in which a student may be placed on probation by the Graduate School.

These are:

1. A cumulative grade point average below 3.0 in any two semesters;
2. A failure to pass candidacy exams by the end of the eighth semester;
3. Earning a U in research for two consecutive semesters.

Students who are placed on probation by the Graduate School will receive an official letter from the associate dean of students in the Graduate School that informs them of their status change. Dismissal of a Student Failure of a student to meet the stipulations within the timeframe outlined in either the warning letter or the probation letter may lead to dismissal from the program.

*It should be noted that the Ph.D. in Literature Program has stricter and more specific rules. At the end of the first and second years there are reviews which determine whether the student may continue in the program, and the candidacy exams and dissertation proposal defense must be passed in the third year. See the appendix, "The Ph. D. in Literature in Five Years."*

### **Dismissal of a Student**

Failure of a student to meet the stipulations within the timeframe outlined in either the warning letter or the probation letter may lead to dismissal from the program.

A student can be immediately dismissed from his or her program of study for the following reasons without a warning letter or a period of probationary status.

Extreme under-performance:

This dismissal will be applied to a student whose performance is deemed wholly unacceptable by the student's advisor, director of graduate studies, or program faculty. Examples of under performance include: a G.P.A. below 2.5 in any single semester, or below 3.0 for two consecutive semesters; or three consecutive U grades in research.

**Inability to Secure an Advisor:**

In some cases, a student may not be able to secure an advisor. Normally, the student will be given funding for the remainder of the semester in which the student has registered. If the student and the director of graduate studies are unable to find an advisor, the student may be dismissed from the program.

An adequate G.P.A., however, is only one factor taken into consideration in determining a student's qualifications for an advanced degree. A failure to make progress toward degree requirements as outlined in this Handbook will jeopardize a student's standing.

The Ph.D. in Literature Program's criteria for assessing its students' performance include, but are not necessarily limited to, the following: course grades, engaged participation, quality of written work, progress toward degree completion, intellectual maturity, critical sophistication, and teaching ability. The program and the Graduate School annually evaluate each graduate student's overall performance on the basis of these criteria. At the end of the student's first and second years, a committee of two advisory board members and the likely advisor of the student, the director, and the associate director will conduct a review of the student's progress. Students will be asked to submit a portfolio of their work and an account of their research plans (e.g., a draft of exam lists). The portfolio will include transcripts, all course papers with the instructors' comments, plan of future courses and research direction, CIFs for second year students and any teaching evaluations (from Kaneb Center or faculty), and for second year students the Ph. D. qualifying exam book list and rationale. The review committee will meet with the student and then determine progression in the program (a majority vote is required for permission to proceed). A student must be in good academic standing to be eligible for new or continued financial support.

The program's director may place a student on restricted financial eligibility or academic probation (a warning that the student has lost good standing and faces possible dismissal).

The program reserves the right to dismiss a student who fails to maintain academic good standing or who, in the collective judgment of the faculty, has little or no chance of successfully completing the program.

## II

# Structure and Requirements of the Ph.D. in Literature Program

The *raison d'être* of the Ph.D. in Literature Program is to enable and foster trans-national, multilingual, and interdisciplinary approaches to the study of literature. Its success depends on its degree program being simultaneously rigorous and flexible. Careful planning, regular advising sessions with the program's director, and frequent consultation with faculty members from various departments are essential to ensure that a student pursues the right path to the completion of the doctorate and a successful scholarly and academic career.

### Coursework

The program requires its students to complete a minimum of 51 credit hours from regular graduate courses. Students who have obtained credits for graduate courses taken after their undergraduate degree and prior to entering the program may be allowed to transfer a maximum of 6 credit hours. Students who have completed an M.A. before entering the program may be allowed to transfer a maximum of 24 credit hours. The transfer of credit hours is not automatic and requires the approval of the program director and the Graduate School.

Credit toward the degree total (51) will not be given for work that earns a C or below or for an S grade. To be clear, a student must earn a grade of A or B for the class credit to be counted. Further, elementary language courses will not be counted toward the 51 sum. Please consult the director to determine whether intermediate language courses will be accepted.

During their first three semesters students are required to take the program's two basic courses: (a) the course in literary and critical theory and (b) a course in literature that exemplifies transnational and/or interdisciplinary approaches to literary studies. Courses that fulfill the latter requirement will be defined by the program director.

Every student in the PhD in Literature program must be registered for a minimum of nine credits per semester. During the period of coursework (the first three to five semesters), these credits should be content-oriented courses that will fulfill requirements or serve to meet a programmatic need of the student. After this time, these credits may be fulfilled by exam preparation or dissertation supervision, adjusting these variable-credit courses up to nine credits.

All students are also required to take two courses in disciplines other than literature. This requirement is typically fulfilled by taking courses in philosophy and theology, though exceptions may be made under circumstances where other fields are especially relevant to a student's research and with the program director's approval.



Students are required to fulfill three credits in the area of professional development. In the first year, students will enroll in the course “Learning the Profession” (LtP). Students may opt to take this course on an S/U basis, in which case the credits earned will not count towards the 51 credits of coursework required by the program. The content of this course will include preparation for entering professions in academia and will also discuss other career options. This course will also provide a forum for students entering the job market to practice their job talk and other critical skills. The Associate Director of the PhD in Literature will monitor student progress as they attend a series of practically oriented workshops and also concurrently work to obtain at least one teaching certificate through the Kaneb Institute. Partial fulfillment of this requirement may also be met by enrolling in the Foreign Language Teaching Methodology Course offered by Romance Languages, the Practicum on Teaching Writing offered by the English Department, or a comparable course.

During their first year of studies in the Ph.D. in Literature Program, students will work closely with the program director to define their primary and secondary fields or areas of interest. These areas should be defined by the end of the second semester. This will enable them to choose their courses in a coherent manner so that in the years devoted to coursework they will be able simultaneously to broaden and deepen their knowledge in their main fields of interest. There are many different ways to define and structure one’s area of specialization and related fields. These fields of interest may be organized, for example, around historical periods (e.g., late antiquity, medieval, Renaissance, Enlightenment, fin de siècle, etc.), genres (e.g., epic, tragedy, comedy, the ancient and/or modern novel, etc.), literary movements (e.g., modernism, symbolism, the avant-garde, etc.), literary traditions and languages (e.g., ancient Greek, Irish, Latin, Francophone, Spanish, German, Italian, etc.), geographical areas (e.g., Caribbean, Latin America, Africa), interdisciplinary relations (e.g., philosophy and literature, religion and literature, socio-political aspects of literature, etc.), literary theory and criticism. These are just some conventional examples, used here by way of illustration, but there are many other imaginative and creative ways to define one’s interests and their combinations—and the Ph.D. in Literature Program is sufficiently flexible to accommodate a wide range of them.

Given the special nature of the program and its encouragement of a variety of pursuits, a student may need to take an “independent study” course with a particular faculty member. Not more than three such courses may be taken by any individual student, and not more than one in a given semester. In order for such courses to be formally recognized, a course description (including a rationale, reading list, and definition of the work that will be assigned) signed by student and instructor must be provided to the program director before the start of the semester. Once it is approved by the program director, the course will be listed with the Registrar and a formal grade must be given by the instructor for the student’s work at the end of this course.

Students are strongly discouraged from taking incompletes. A student is allowed no more than one incomplete per semester. Students wishing to take an incomplete must first obtain permission from the program director, and then from the instructor. The student and instructor should agree on a date for completion of work. Upon completion of all work, the instructor will submit a change of grade form. If a student fails to complete the work for an incomplete by the 30 day deadline set by the Graduate School, the incomplete grade will be changed to an F.

All students are expected to utilize the Program Requirements Form (which should be prepared for advising meetings) and to submit this document to the program director on an annual basis.

The program encourages interdisciplinary study but emphasizes that students must demonstrate strong competence in their primary field. This can be accomplished in part by pursuing an MA in one of the languages and literature departments. Additionally the student will need to pass the qualifying exam that is the equivalent of a doctoral exam in a language and literature department. For example, those students concentrating on classics must take the comprehensive exam in Greek and Latin texts (translation and interpretation) analogous to the Ph.D. qualifying exams in traditional classics departments. The program maintains sample reading lists for the classics examination.

## **Languages**

All students in the Ph.D. in Literature Program are expected to be able to read and conduct research in English and at least two other languages. Any of these languages may be defined as the primary language. If the language of the major area of study is English, then near-native competence must be demonstrated in the secondary languages.

Students are minimally required to demonstrate near-native proficiency in the language of their major area of study and a scholarly reading knowledge in an additional language. The language skills required will vary according to the individualized program of study. Language requirements are designed to provide a rigorous base for in-depth study of two or more literary traditions and to ensure that students will successfully compete for placement in national literature departments as well as interdisciplinary programs.

All language competencies must be certified by faculty in the pertinent academic departments and must satisfy appropriate disciplinary criteria. Proficiency can be demonstrated by an appropriate combination of the following: successful graduate level course work in selected language, graduate level scholarship (research and writing), and verbal mastery demonstrated in conversation with faculty experts. In cases where, for one reason or another, proficiency in a language cannot be demonstrated by the above methods, a faculty panel will administer an examination composed of written, oral, reading, and translation components.

In most cases, students should be able to demonstrate their language skills at the time of admission to the program. Primary language proficiency must be demonstrated by the beginning of a student's third semester of residence. Proficiency in an additional language must be demonstrated by the end of the fifth semester of residence.

## **Professional Development Requirements**

### **Responsible Conduct of Research and Ethics Training**

As part of its holistic approach to graduate education, the Graduate School requires of all Ph.D. students a three-hour workshop on ethics as part of the training program in the Responsible Conduct of Research and Ethics. All students supported by federal grants must be certified in accordance with national guidelines and the policies of the Office of Research. For more

information, please see the ethics page under the professional development section of the Graduate School website at [http://graduateschool.nd.edu/professional\\_development/ethics](http://graduateschool.nd.edu/professional_development/ethics).

**John A. Kaneb Center for Teaching and Learning**

<http://kaneb.nd.edu/>

The Kaneb Center stimulates scholarly reflection and conversation about teaching, and supports adoption of practices that enhance learning. Students are encouraged to take workshops and gain certificates in *Striving for Excellence in Teaching, Teaching Well Using Technology, and Professional Development Series*

# *Examinations*

## **A. The Ph.D. Candidacy Exam**

### **Guidelines and Procedures**

1. Students enrolled in the Ph.D. in Literature Program are required to take the Ph.D. Candidacy Examination in November of their third year. For those who entered without an MA and consequently have not finished 51 credits, the exam is to be taken in January of their third year. No service or teaching is required in fall semester of the third year so that the student may devote his or her energies to the preparations for the exam.

2. The candidacy exam is comprehensive in nature, covering the student's primary and secondary fields of specialization as well as the specific area of concentration of her/his intended doctoral dissertation. To pass the candidacy exam, a student has to demonstrate a solid knowledge of the major body of literature, critical methods, and the pertinent theoretical works of her/his fields of study.

3. The candidacy exam is based on three reading lists: one devoted to the student's primary field, another to her/his secondary field, and a third to his/her specific area of concentration. The written portion of the exam consists of three separate three-hour sessions administered on consecutive days—one for each of the areas covered by the reading lists. Once completed, these are followed by an oral examination in which the examining committee questions the student for a minimum of ninety minutes.

4. The student is responsible for drafting a candidacy exam proposal that includes, in addition to the three reading lists, a statement (of 750 to 1000 words) explaining the reasoning behind the compilation of the reading lists, their coherence, and relation to each other.

In keeping with the interdisciplinary and transnational character of the Ph.D. in Literature Program, the compilation of the exam reading lists may be guided by different organizing principles, such as historical period, genre, theme, or theoretical and critical issues. In addition to the primary texts, all lists should include the major scholarly works associated with them.

The primary field list should include approximately 75 titles, while the secondary lists should include around 50 titles each.

5. By December of the second year *and preferably earlier*, the student will have contacted a faculty member willing to chair her/his exam committee. Following the advice of the committee chair, the student will then contact two additional faculty members to serve on the exam committee.

6. After discussing the drafts of the reading lists and rationale with all three members of the exam committee, the student will prepare a final version incorporating any modifications they might suggest. The student will then submit the revised materials to the exam committee chair for final approval.

7. At least six months before taking the exam (typically March of the second year), the student will: (a) provide the director of the Ph.D. in Literature Program with a copy of the approved exam reading lists and rationale, and (b) inform the program director in writing of the dates on which she/he intends to take the exam. (The exam dates will have been agreed upon beforehand by the student's exam committee members.)

8. The chair of a Ph.D. candidacy examination prepares the written portion of the exam in collaboration with the other two members of the committee. The precise format of the exam will be determined by each individual committee. A committee may decide to divide an exam session into two sections, asking the student to choose a question from each section devoting equal time to each. Another committee might prefer to ask the student to devote two hours to one question and an hour to another. It is important, however, that the chair of the exam committee inform the student in advance of the general structure of the exam.

9. The Ph.D. in Literature Program office needs to receive the examination papers from the chair of a candidacy exam committee at least two weeks before the date of the exam. The program office will administer the exam on the pre-established dates and will also make the necessary logistical arrangements for the oral component of the exam.

10. The program office will provide each exam committee member with a copy of the student's written answers in the days immediately following the written portion of the exam.

11. The oral portion of the Ph.D. candidacy exam will be based on the student's exam reading lists and his/her responses to the questions in the written portion of the exam. At the beginning of the oral exam the student is given the opportunity to make a brief statement or some general comments (approximately 10 minutes) on her/his written responses. The oral component can make up for deficiencies in the written exam, but the written portion is more substantial and important. A distinguished performance in the oral component can lift a marginal written exam to the status of a pass but cannot repair a written component which is a clear fail.

12. At the end of the oral session, each committee member will grade the overall performance of the student; i.e. there will be only one final grade based on the combination of the student's performance in both parts (oral and written) of the exam. The committee members will be asked to offer one of two grades: Pass (for a clear demonstration of detailed and substantial familiarity with the set texts and evidence of the critical skills expected of a doctoral student at a relatively early stage of study) or Fail (in cases when candidate fails to demonstrate a mastery of either textual detail or critical argument).

13. The chair of the candidacy exam committee is provided with grading sheets for each committee member that he/she will return with the recorded grades (and any comments that might be added) to the director of the Ph.D. in Literature Program upon completion of the oral exam.

14. Only under exceptional circumstances may the exam be retaken--at the beginning of spring semester third year or for those who took the exam in January the end of spring semester of the

third year. Exceptional circumstances mean that the exam was a near pass, that specific areas of weakness could be identified and addressed, and that the examination committee and the director of the program approve the retaking.

### **C. Exam Protocols**

All written examinations will be taken either in a library carrel or in a room that will be reserved for the purpose by the program's administrative assistant. The University Honor Code applies to all students taking examinations. Students may use computers or write out the examination by hand. Although students are not to consult books or notes during the exam, it is not necessary to remove books from the library carrel. No written materials may be used during the examination.

Students who use computers should submit one electronic copy of the completed examination to the program's administrative assistant. Students who write their examinations by hand must type them up afterwards. The program's administrative assistant will supply the student with a photocopy of his/her written answers and will retain the original. The student must type the examination exactly, making no changes or corrections of any kind. The typed copy must be submitted to the program's office within two working days after the examination.

The Graduate School mandates that only one committee member can participate at a distance (e.g., by webcam, speakerphone, video conferencing, etc.). Exceptions must be approved by the Graduate School.

# *The Dissertation*

## **A. The Dissertation Proposal**

The purpose of the Dissertation Proposal is to enable the student to advance efficiently into dissertation research and writing while receiving substantial guidance from faculty members in the student's area of expertise.

By fall semester of the third year of study, at the very latest, each student is responsible for selecting a dissertation director and assembling his/her dissertation committee, which will consist of two additional faculty members. A student may add one more faculty member to the committee with the approval of the director of the Ph.D. in Literature Program. In warranted cases, a student may include a faculty member from another university, with the approval of the program director. Students should submit a brief rationale and ask the outside faculty member to forward the program director a current c.v.

Students who opt to have dissertation co-directors would still need two additional readers for the dissertation committee. In most cases, the director and committee will derive from the student's Ph.D. Candidacy Examination committee.

Students are required to complete the written and oral components of the Dissertation Proposal by the end of their third year of study at the very latest. Failure to defend successfully the proposal before the last day of classes of the spring semester of the third year will automatically result in loss of funding.

Working in consultation with the dissertation director and committee, the student will formulate his/her dissertation topic and compose a formal proposal that includes: (a) a succinct articulation of the topic or critical and theoretical questions that the proposed dissertation will address; (b) an account of the existing relevant scholarship that contextualizes the research / textual interpretations / historical reconsiderations / critical re-evaluations / theoretical implications of the proposed dissertation; (c) an exposition of the overall structure of the argument that will be developed in the dissertation, the methodology that will be employed, the type of research it will entail, and the significance of the project as a whole; (d) a chapter by chapter outline specifying, among other things, the primary works that will be examined; (e) a bibliography (4-5 pages) of major primary, secondary, and theoretical or methodological works pertaining to the dissertation. The proposal, including the bibliography, should be around twenty pages in length.

The proposal must be submitted to the dissertation director who needs to approve it so that the student will then provide copies of it to the other members of the dissertation committee and to the director of the Ph.D. in Literature Program. It is the student's responsibility to ensure that this process is completed early enough to allow sufficient time for making any revisions requested by the committee members before the proposal is formally defended. (A minimum of 30 days should be allocated to this process.)

After ascertaining that all members of the dissertation committee are satisfied with the proposal, the student needs to schedule its formal defense. Once the student and the committee agree on a

date and time for the formal defense of the dissertation, the program's administrative assistant will book a room for the defense.

The formal defense of the dissertation proposal (that, minimally, is one hour long) provides the student with the opportunity to present the dissertation project in a professional environment and allows committee members to provide the student with substantial guidance and suggestions before he/she embarks on the project. The format of the defense may vary according to the priorities of each dissertation project, but the standard procedure will include a brief (15 minutes) presentation of the dissertation project by the student followed by a round of questions and comments from each committee member.

At the end of the defense, the committee votes to "Approve" or "Disapprove" the student's dissertation project. If the committee votes to "Disapprove," it will also determine if the student needs to submit new written material before defending her/his proposal a second time. Students who do not complete the Dissertation Proposal and have it formally approved by the end of the third year will be deemed ineligible for funding and may be asked to leave the program. On the committee's recommendation and in consultation with the director of the program, students may be allowed to redefend the proposal by September of their fourth year

## **B. The Dissertation**

The purpose of the doctoral dissertation is to demonstrate one's capacity for textual analysis, critical interpretation, literary theory, and research. The best dissertations have a well-defined methodology and focus on a carefully chosen selection of texts. Although there is no precise length requirement, the dissertation has to be a substantial body of work—it is ordinarily expected to be at least 150 pages long.

Though dissertations may differ substantially from one another—for example, some may have a strong theoretical orientation while others may be more historical or philological in nature—they are typically modeled on important books in the field of literary history and criticism. Students wishing to do specialized work (such as a critical edition or computer-assisted research) must first obtain special permission to do so. Students wishing to do a critical edition must demonstrate special preparation in the field of textual criticism and bibliography and must work with a faculty member qualified in the field. They can demonstrate their preparation through course work, through independent study with a member of the faculty, etc. A student desiring to use computer analysis should prepare in a similar fashion.

While writing the dissertation, the student registers for nine credit hours of "Research and Dissertation."

When preparing the final version of the dissertation the student should be guided by the *Guide for Formatting and Submitting Doctoral Dissertations* (available on the Notre Dame Graduate School website) and by the MLA or the Chicago style manual.

Students must submit the text of the dissertation to the director of the Ph.D. in Literature Program during the regular school year in sufficient time that it may be read before the date



specified for dissertation defenses in the Graduate School calendar. The student must supply two or three (depending on the number of readers on the student's dissertation committee) working copies, each complete, easily legible, and mechanically correct. (The dissertation director or co-director is not counted as a reader.) Within three weeks, the readers will read, evaluate, and return the dissertation. There are three possible judgments of the work: (1) Pass, with at most minor corrections to be overseen by the dissertation director; (2) withholding of judgment pending major revision and re-submission to the readers; and (3) Fail, a grade given only if, in the judgment of the reader, the dissertation cannot be salvaged. Two readers must unconditionally approve the dissertation before it may be defended. The dissertation director will inform you of the decision of the readers.

### **C. The Dissertation Defense**

The dissertation defense consists of a 90 minute oral examination and faculty deliberation on the dissertation and the student's field of research. The student may begin the defense with a brief (15-20 minute) statement on the content and significance of the dissertation. The question and discussion period that follows should not last more than one hour. Once the question period is over, all non-committee members will be asked to leave the room. The remaining time is devoted to faculty deliberations about the success of the defense. Students have the option to open defenses to the public or restrict them to the dissertation committee members.

The defense board consists of three voting members: the dissertation director and the two official readers. (In cases where three readers serve on a dissertation committee, all of them are considered voting members along with the dissertation director.) If there are two dissertation co-directors, two additional readers are still required. With a committee of three voting members, a student needs two votes to pass. With a committee of four voting members, a student needs three votes to pass. And with a committee of five voting members, a student needs four votes to pass.

In keeping with Graduate School rules, only one dissertation committee member can participate at a distance (e.g., by webcam or speakerphone). Exceptions must be approved by the Graduate School.

The latest date for defending dissertations in any particular semester is published in the Graduate School calendar.

# III

## Advising

### A. Academic Advising

The director of the Ph.D. in Literature Program acts as the advisor of all students during their first year of residency.

By the end of the second semester in the program, each student should select an advisor from the regular teaching and research faculty of the department that encompasses her/his main area of research interest. Once a faculty member agrees to act as a student's advisor, it is the student's responsibility to consult with the faculty advisor on all pertinent matters, such as, selecting courses, preparing for exams, improving language skills, and long range research plans. It is not unusual, however, that when a student's work becomes more specialized (particularly when formulating a dissertation proposal) a change of advisor will be necessary.

The Ph.D. in Literature program does not award its own master's degree. Students are encouraged to earn a master's degree through affiliated departments when possible. Students who do earn a master's degree while at Notre Dame should be aware of the Graduate School's policy regarding the application of coursework to multiple degrees.

The director of the program will continue to act as the general advisor of all Ph.D. in Literature students. Every student in the program is required to meet with the director or associate director at least twice a year. Students still engaged in coursework should make sure that each of these meetings takes place before course registration. The program director or associate director is responsible for recording the student's successful completion of all degree requirements.

### B. Career Advising

Before the end of their second year in the program, students should begin to consider their career options, in order to pinpoint the direction of their professional development. Discussions with the student's advisor and utilization of the Career Center's assessment tools and workshops are encouraged.

Progression towards the student's ultimate career goals is aided by participation in the Career Center's workshops and meetings with their staff. Students should plan to attend workshops on composing job application materials, such as the CV, and interviewing skills. Additionally, students should attend job talks in related departments whenever possible.

# IV

## Funding

### A. Tuition and Stipends

All students admitted into the Ph.D. in Literature Program receive financial support in the form of tuition scholarships and stipends for living expenses. Following the recommendations of the Ph.D. in Literature Program's admissions committee, some outstanding students admitted into the program may be awarded special fellowships by the university—these fellowships provide higher stipends and include summer funding.

Students in the program receive full funding during their first five years of graduate study, provided they continue to make satisfactory progress and maintain good academic standing. Funding decisions and evaluations of student progress are based on the quality of students' work in courses, exams, proposals, and dissertations, as well as their rate of progress in the Program.

Students are strongly encouraged to apply for outside funding. In order to identify sources of outside funding, students may want to consult, among other things, the *PMLA* September issue and the Stanford Fellowships Awards Database at the Graduate School. The Stanford Database uses criteria specified by the student to compile a list of fellowships and grants for which they are eligible and which are germane to their area of study. Students have successfully competed for internal sources of funding from the Nanovic Institute, the Institute for Advanced Study, the Kaneb Center, and the English for Academic Purposes program.

Following their fifth year of full funding, students in the Ph.D. in Literature Program remain eligible for tuition waivers if they demonstrate progress in the writing of their dissertation. Tuition waivers, however, will cease at the end of the student's eighth year in the program.

Students enrolled in a summer language course at the University of Notre Dame usually have tuition fees waived by the Graduate School.

### B. Summer Funding

Students are strongly encouraged to apply for summer funding from entities both outside and within Notre Dame. All students who apply for such grants are eligible to apply for summer funding from the Ph.D. in Literature Program—except for those students who are already provided with summer funding through special fellowships, such as the Fernández or Presidential Fellowships.

Students applying to the program for summer funding should do so by March 15th. The application should include the following:

a) a short proposal (600-1000 words) describing the summer activity for which funding is being sought and how the activity contributes to the student's progress towards completing the doctoral program

b) a budget

c) copies of grant applications submitted to entities both outside and within Notre Dame.

The amount of summer funding provided by the Ph.D. in Literature Program may vary according to the resources it has available for this purpose in any given year.

It is to the student's advantage to seek additional funding from sources outside the program.

For language study, sources might include the SLA grants from the Center for the Study of Languages and Cultures (<http://sla.nd.edu/>), the Quechua Summer Language Fellowship offered by the Kellogg Institute (<http://kellogg.nd.edu/students/grad/grants/quechua.shtml>), and the Ravarino Italian Studies Travel Scholarship (<http://romancelanguages.nd.edu/undergraduate/italian/ravarinoaward.shtml>). Externally, students should also consider applying for FLAS grants, which are funded by the US Department of Education, but managed by grantee universities (<http://www2.ed.gov/programs/iegpsflasf/index.html>).

For research purposes, sources might include the Nanovic Institute (<http://nanovic.nd.edu/grants-and-fellowships/graduate-students/>), ISLA (<http://isla.nd.edu/for-graduate-students/internal-funding/graduate-student-research-awards-gsra/>), and the American Dream Summer Grant Program (<http://isla.nd.edu/for-undergraduate-students/summer-funding/american-dream-grant-program/>).

These links provided above also contain information about several other fellowships that might be valuable for those seeking additional years of funding related directly to their research.

## **C. Travel to Academic Conferences**

The Ph.D. in Literature Program has funds for subsidizing students who present papers at academic conferences. Students should discuss funding with the program director well in advance of conference trips, even if they anticipate receiving external support.

In all cases of conference and research travel, students should apply first to university funding sources: the Graduate Student Conference Presentation Grants, ISLA professional development grants, and the Graduate School for travel to workshops and seminars. Certain awards are made more than once a year and applications should be made in advance. There is a single application form for all of these sources: <http://graduateschool.nd.edu/forms/professional-development-award-application/>.

The Nanovic Institute also offers Graduate Professional Development Grants, but they have a different application form for their grant submissions: <http://nanovic.nd.edu/grants-and-fellowships/graduate-students/graduate-professional-development-grants/>.

Important things to remember:

- Funds are available but are competitively awarded. Apply as soon as you know you *may* need the funds so you do not miss any deadlines.
- If you receive funding, The *Student Business Travel Certification* form ([http://controller.nd.edu/assets/96083/stdt\\_travel\\_certification\\_rev.pdf](http://controller.nd.edu/assets/96083/stdt_travel_certification_rev.pdf)) must be filled out by the student and signed by the Director. All receipts and requests for reimbursement must be submitted by 60 days after the travel is completed.

# V

## Teaching

The acquisition of pedagogical skills and teaching experience is an integral part of the students' formation in the Ph.D. in Literature Program.

After completing their first year, students in the program are expected to teach—or assist in the teaching of—one course each semester. The specific teaching assignments are determined by the program director after discussions with each individual student and with the department or the coordinator of First-Year Composition for which (and under the supervision of which) the student will teach. Students requesting to act as a teaching assistant should, in addition to consulting the program director, arrange this assignment with the course's instructor of record.

Some departments require students to complete a practicum prior to or during the first semester of teaching. Ph.D. in Literature students with teaching duties are required to participate in all the pedagogical activities, preparation courses, and mentoring sessions of the units they teach for. The credits earned in these practicums do not count towards the coursework requirement for the Ph.D. in Literature. The following is a list of practicums by department:

- Each spring, the English Department offers a 1-credit practicum for teachers of First-Year Writing and Composition courses (ENGL 92001). Students are required to complete this course prior to teaching and are responsible for requesting a seat in the course.
- Film, Television and Theatre offers a 1-credit practicum, "Practicum Teaching Screen Cultures," (FTT 67600) that students take either before or during their first semester of teaching.
- Romance Languages and Literatures offers a week-long introductory seminar before the beginning of the academic year, as well as a 3-credit seminar, "Foreign Language Acquisition and Instruction" (LLRO 63075) each fall semester. This seminar must be taken either before or during the first semester of teaching for Spanish, Portuguese, French, and Italian. Additionally, students are required to register for a 1-credit, language-specific seminar each semester that they teach.

Occasionally, a need arises for a research assistant, in which case the program director may assign a student to assist a department or an individual faculty member in lieu of teaching. Given the importance of acquiring teaching skills, no student will be allowed to serve as a research assistant for more than two semesters.

Fourth and fifth year students who have completed all the program's degree requirements other than the dissertation may apply to teach their own course. Two or three such undergraduate courses are offered by the program each year under the auspices of the College of Arts and Letters. Those wishing to teach such a course need to submit a detailed proposal to the program director at least eight months before the beginning of the semester in which they wish to offer their course. In making his/her selection, the program director will take into consideration the

students' prior performance as instructors (classroom observation reports, Teacher-Course evaluations, etc.), as well as the strength of the proposals.

Outside the departments, the Kaneb Center for Teaching and Learning serves as the primary source for development of teaching skills. They offer workshops, consultations, and self-assessment tools throughout the semester. Students new to teaching should plan to attend the Kaneb Center's TA Orientation prior to the beginning of the fall semester before teaching. All students are strongly encouraged to earn the three certificates offered by the Kaneb Center: Striving for Excellence in Teaching, Teaching Well Using Technology, and Advanced Teaching Scholar.

The Graduate School, the College of Arts and Letters, and the Kaneb Center award a number of university teaching fellowships on a competitive basis to students at advanced stages of their dissertation. Detailed information is available on their respective websites and the Ph.D. in Literature Program office assists students in applying for these fellowships.

# VI

## The Ph.D. in Literature in Five Years

- Year 1
- 1) Course Work (total of 51 credits [16 seminars+Learning the Profession]) 4 courses each semester; students, especially those without an MA, are encouraged to take one course in the summer before and one in the summer after the first year of study; course work is less for those with an MA whose coursework is approved for transfer; those without an MA are strongly encouraged to pursue an MA from the appropriate Notre Dame department).
  - 2) Transferring of MA credits (January)  
Provide official transcripts and official translations, if needed.
  - 3) Take teaching practicum in spring semester if assigned to teach First-Year Composition in second year.
  - 4) Register for “Learning the Profession” course in fall and spring, 1.5 credits each.
  - 5) Take required courses in literary criticism and world literature.
  - 6) Those planning to teach a Romance language in the next fall may elect to take the Foreign Language Acquisition and Instruction course.
  - 7) End of first year review (late April) with a committee of two advisory board members and the likely advisor of student, the director, and the associate director. This committee will determine progression in the program (a majority vote is required for permission to proceed).
- Summer 1
- 1) Take a theology, paleography, philosophy, or other graduate level course.
  - 2) Language study, usually abroad, if ahead in credits and as needed.
- Year 2
- 1) Course Work (4 courses and, for Romance language students, teaching methodology and practicums each semester); coursework should be finished (51 credits).
  - 2) Refine definition of field(s) of specialization; finalize the candidacy exam committee; develop exam lists in consultation with advisor and committee.
  - 3) End of second year review (late April) with a committee of two advisory board members and the likely advisor of student, the director, and the associate director.



This committee will determine progression in the program (a majority vote is required for permission to proceed).

- Summer 2      1) Study for Ph. D. candidacy exams to be written and oral taken in September of third year.
- Year 3          1) Qualifying Ph.D. Candidacy exam in November.
- 2) Finish course work in fall only for those who entered with no MA; qualifying exam for these students deferred to January.
- 2b) Only under exceptional circumstances may the exam be retaken --at beginning of spring semester third year or for those who took the exam in January end of spring semester. Exceptional circumstances mean that the exam was a near pass, that specific areas of weakness could be identified and addressed, and that the examination committee and the director approve the retaking.
- 3) No service or teaching required in spring semester so that the dissertation proposal can be defended by May of third year.
- 4) Early in the third year apply for summer funding for research abroad as needed.
- Summer 3      1) Research abroad as needed.
- Year 4          1) Continue writing dissertation throughout fall and spring semesters.
- 2) Take "Writing for the Profession" practicum (offered in collaboration with the English Department).
- 3) Apply for external fellowships.
- 4) Submit proposal(s) for conferences drawing on dissertation research.
- 5) Plan for one or more articles drawn from dissertation.
- Summer 4      1) Work on dissertation/Research abroad as needed.
- Year 5          1) Complete dissertation.
- 2) Submit article(s) to a journal.

- 3) Apply for teaching fellowships. Apply for jobs and postdocs.
- 4) Take “Job Market” practicum (offered in collaboration with the English Department).

# VII

## Grievance Procedure

Students who wish to file a grievance on academic matters related to the Ph.D. in Literature Program may begin by seeking advice from the associate dean of the Graduate School who serves as academic counselor before beginning a formal process within the program or an appeal to the dean. Students should bring the grievance to the program director, unless the program director is the subject of the grievance—in which case the associate dean of the Graduate School will handle the grievance.

The program director may, in consultation with the student, attempt to resolve the grievance personally. In the event that the problem is not resolved to the student's satisfaction, the program director will appoint a committee of three faculty members from the program's advisory board to evaluate the grievance. The student will then submit the complaint in writing to the grievance committee. The complaint should be very specific as to the nature of the problem, the date or dates in question, and the specific relief sought. The grievance committee may take testimony from the complainant, the program director, the student's academic advisor, and any faculty associated with the complaint. The committee will deliberate and submit a written report to the program director within thirty days of its appointment. The committee's decision is final within the Ph.D. in Literature Program, but can be appealed by the complainant to the Graduate School, consistent with procedures described in the *Graduate School Bulletin*.

### **GRADUATE STUDENT APPEAL PROCEDURE (Approved by the Graduate Council, Nov. 16, 2005)**

#### **1. Preamble**

The purpose of this procedure is to afford graduate students at Notre Dame the opportunity to resolve complaints dealing with academic issues such as dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), and other program decisions that terminate or impede progress toward the degree.

This procedure is not to be used to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), of academic fraud (see the 'Academic Integrity' section of the *Graduate School Bulletin of Information*), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

This procedure is provided for continuing and returning graduate students in the Graduate School. It is not to be used by applicants for admission or by students in the Mendoza College of Business, the Law School, the School of Architecture, or the ESTEEM program.

## **2. Program Resolution Process**

Conflicts should be resolved at the lowest level, i.e., within the student's program, according to grievance procedures specified in the program's graduate student guide. Programs are required to develop a formal grievance procedure approved by the Graduate School.

For complaints originating in the student's program, the student must first attempt resolution within the program by following the program's grievance procedure. If a mutually satisfactory resolution cannot be reached at the program level, the complaint may be brought to the Graduate School.

## **3. Formal Appeal Procedure to the Dean of the Graduate School**

Complaints must be initiated by a written statement from the student to the associate dean of students in the Graduate School, indicating the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important and the relief requested. The associate dean will request from the department chair (or chair of the program's appeal committee) a description of the results of the program's resolution process.

Grounds for formal appeal include procedural error, violation of official policy by academic or administrative personnel, or special mitigating circumstances beyond the student's control that were not properly taken into account in a decision affecting the student's academic progress.

The complaint must be sent to the Graduate School's associate dean of students within 30 calendar days of the department's resolution. The associate dean will then convene a meeting of an *ad hoc* academic appeals committee, composed of three faculty members chosen by the associate dean, two of whom will be current members of the Graduate Council (one from the student's college and one from outside the student's college) and one of whom will be from the student's college but not a member of the Graduate Council. The committee will also include one non-voting graduate student. This student may either be one of the current Graduate Student Union representatives to the Graduate Council or a substitute from the appellant's college selected by the associate dean from a pool of students identified by the Graduate Student Union. The committee will be chaired by the associate dean, who does not vote. At the student's request or by request of the committee, the appeals committee will also meet with the student. The committee may also meet with other individuals involved.

The appeals committee will make a written recommendation to the dean of the Graduate School within 30 calendar days of receipt of the appeal. The dean may or may not accept this recommendation, but in either case, he or she will respond to the appeal in writing within 30 calendar days of receipt of the committee's recommendation. All deadlines may be extended in extenuating circumstances. The dean will send a copy of this letter to the department chair. The judgment of the dean of the Graduate School is final.

Students who have been dismissed from their program cannot register or complete the ND Roll Call process for subsequent semesters, including the summer session, during the appeal process.

#### **4. Policies on Harassment and Other Aspects of Student Life**

Sexual and discriminatory harassment are prohibited by the University. Definitions and policies regarding sexual harassment, discriminatory harassment and other aspects of student life and behavior are described in du Lac, which is the University's description of student life policies and procedures. Students in the Graduate School must abide by those portions of du Lac which explicitly refer to graduate students or to the Graduate School. Copies of du Lac are mailed to all continuing students at the beginning of the fall semester, and may be obtained from the Office of Residence Life, 315 Main Building.

##### **Discriminatory Harassment**

###### **Policy**

The University of Notre Dame believes in the intrinsic value of all human beings. It is, moreover, committed to the full peaceable participation of all its members in the educational endeavor it fosters. This is the reason that the University prohibits discriminatory harassment as defined below. The University is also committed to the free expression and advocacy of ideas; it wishes to maintain the integrity of this commitment as well. For this reason, cases of verbal harassment are defined here with great caution. Harassment in general is prohibited elsewhere in the University's regulations.

###### **Definition**

For purposes of this policy:

###### **A: Harassment**

Harassment is any physical conduct intentionally inflicting injury on the person or property of another, or any intentional threat of such conduct, or any hostile intentional, and persistent badgering, addressed directly at another, or small group of others, that is intended to intimidate its victim(s) from any University activity, or any verbal attack, intended to provoke the victim to immediate physical retaliation.

###### **B: Discriminatory Harassment**

Conduct as described in A., above, constitutes discriminatory harassment, if, in addition, it is accompanied by intentionally demeaning expressions concerning the race, gender, religion, sexual orientation, or national origin of the victim(s).

###### **Prohibition**

All discriminatory harassment is prohibited.

###### **Administration of Policy**

It is appropriate to report any allegation of discriminatory harassment to the authorities of the University. The ways available for doing this are as follows:

###### **A. Students**

An alleged incident of discriminatory harassment by a student toward another student that occurs outside a residence hall is to be reported to the Office of Residence Life and shall be handled in the same manner as other violations of University rules and regulations. (See section of du Lac entitled University Disciplinary Procedures.)

Likewise, any alleged incident of discriminatory harassment by a student toward a faculty member or staff member is to be reported to the Office of Residence Life. Any alleged incident of discriminatory harassment by a student toward any other student that occurs in a residence hall is to be reported first to the Rector and in consultation with the Office of Residence Life, a determination shall be made as to whether the allegation should be handled at the hall level or whether the matter should be referred to the Office of Residence Life.

#### B. Faculty

An alleged incident of discriminatory harassment by a faculty member is to be reported to the chair of the academic department, or, in cases involving the chair, to the dean of the college. If the matter cannot be resolved at the department or college level, it is to be referred to the Provost's Office.

#### C. Staff

An alleged incident of discriminatory harassment by a staff member is to be reported to the Director of Human Resources, and shall be handled by the Office of Human Resources in the same manner as any other violation of University rules and regulations as outlined in the University Human Resource Manual.

#### D. Administration

An alleged incident of discriminatory harassment by an administrator is to be reported to the appropriate superior officer of the person involved.

#### E. Ombudsperson

Notwithstanding the above, a person alleging discriminatory harassment may choose to report the incident to the University ombudsperson. This is to be a member of the University community selected by the President, in consultation with the other officers of the University, for that task. The ombudsperson, after taking information of the incident, is to help the complainant handle the matter, either by informal conciliation, or by helping the complainant proceed with the reporting procedure described above. A student may contact the Graduate School to obtain the name and office of the current University ombudsperson.

### **Existing University Rules and Regulations**

This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.

### **Sexual Harassment**

#### **Policy**

The University of Notre Dame prohibits sexual harassment by all faculty, staff and students. Sexual harassment by any faculty, staff or student is a barrier to the educational, scholarly and research purposes of the University of Notre Dame and is a violation of law and University policy. The University of Notre Dame affirms its commitment to maintaining a learning and working environment which is fair, respectful and free from sexual harassment. To these ends, the following sexual harassment policy has been adopted.

## **Definition**

The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activity; 2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

## **Administration of Policy**

### **A. Students**

An alleged incident of sexual harassment by a student toward any other student or faculty or staff member should be reported to the Vice President for Student Affairs and shall be handled by the Office of Residence Life in the same manner as any other violations of University rules and regulations.

### **B. Faculty**

Any incident of sexual harassment by a faculty member toward any student, staff personnel or other faculty member shall be reported to the Provost's Office, and shall be handled by the Provost's Office. If a formal charge is to be filed, it shall be administered in the same manner as a charge for Serious Cause for Dismissal as outlined in the Academic Articles.

### **C. Staff**

Any incident of sexual harassment by a staff member toward a student, faculty member or other staff member, shall be reported to the Director of Human Resources, and shall be handled by the Human Resources Office in the same manner as any other violation of University rules and regulations as outlined in the University Human Resources Manual.

### **D. Confidentiality**

Sexual harassment is a particularly sensitive issue which may affect any member of the University community. The right to confidentiality of all parties involved in a sexual harassment charge shall be strictly adhered to insofar as it does not interfere with the University's legal obligation to investigate allegations of sexual harassment when brought to the University's attention, and to take corrective action.

### **E. Resolution**

A sexual harassment charge may result in a finding that no action is warranted, or may be handled through; 1) informal resolution, 2) reprimand, 3) disciplinary sanction, or 4) termination or expulsion.

### **F. Non-Retaliation**

Any attempt by a member of the student body, staff or faculty to penalize in any way, a person bringing a sexual harassment charge, or any other form of retaliation, is prohibited and will be treated as a separate incident to be reviewed in its own right.

#### G. Protection of the accused

- (a) In cases under III (B.) or III (C.) during the investigation and before formal charges, the accused will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations, and given the opportunity to respond.
- (b) In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it was damaged by the proceeding.
- (c) A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of the University's disciplinary procedures from official reprimand to dismissal.

#### **Consensual Relationships**

Because of the unique relationships between student and faculty members, with the faculty member serving as educator, counselor and evaluator, and the possibility of abuse of this relationship or the appearance of abuse, the University views it as unacceptable if faculty members (including all those who teach at the University, graduate students with teaching responsibilities and other instructional personnel) engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this philosophy of the University, if charges of sexual harassment are made, it shall not be a defense to allege that the relationship was consensual.

#### **Academic Ombudsperson**

The dean of the Graduate School has appointed an academic ombudsperson in the Graduate School to be available to graduate students who want to confidentially discuss problems they are having in their programs. The ombudsperson can provide the student with options for resolving the problem. The Ombudsperson for 2011  
Graduate School for guidance.

~~2012 chair~~ not yet been appo

### **University of Notre Dame Medical Separation from Academic Duties for Students in the Graduate School**

Students enrolled in the Notre Dame Graduate School who wish to temporarily interrupt their programs for medical reasons must apply to the Graduate School. Students are eligible under this policy if they have a "serious medical condition." For purposes of this policy, "serious medical condition" means a medical condition that (1) requires multiple day hospitalization OR (2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten (10) calendar days. Certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Graduate School no less than three months prior to the separation period (for childbirth and other predictable requests) or as soon as the need is foreseen (for emergency requests). In situations involving childbirth, the separation period will generally begin on the actual date of childbirth; in



all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of 6 weeks. Students may utilize this medical separation policy two non-consecutive times during their graduate studies. Should students need more than 6 weeks at any one time, they must withdraw from the University. Leaves of absence for one semester or more for medical or other reasons are governed by the Graduate School Leave of Absence policy.

Full-time degree-seeking students in their 5th year of study or less who are receiving financial aid from the Graduate School or external funds will receive a stipend equal to their normal stipend during their period of separation, for a maximum of 6 weeks paid by the Graduate School. Students will retain their tuition scholarships, access to on-campus medical facilities, and all other resources available to students during the entire separation period (up to 6 weeks). Students also will be deemed “continuously enrolled” at the University during the entire period of separation.

Teaching Assistant and Research Assistant duties will cease at least during the period of separation. Students are responsible for making arrangements, through their departments, to cover their duties. Students taking classes will be required to make arrangements with individual course instructors for completion of any courses in progress during the leave. Students will be granted the option to re-schedule exams, extend candidacy deadlines or other deadlines not discussed herein. Students are responsible for making arrangements to reschedule exams, extend deadlines and to make up other work not discussed herein. Unlike a regular one-semester leave, time off in conjunction with this policy will count towards the students’ degree time limit of 8 years and university-sponsored funding cap of 5 years.

# VIII

## Student Life

### **Graduate Student Union Representatives**

The Graduate Student Union (GSU) exists to improve the quality of life for all graduate students at the University, both in the classroom, laboratory, and library and in everyday life.

Through the planning and support of the council, the GSU endeavors to enhance the quality of graduate education and life at the University by:

- Funding conference travel grants up to five times in a student's tenure
- Showcasing excellence in graduate student research through the Graduate Research Symposium
- Advocating for graduate student needs and interests to the university administration
- Fostering interdisciplinary connections through social activities
- Providing free and subsidized events both on and off campus
- Promoting cooperation and interaction with the South Bend community

The GSU strives to meet the needs of students in all disciplines through the suggestions and participations of all its members. The GSU welcomes suggestions as to best meet these objectives for students. The GSU hopes that the website provides ample information about the GSU and encourages students to become an active member in the Union.

Each Graduate Studies Department holds elections for, or nominates their representatives to the GSU Council. In certain departments, election of representatives is not held as the students of the department nominate the representatives instead. Departments having fewer than twenty (20) resident grad students are entitled to ONE (1) representative; those having twenty or more are entitled to TWO (2) representatives.

FOR DEPARTMENTS THAT DO NOT HOLD ELECTIONS, the *petition for nomination form* (attached) will need to be signed by at least 25% of graduate students currently enrolled in the department. Kindly send the name(s) of the department representative(s) as soon as possible.

### **Medical Insurance**

Registered graduate students at University of Notre Dame are automatically enrolled in the University Health Insurance Plan. Every student must maintain health insurance that meets the University's requirements.

The University of Notre Dame Student Health Insurance Plan has been developed especially for Notre Dame students in conjunction with Aetna Student Health. The Plan provides coverage for illnesses and injuries that occur on and off campus and includes special cost-saving features to keep the coverage as affordable as possible. The Plan covers the entire year from August to August. Students who currently maintain insurance through another personal carrier MAY WAIVE the Student Health Insurance Plan on-line IF the plan meets the University's requirements. The waiver process must be repeated each year.

### **Health Care**

Notre Dame's University Health Services provides medical care for graduate students. They are located in St. Liam Hall, northeast of the Main Building. During the school year, UHS is open

24/7 with doctors available Monday-Friday 9AM-5PM. When UHS is not open, students with school sponsored insurance must use Med-Point (574-647-1550, 6914 Main Street, Grainger) for non-emergency services and Memorial Hospital or St. Joseph Regional Medical Center for emergency medical services when Health Services is not open. Should a medical emergency arise, please dial 911 (or if using a cell phone 574-631-5555) for assistance proceed to: Memorial Hospital Emergency Room (615 N. Michigan Street, South Bend) or Saint Joseph Regional Medical Center Emergency Room (5215 Holy Cross Parkway, Mishawaka)

Eligible spouses and children of graduate and professional students may receive services at the Notre Dame Wellness Center (574-634-9355). Medical insurance information will be collected at time of service. Most commercial insurances are accepted and the appropriate co-payment is due upon service. The claim for the visit will be processed per the current medical plan. Graduate and professional students will be required to verify their spouses and dependent children at their school of record: the Graduate School, College of Business, Law School, or Architecture prior to seeking service. Marriage certificates for spouses and birth certificates for children will be required. See [wellnesscenter.nd.edu](http://wellnesscenter.nd.edu) for more information and operating hours

### **Childbirth and Adoption Accommodation Policy**

The Graduate School's Childbirth and Accommodation Policy ([http://graduateschool.nd.edu/assets/40607/family\\_accommodation\\_policy.pdf](http://graduateschool.nd.edu/assets/40607/family_accommodation_policy.pdf)) provides a framework for assisting students who are new parents. Students should read the policy carefully and then consult with the DGS and their advisor to develop an appropriate accommodation plan.

Students should also be aware of the University's Life Initiatives (<http://lifeinitiatives.nd.edu/for-students/>) which can provide more information about resources at the University and in South Bend that support a student's choice of life—both during the pregnancy and after the child's birth.

