THE HANDBOOK TO GRADUATE STUDY OF CLASSICS
AT THE UNIVERSITY OF CINCINNATI
(v3.9: changed June 2010)

PREFACE

The Department of Classics belongs to the McMicken College of Arts and Sciences, which is the largest of the University's colleges. The department's graduate programs are supervised by the Office of the Vice President for Research and University Dean of Advanced Studies. The Dean serves as coordinator to graduate programs, consults with the deans of colleges containing graduate programs, and assigns and monitors departmental allocations of assistantships and scholarships.

Educational policy is determined by the All-University Graduate Faculty, which has the power to establish requirements and recommend candidates for degrees. The Graduate Council, consisting of fourteen elected representatives from the Graduate Faculty, advises and assists the Dean in enforcing the rules and regulations of the Graduate Faculty and proposes and considers policies for the improvement of the Graduate Division.

INTRODUCTION

The Department of Classics offers courses of study leading to the degrees of Master of Arts and Doctor of Philosophy in Classics, with opportunities for specialization in Greek and Latin Language and Literature, Bronze Age and Classical Archaeology, and Greek and Roman History. Although candidates for the doctorate normally specialize in one of these areas, the department firmly holds that the individual classical disciplines are interdependent, and that control of the entire field is an indispensable prerequisite for specialization. Students are therefore required to complete a reasonable amount of work in every major field. Recipients of the Doctor's degree are thereby qualified to teach not only a broad range of Classics courses, but also courses in Western Civilization and the kinds of interdisciplinary offerings that are becoming more and more the order of the day. Cincinnati is especially fortunate in this respect because of the inclusion of Art and Archaeology, as well as Ancient History, within the Classics Department.

A unique treasure of the Classics Department is the Charles Miller Burnam Classical Library. Housed in the Blegen Library along with Classics offices and classrooms, the collection consists of more than 200,000 books, monographs, and
periodicals covering exhaustively or comprehensively all areas of Classical studies. Since it is funded largely by departmental resources, it has virtually no limits to acquisitions. It is, for completeness and convenience, an unparalleled research facility for faculty and students alike.

Classical studies have had significant support at the University of Cincinnati from generous patrons. The Semple Classics Fund, a bequest of Louise Taft Semple, was established "for promoting the study of Classics in an endeavor to make vital and constructive in the civilization of our country the spiritual, intellectual, and esthetic inheritance we have received from Greek and Roman civilizations." The ample resources of the fund make it possible to continue the diverse activities of the department. Distinguished scholars are regularly invited to the Cincinnati campus either to deliver Semple Lectures or to participate in symposia. In addition, the department customarily invites authorities in various areas to address seminars in progress or to talk on their fields of interest to faculty and students.

The Department supports graduate students in their own (advanced) research and helps defray special costs for materials and travel. We encourage students to study abroad for some part of their tenure; aside from associations with The American School in Athens and The American Academy in Rome, the department has ties, institutional and personal, with a number of European centers of learning. Students specializing in archaeology have frequently participated as field assistants in excavations or surface surveys carried on or supported by the University of Cincinnati at Troy (1932-39, 1988-2002), Pylos (1939-65, 1994-), Ayia Irini-Keos (1960-87), Pyrgos-Cret (1971-75), Maroni-Cyprus (1980-84), Midea (1985-2001), Apollonia-Albania (1998-), and Episkopi-Bamboula (2001-).

I APPLICATION FOR GRADUATE STUDIES

A. When and Where to Apply

Application for admission without financial support can be made for any quarter; but, since many courses run in sequence, students are normally admitted for the Fall quarter. Applicants for financial aid must submit files no later than the designated application date, normally in January or February 1, for admission the following Autumn. The Department particularly welcomes applications from minority students and women and is committed to providing equal access and opportunity.

For application forms and further information, call:
(513) 556-3050
or write to:
Graduate Advisor
Department of Classics, Mail Location 226
410 Carl Blegen Library
University of Cincinnati
Cincinnati, OH 45221
or visit the departmental Internet site at:
http://classics.uc.edu

B. Criteria for Admission to Graduate Study

1. Applicants to any of the graduate programs need a Bachelor of Arts degree from an accredited college. An undergraduate major in Classics, Classical Studies, Greek or Latin, Ancient History, or Archaeology or its equivalent is expected for admission.

2. Without setting down hard and fast minimum requirements, the Classics Department will judge candidates partly on their competence in Classical Greek and Latin. At least two years' study in both languages is ordinarily required for students applying to the doctoral programs or to masters programs intended to lead to the doctorate. Undergraduate study of French and German is also strongly advised.

3. Applicants must take the Graduate Record Examination (GRE) and must submit the results for consideration with their applications.

4. Applicants should be able to engage successfully in graduate study, to teach and/or carry out related professional activities, and to think critically and write persuasively on a subject or in a genre appropriate to the program to which they are seeking admission. (Letters of recommendation, especially those from academic faculty, should address these issues).

5. Applicants should have professional goals and plans consistent with the graduate programs available in the Department. (The applicant's statement or letter or application should help to demonstrate this.)

C. Application Procedures

An application folder is not considered complete until it contains the following items:

1. A completed application form (obtainable from the Graduate Advisor or from the Office of the University Dean for Graduate Studies and Research). This form should specify the program to which the applicant is seeking admission (for instance, the Ph.D. in Archaeology, or the M.A. in Latin). Along with a non-refundable application fee, all copies of this form should be returned to the University Dean's office (Mail Location 627). All other material listed below should be sent to the Graduate Advisor at the Classics Department.

2. At least three letters of recommendation from former teachers and/or supervisors.

3. GRE scores (see B.3, above).
4. Complete transcripts of the applicant's previous academic record.

5. A departmental course form, listing all courses taken in ancient and foreign languages.

6. A letter of application containing a brief intellectual autobiography describing the applicant's academic goals and professional objectives.

7. All applicants to the Ph.D. program are encouraged to submit a piece of written work (20-40 pages) which demonstrates the candidate's ability to research, assemble, evaluate and present a scholarly argument. While not required, this sample will assist the Department in the evaluation of the applicant for admission and financial aid.

   In the last weeks of January, applicants should try to ensure, through a phone call or letter of inquiry to the Graduate Advisor, that all parts of the application folder have arrived at the Department. This is important because folders typically arrive in stages, and it is often unclear when a folder is complete.

F. Types of Admissions

1. Full Graduate Standing: Applicants who satisfy all of the "Criteria for Admission" listed above will be considered for full graduate standing.

2. Students with full graduate standing are admitted to either the M.A. program or the Ph.D. program. Students admitted directly to the Ph.D. program may also complete an M.A. and are sometimes required to do so (see VI.A.2). Students admitted directly to the M.A. program who wish to advance to the Ph.D. program must make a request to the department for a change in status (see VI.A.4 for additional requirements).

3. Unclassified Admission: Unclassified graduate students are admitted to the Graduate Division for study but not for a graduate degree program. They may take courses for graduate credit, but transfer of credits will be subject to the limitations given in III.A.3, below.

4. International Student Admission: No international student can be granted admission on any basis other than full graduate standing. In instances where an international student holds a degree for which the U.S. equivalent is not known or if it is determined by the department and/or the International Services Office that the applicant does not have equivalent of a bachelor's degree, the department must submit a petition for admission without a bachelor's degree to the Graduate Council and provide any supporting documentation deemed pertinent. Before their admission to the University if completed, all international students must fulfill U.S. Immigration Service requirements and register with the International Services Office.

    The Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is not English. The test must be taken in the student's own country before admission is granted. This requirement may be waived (with permission from the University Dean for international students who have a degree from an accredited American college or university and who have studied oral and written English while a
student in the American college or university. Presently, the minimum University TOEFL score acceptable for graduate work is 520.

The Oral English Proficiency Testing Program was implemented in 1986 to assess the oral English language skills of graduate students who are nonnative speakers of English and receive financial awards from general University funds. Students are required to take the test at the beginning of their first quarter of study. Their oral English skills are rated in four areas: 1) pronunciation; 2) grammar; 3) fluency; and 4) overall intelligibility. Those who pass are certified for oral English proficiency and may assume the full range of duties associated with their financial awards. Those who do not pass are recommended for an English as a Second Language (ESL) course that is suited to their needs. Students whose oral English proficiency has not been certified may not assume instructional responsibilities. Oral Proficiency testing is conducted four times during the academic year (September, December, March, and May) to accommodate new arrivals and students who have prepared to retake the test. Each student can only be tested twice during an academic year.

Upon arrival at the University of Cincinnati, all international students are required to carry student health insurance. Quarterly fees (reflecting the number of accompanying dependents) will be assessed at each registration period.

5. Admission: All admission decisions rest with the Department, which has the authority to establish academic requirements and criteria. Admission decisions may not be made on the basis of race, age, sex, color, religion, sexual orientation, or handicap.

6. Doctoral Exit Surveys: Each doctoral candidate is required to complete the Doctoral Exit Survey on their doctoral experience and return it to the Division of Research and Advanced Studies. The results will be shared with the doctoral programs.

II FINANCIAL AID

A. Introduction

It is the intention of the Classics Department to offer financial aid to graduate students at levels competitive with any Graduate School of Classics in the United States and to offer that aid to as many qualified students as possible. In any given year, some other department may have raised the level of support or may offer one particularly attractive fellowship. For current levels of scholarship support, see the annual rate schedule.

Prospective graduate students will also have in mind living expenses and local culture. Cincinnati is a major city with museums, a symphony orchestra, the resources of the Cincinnati Conservatory of Music (now a part of UC), several professional sports teams, parks and a well-used riverfront. It is also affordable, with rents well below those in most other urban areas.
B. Eligibility

1. Students who have earned more than 260 graduate credit hours at the University of Cincinnati are ineligible for financial aid from general funds unless granted an exemption by the Graduate Dean. Students who have completed requirements for Doctoral Candidacy must register for Dissertation Research.

2. No holder of a University Graduate Assistantship or Scholarship, Semple Fellowship, or Summer Stipend may carry any employment outside the department during her/his tenure, unless this employment has been approved by the Graduate Advisor.

3. Students in doctoral programs who maintain satisfactory progress will normally be guaranteed full support for a total of five to seven years, depending on previous graduate experience. Students in a doctoral program who enter with a Masters degree in a classical field from another institution may not receive support beyond the sixth year. Those who complete the Masters in this department before transferring to a doctoral program, may not receive support beyond the fifth year. Other students may, with departmental permission, receive support in a doctoral program for a maximum of seven years.

4. Each graduate student receiving financial aid is required to teach for a full year, regardless of specialty. First and second year students are expected to invest 10 hours per week in departmental service; students in their third and fourth years are expected to work 15 hours per week; and those in their fifth and sixth years, 20 hours per week. Students in their seventh year should concentrate solely on their dissertations. Duties will be assigned by a member of the faculty serving as Graduate Workload Coordinator.

5. In order to receive fellowship money, a student must be in residence unless he or she has made other arrangements with the approval of the department.

C. Applying for Financial Aid

Beginning students apply for financial aid at the time they apply for admission to the graduate school of Classics. Ongoing students apply for aid or renewal of aid in the course of the academic year. The entire department reviews the progress of both incoming and ongoing students and judges their applications for financial aid (for further information on procedures, see section E, below). The entire Classics Department reviews applications for new students in February, and students are informed of admission and the level of financial support by the end of that month. Students who do not qualify for the full financial package may still be eligible for some level of funding.

D. Renewal of Fellowships and Continuance in the Program

1. In the exceptional case in which it becomes necessary to terminate a student's fellowship during the academic year for which the fellowship has been awarded, the regulations in the Graduate Awards Manual (published by the Division of Research and
Advanced Studies of the University of Cincinnati) will be followed, both for students with Semple Fellowships and for those with other University of Cincinnati fellowships.

2. In cases of academic failure, students in their first year may be informed that their fellowships will not be renewed for the following year and that they will be terminated as students in the graduate program. Academic failure for this purpose can be defined as two or more grades below B during the first two quarters. (It should be noted, however, that the department may choose to renew support for any student, if mitigating circumstances exist for the failure.)

3. Renewals of support for the third year and after, by which time students should be enrolled in doctoral programs, will depend upon satisfactory academic performance and upon satisfactory completion of the various requirements of the doctoral programs, as will continuance in the graduate program. (See also "Normal Progress," below.)

4. Students working on the dissertation must produce a progress report each year by the end of the Autumn Quarter, detailing what they have achieved to date and their plans for the coming year. Copies of this report should go to the dissertation director and to the Graduate Advisor.

5. The fellowship of a graduate student will be suspended at any time if he or she fails to perform satisfactorily duties assigned by the Graduate Workload Coordinator, and the student's enrollment in the graduate program may be terminated.

6. Further comments on renewals.

   Conferences are held in the Winter Quarter. First-year students whose academic performance, while short of failure, is not entirely satisfactory will within two weeks after the conference be informed in writing about any problems. Such an arrangement will guarantee that students have an opportunity to respond to criticism; and students who are concerned about their future in the department will have ample time to investigate other programs in the fall of the second year. If, in the Winter Quarter of the succeeding year (the second year of support), it is the judgment of the faculty that the problems have not been corrected, the student will then be informed that the fellowship will not be renewed.

   The faculty is reluctant to state any precise guidelines for "satisfactory performance," or to base this judgment solely on grade averages. Fitness for doctoral research is a complex matter; and grades do not always reflect the potential of students whose preparation may have been weak. It is our aim, however, to maintain open communication with students about their individual progress and to give all students a full opportunity to succeed and to improve.

E. Progress Toward the Degree

1. Full-time students with fellowships should complete the M.A. in two years. A doctoral student with a fellowship must complete all exams and course work for the Ph.D. by the end of the fourth or fifth year of graduate study, depending on the specific program in which he/she is enrolled.
2. The mastering of the ancient and modern languages as required is a prime requisite for advancement in the classical discipline and in the program. Required progress in these and other respects is set out in the regulations above (D) on Renewal of Fellowships and in the Degree Requirements (V-VIII, below)

3. For students in doctoral programs, after successful completion of the Comprehensive Examinations, normal progress toward the dissertation would guarantee its completion within two to two and one half years. An extra year may be required for students who study abroad after passing the Comprehensives.

F. Types of Funding

1. The basic instrument of funding is the University Graduate Scholarship (UGS), which grants waiver of tuition and pays other quarterly fees.

2. University Graduate Assistantships offer annual stipends. Students awarded these fellowships must assume teaching or other academic responsibilities. Students receiving Graduate Assistantships or University Graduate Scholarships must carry a full-time course load (12 credits or more) each quarter exclusive of audit credits. Under ordinary circumstances, assistantships and tuition scholarships will not be awarded to students who have accumulated 260 or more graduate credit hours.

3. Louise Semple Fellowships. These grants, funded by the Semple Fund, provide a generous level of annual support. The department reserves the right to require teaching or service to the department as a teaching or research assistant as a condition for receipt of the fellowship. All doctoral students will be guaranteed the opportunity to teach for at least three quarters during their enrollment in the doctoral program. It is extremely important in presenting one's credentials to a prospective employer to be able to demonstrate competence to teach in a variety of classroom situations.

4. Summer Stipends are awarded to students who are in full-time residence during the summer months or who are working elsewhere on projects approved by the Department. New students are not eligible for a Summer Stipend until they have completed a year of course work.

5. Students who elect to participate during the summer in an archaeological project or other departmentally approved project, like all other graduate students in good standing, will be eligible to receive a Summer Stipend from the department or from the budget of the excavation, as appropriate. They will also receive an additional stipend sufficient to cover the cost of purchasing economy air transport from Cincinnati to the location of the archaeological project or other departmentally approved activity. Any student participating in a departmental excavation or otherwise assisting the research of a departmental faculty member during the summer may, in certain circumstances, receive, at the discretion of the faculty member and the department, additional remuneration for the performance of special research duties as a graduate research assistant to that faculty member.
6. Requests for funding of travel by graduate students to conferences or other meetings should be referred to the appropriate Graduate Advisor for consideration by the Graduate Studies Committee. Advance approval by a faculty member (graduate director, thesis advisor, or main advisor on the relevant project) is required for submission by a graduate student of an abstract, paper, or panel proposal to a conference for which departmental funding would later be requested.

III PRE-REGISTRATION AND REGISTRATION PROCEDURES

A. Pre-Registration Procedures

1. Supplementary Information Form: This form must be completed prior to registration, and sent to the Department of Classics by new students entering the University, students not enrolled in the previous academic year, students who transfer from another college.

2. Physical Exam: University regulations require a physical examination of each applicant. A tuberculin Tine Test or chest x-ray is required within three months of registration.

3. Transfer Credits: No more than 9 graduate credit hours (on the quarter system) may be transferred from another college or institution. Of those graduate credit hours in Classics taken at the University of Cincinnati by a student not yet admitted with full graduate standing, ordinarily no more than 12 will be accepted toward the M.A. or Ph.D. degree.

B. Registration

Students must be registered in the Graduate Division in order to earn graduate credit. While they may register in the Final Registration period just before the quarter begins, students are strongly encouraged to register during the Priority Registration period well in advance of the start of the quarter. They should consult with the appropriate advisor of the two Graduate Advisors, who are the official advisors for all graduate students, before registering.

1. Tuition and Fees at the University of Cincinnati are listed in the separate Rate Schedule, available through the department, since these fees may change from year to year.

2. Changes in Registration: Once a student has completed registration, the schedule may be altered only with an approved add/drop form. For withdrawals from courses see 4, below. When it is necessary to admit a student to a closed course, the student must obtain an add/drop form and a completed and signed "Petition to Enter a Closed Class."

3. Auditing: The audit option is intended for students who desire or need course work, such as for remedial instruction in areas of their programs, but who do not need a grade
for credit purposes. Admissions and conditions for participation in audit courses are at the discretion of the instructor, who is not obligated to accept a student for audit.

Audit hours do not count towards the 260-credit-hour limit (as a condition of eligibility for financial assistance), nor are they included in the determination of full-time status. Such hours may be charged to a UGS only if at least 12 graduate credits are taken that same quarter and if the total is less than 19 credits. Also, no more than one audit course per quarter should be taken or charged to a UGS.

4. Withdrawals: Students may drop a course by Saturday of the third week of classes with no academic penalty. From the fourth through the eighth week, a student may drop with a grade of either W or F, to be assigned at the instructor's discretion. After Saturday of the eighth week, no withdrawal will be approved except for reasons beyond the control of the student, such as sickness or accident.

A student may be withdrawn by the instructor at any time in the quarter when excessive absences have been incurred. In such cases, the student is not eligible for academic credit, refund of fees, or reinstatement as an auditor in that course.

5. Pass/Fail: Graduate courses in the Department are ordinarily not offered on a pass/fail basis.

IV GRADUATE CREDITS AND GRADING PROCEDURES

A. Credit Levels

1. Unless specifically admitted as a part-time student, all graduate students are normally expected to carry a minimum of 12 graduate credit hours during the Autumn, Winter, and Spring quarters.

2. Students may not register for more than 18 credit hours in any given quarter, including audited courses (see III.B.3, above). Students taking courses for audit or correcting undergraduate deficiencies must still take the required number of graduate credit hours; in some cases students may, with the consent of the Graduate Advisor, enroll for undergraduate courses in the department under an assigned "Special Readings" number (see 5, below).

3. Any student receiving a graduate assistantship and/or a university graduate scholarship must carry a full-time load, as defined above. Part-time students must take a minimum of one graduate course per quarter and no fewer than three credits to maintain their status in the program. Students admitted as full-time students may request part-time status by submitting a written request to the Graduate Advisor. Approval of part-time status is not automatic.

4. Students writing an M.A. thesis may get up to 15 credit hours for thesis work. Students taking comprehensive examinations should register for 12 hours of Ph.D. Dissertation Research during the quarter in which they take the exams. Ph.D. candidates who have fulfilled all course requirements and passed the Comprehensive Examinations
should register for 1-12 credits of Ph.D. Dissertation Research, on approval of their advisor. Usually no more than four hours of Directed Readings may be used to fulfill the 12 hour minimum.

5. In courses taken at the 500-level, or in cases where students who need to make up deficiencies are taking undergraduate courses under a "Special Readings" number, graduate students may be expected, at the discretion of the individual instructors, to do a certain amount of academic work in addition to the undergraduate syllabus in the same course.

B. General Grading Policies

1. The grade report sent out by the Office of Student Records contains a record for that quarter of the courses taken and the grades received, the Credits Carried (all credit hours with grades other than W, S, T, N, or U), the Credits Earned (all credits hours for which grades of A, B, or C are reported), and the Total Graduate Hours (the sum of Credits Earned, S hours, N hours, and Advanced Standing). Grade reports are not mailed to students with delinquent financial obligations. Grades on these reports should typically be interpreted as follows:

   Grade of A: Excellent work; work of outstanding character.
   
   Grade of B: Work of good quality, commendable but not outstanding.
   
   Grade of C: Not a passing grade for graduate credit.
   
   Grade of S: Satisfactory work.
   
   Grade of U: Unsatisfactory work for a non-credit graduate course. A U reported for a credit course is converted to an F.
   
   Grade of I: Incomplete work, awarded only when the student fails to complete one or more course requirements. The grade of I should not be used when grades of F or N are more appropriate. The student should keep both the instructor of the course in question and the Graduate Advisor informed in writing as to how and when the incomplete work will be made up. An I that has not been converted into a letter grade within one full year after it has been incurred will be changed automatically to an F. A student cannot complete the comprehensive examination or obtain a graduate degree with an I on the transcript.
   
   Grade of W: Official withdrawal. Courses dropped through the first three weeks of the quarter will not appear on the permanent academic record. A W reported for graduate credit is converted to an N if the student has not officially withdrawn.
   
   Grade of T: At least regular attendance at an audited course.
Grade of N: No grade reported. This grade should not be a substitute for an I, but should be awarded for internships, projects, theses or dissertations, research, and multi-quarter seminars in which no basis of evaluation existed or was required by the time grades were due for that quarter. A student will also receive an N if the professor is prevented from awarding a grade for some reason, or does not report a grade on time. An N should normally be removed before graduation.

2. Change of Grades: Only the instructor assigned to the course may award or, through an official Change of Grade form, change a grade. Except for the grades of I or N, no change of grade is appropriate unless the instructor erred in reporting the grade. Previously reported grades may not be changed to N or W.

V GENERAL DEGREE REQUIREMENTS

A. Advising

1. Although the faculty covers an extensive variety of subjects, Classics is a small department; and we strongly urge students to get to know as many members of the department as possible, to seek guidance and advice, and to keep faculty informed about their activities and achievements. When students seek employment, nothing in their dossiers will be more important than their letters of recommendation.

2. Each student is assigned to an individual faculty advisor, who should be in a field closely related to the student's main area of interest. Students are encouraged to discuss their professional concerns and aspirations both with the individual advisor and with the appropriate Graduate Advisor for Philology and History or for Archaeology.

3. Every student should consult with the Graduate Advisor for Philology and History or for Archaeology before registering for courses each quarter; and any students expecting to take a degree or to complete the comprehensive examinations during the coming year should, by Spring Quarter of the previous year, consult the Graduate Advisor about requirements and preparation. Once a year, students will meet formally with the Head of the Department and the Graduate Advisors to discuss their achievements and progress; and a written summary of that conference may become a part of the departmental file for each student. At that time the student will be informed of his or her status in their degree program.

B. Residency

All students in doctoral programs must complete three years in residence by the date when their degree is awarded. Any student receiving financial support from the Department of Classics or the University of Cincinnati must be in residence, except in cases where a program of study requires them to be elsewhere.
C. Candidacy and Time Limitation, Master of Arts

1. Candidacy
   A student becomes a candidate for the Master's degree upon matriculation in the Master's Program in which he/she has been admitted.
   Candidates for the M.A. who are not registered as full-time students must maintain their status as graduate students by registering for one credit each academic year during the Autumn quarter.
   A matriculating Ph.D. candidate may apply for an M.A. and be awarded the same by virtue of having passed the Comprehensive Examination.

2. Time limitation
   The minimum requirement for the Master's Degree is the equivalent of one academic year of full-time graduate studies, consisting of at least 45 graduate credits. The handbook of the Division of Research and Advanced Studies rules that a student pursuing a program leading to a Master's Degree must complete all requirements no later than (7) years from the date of the first registration in that degree program. (See also Section VI, below.)

D. Candidacy and Time Limitation: Doctor of Philosophy

1. Candidacy
   a.) According to University Rule (3361:50-77-23 F) in the Handbook of the Graduate School a doctoral student shall be admitted into candidacy when she/he has met the requirements found elsewhere in this handbook (See Sections VII-VIII); has successfully completed all required course work, except as specifically excepted; has satisfactorily completed the language requirements; has completed the residency requirement; has satisfactorily completed the Comprehensive Examination; and has presented the dissertation proposal. (Special departmental regulations, which must also be met, are listed below, in Sections VII and VIII.)
   b.) After admission into candidacy for the doctoral degree, registration and fee payment for at least one graduate credit hour in the Autumn quarter of each year is required in order for candidacy to be maintained.

2. Time limitation
   a.) Candidacy for the doctorate automatically terminates after four consecutive calendar years, and the maximum total years from admission to completion is nine. Candidates may petition the graduate council through the Classics Department for extension of candidacy prior to its expiration or for reinstatement if candidacy has expired. A period of seven months must elapse between admission to doctoral candidacy and receipt of the degree.
   b.) Students with sound and thorough undergraduate training may earn the Ph.D. degree in four years, but most require a longer period. University regulations require at least one year of full-time study to the exclusion of outside employment.
c.) For additional regulations on time limits to complete the dissertation, see Section II.E, above, "Normal Progress Toward the Degree."

E. Graduation requirements

1. Master of Arts: Each student who has successfully completed all requirements for the Master's Degree program may apply to the office of Graduate Education and Research for graduation. It is the responsibility of the student to insure that all forms, procedures and regulations pertaining to graduation required by that office be fulfilled.

2. Doctor of Philosophy: As soon as the dissertation prospectus has been approved, the candidate should consult with the Graduate Studies office for information about a number of details, such as the physical mechanics of preparing the dissertation, the arrangements for micro-filming it, the binding fee, the arrangements for academic costume for Commencement, and so on.

(Most of these details are spelled out in the pamphlet "Instructions for the Preparation and Depositing of Masters Theses and Doctoral Dissertations," available from the Graduate Studies office.)

F. Courses

1. The Classics Department offers as many courses as possible in a variety of fields of Classical Studies. In addition, students may arrange to take directed readings with individual faculty members by mutual agreement and with approval of the appropriate Graduate Advisor. The use of directed readings as a substitute for regularly scheduled courses is, however, strongly discouraged. The faculty considers that graduate students will augment course work with their own studies. The education and training of a scholar is not limited to formal course work.

2. Normally at least two of the courses taken by students each quarter should be within the department, with exceptions as appropriate for individuals and as approved by the appropriate Graduate Advisor.

G. Language Requirements

Students are expected to fulfill language requirements relevant to their programs. Regulations for the individual programs are listed in VI-VIII below; information about language examinations follows.

1. Modern Languages
a.) Normally a student will fulfill the modern language requirement by passing examinations set by the department in French and German. In extraordinary circumstances a student may petition the Graduate Committee to substitute another
language (e.g., Italian, Modern Greek, or Turkish) for one of the above. The petition will have to have the approval of the student's individual advisor and of the Graduate Advisor. It should be noted, however, that almost any course of study requires a knowledge of German.

b.) The Princeton language tests may not be used to pass the departmental modern language requirement. In departmental examinations students must translate a passage of scholarly writing in French or German. Passages are about 25-30 lines long, and students may use dictionaries. Modern languages exams will be offered twice a year, once in the Fall quarter and once near the end of Winter term.

c.) Modern language examinations will be given in the Autumn, Winter, and Spring quarters.

2. Ancient languages

a.) Sight examinations in the Ancient Languages consist of two four-hour examinations in Greek and Latin respectively. Each examination consists of two passages in prose, to be completed in the first two hours, and two passages in poetry, to be completed in the second two hours.

b.) Sight examinations will be administered twice a year, once in the Fall (October/November) and once in the Spring (March/April).

c.) Entering students will take diagnostic exams in Latin and Greek in the week before the beginning of Autumn term. The purpose of these diagnostic examinations is solely to determine the level at which the student should begin course work in the department.

VI GENERAL AND SPECIAL REGULATIONS AND REQUIREMENTS:
MASTER OF ARTS IN CLASSICS

A. The Masters Degree

1. All students are expected to familiarize themselves with the general regulations of the Graduate Division of Arts and Sciences. It will be their responsibility to comply with all such regulations.

2. The M.A. degree signifies that a student has reached a standard of proficiency in Classical Studies well beyond that expected for the B. A. The requirements must be completed within two years, unless an extension is specifically granted at the review of the candidate in winter quarter of her/his second year.

3. The degree is not mandatory for graduates working for a Ph.D., although it is frequently advisable as a preliminary step and may be required by the department if it is considered to be in the student's best interest. A student who has passed the comprehensive exams for admission to the dissertation program will be considered to have fulfilled the requirements for an M.A.

4. Candidates for the M.A. are not required to pass Modern Language Sight Examinations; but any candidates who intend to apply to a doctoral program in the
department must pass a sight exam in French or German as part of their M.A. requirement, before being admitted to the Ph.D. program.

B. General Course Requirements

1. All candidates for the M.A. are required to complete:
   a.) A seminar in the field of the student's primary interest.
   b.) A course in Art and Archaeology.
   c.) A course in Ancient History.
   d.) Additional courses in Classics as may be necessary to obtain at least 45 graduate credits, the minimum required by the Graduate Division.

2. All candidates must chose one of the four fields of specialization and complete the additional language requirements for that field.

C. Special Requirements of the Various Programs

1. CLASSICAL PHILOLOGY. The candidates intending to work for the Ph.D. in Classical Philology should choose this field.
   a.) 4 courses at the 500-level or above in one language, including one seminar.
   b.) 2 courses at the 500-level or above in the other language.

2. GREEK OR LATIN PHILOLOGY. Those intending to work for the Ph.D. should not choose this field. It is designed for those who wish to teach only one language on the high school level or who desire some graduate work in only one language as an aid to study in a non-Classical field.
   a) 2 courses at the 400-level or above and 4 courses at the 500-level or above in one language, including one seminar.

3. ANCIENT HISTORY.
   a.) 2 courses at the 500-level or above in one language.
   b.) 2 courses at the 400-level or above in the other language.

4. ART AND ARCHAEOLOGY.
   a.) 2 courses at the 400-level or above and 1 course at the 500-level or above in one language.

D. Additional General Requirements
In addition, candidates will be required, either:

1. To complete a thesis showing mastery of basic research and to defend it in a one-hour oral examination, either in the form of a public presentation of the results of their research or in a private examination; or:

2. To complete a second seminar in any classical subject and to pass a three-hour examination requiring general knowledge of the candidate's field of specialization and based upon the candidate's course work in the department.

In the case of alternative 1, candidates are advised to complete their other requirements in time to enable them to devote the equivalent of a full quarter to the writing of their theses. A student can apply for a total of 15 graduate credits for Masters Thesis Research for the entire period that the thesis is being written. The thesis defense will not be scheduled until the appropriate graduate advisor is in receipt of written approval from all members of the thesis committee and has received the completed thesis.

There will be a minimum of two faculty members on every M.A. thesis committee (see further University Graduate Handbook 7.5). Specific guidelines for the style of presentation and page length are to be settled by the student with his/her thesis advisor.

VII GENERAL REQUIREMENTS:
THE DOCTORAL DEGREE IN CLASSICAL STUDIES

A. General Statement

Students working towards the degree of Doctor of Philosophy in Classics may concentrate in one of four areas:

1. Greek and Latin Philology
2. Ancient History
3. Bronze Age Archaeology
4. Classical Archaeology

Each of these programs can be adjusted to the interests and talents of the individual students but certain standard requirements always remain. These will be set forth below. The department also considers the several Classical disciplines to be interdependent, and some knowledge of the entire field to be an indispensable prerequisite for specialization. To this end, and to prepare themselves for the kind of teaching required at most colleges and universities, students are urged to take as many courses as possible outside the area of main concern and beyond that to familiarize themselves as much as possible with the larger field. Selection of such courses should be made in consultation with the individual advisor and the appropriate Graduate Advisor.
B. Course Work

The purpose of course work is to acquire basic knowledge and skills appropriate to graduate-level training in the chosen discipline. Lower-level graduate courses typically involve supervised instruction leading to proficiency in such areas as comprehension of ancient languages, knowledge of a body of factual information, familiarity with scholarship in the field of study, the delivery of short reports, research and writing skills. Seminars typically focus on more advanced research and analytical skills, and students may be required to offer longer class presentations and to compose longer and more complex research papers. Originality of thought and research is desirable, though not required, at the seminar level.

Normally, three courses are taken per term (a minimum of 12 credit hours) until the Comprehensive Examination has been passed and full-time work on the dissertation is begun. From that time on, no courses are required; and more than one course per term is discouraged. A student may receive 1-12 credits per term for dissertation research and writing. Those credits are not automatic and must be approved by the student's thesis advisor. Independent studies for special author or special field examinations will not be counted as one of the three courses taken each term.

C. Language proficiency

1. The purpose of sight examinations in ancient languages is to assess whether a student has achieved a standard of expertise in the Greek and Latin languages appropriate to the Ph.D. level. This includes strong reading abilities that allow the student to translate, without the aid of a dictionary, unseen Greek or Latin passages of average difficulty into correct idiomatic English. To pass these exams, students are expected to demonstrate a solid command of vocabulary, specific knowledge of complex grammar and syntactical structures, and an in-depth familiarity with morphology. Intensive reading of a broad range of authors and genres in and beyond course work is essential to acquiring this level of knowledge.

Departmental sight examinations in the ancient languages (see above, V.G.2) are required of all students except those in Bronze Age and Classical Archaeology, for whom they are optional. These examinations must be passed no later than the second offering of the examinations in the student's fourth year of graduate study, and they must be passed in any case before admission to the Comprehensive Examinations.

2. The purpose of sight examinations in modern languages is to determine a student's proficiency in reading scholarly texts in German and French. The student must demonstrate a thorough reading knowledge and an adequate knowledge of the grammatical structures of the respective foreign language by translating passages into idiomatically correct English within a time limit of 60 minutes. Although dictionaries may be used, a solid knowledge of basic and scholarly vocabulary, syntax, morphology, and idiomatic expressions is required. Since these sight exams are meant to test the reading comprehension of the student, passing will depend on an accurate rendering of the argumentation of the original passage and a general understanding of its meaning as a whole. A simple 'word-by-word' translation is not sufficient.
Modern language requirements are the same for all programs. Students are encouraged to pass the German exam by the fall of the third year. Students must pass both modern language exams by the fall of the fourth year, or the department will suspend their fellowship or assistantship until such time as both exams have been passed. Both modern language exams must be passed before admission to the Comprehensive Examination.

Graduate students are encouraged to begin their work in modern languages as soon as possible.

D. Comprehensive Examinations

1. These vary with each program, but comprise in every case written tests, followed by an oral examination dealing solely with the student's main field (see section VIII).

The purpose of the comprehensive examinations is to determine whether a student has acquired sufficient detailed information and sufficient breadth of knowledge to be granted, upon satisfactory completion of a dissertation, a Ph.D. in the student's chosen field. The student will be asked to demonstrate specific knowledge such as other persons holding the Ph.D. in that field typically have. The student will also be asked to synthesize knowledge and to demonstrate an understanding of important concepts, research techniques, and theoretical approaches in the student's field. For additional information, particularly field-specific types of questions, the student should consult with the chosen examiner/s.

2. Comprehensive Examinations must be passed before the doctoral student can (officially) begin dissertation work. They can only be taken between the beginning of the Autumn quarter and the end of the Spring quarter. All graduate students should have passed their comprehensive exams before they go abroad for study or research. Every I and N grade must be removed before a student may take the comprehensive examination.

3. The Comprehensive Examinations must be taken and completed within the space of one quarter. It is permissible to spread the various parts of the examination throughout a given quarter. The appropriate Graduate Advisor in consultation with the student will set the examination schedule at the beginning of the quarter in which the examinations are to be held. (See also "Advising," V.A.3)

4. A student about to take general Comprehensive Examinations will in consultation with the appropriate Graduate Advisor select one or two examiner in the field of each examination. The designated examiner/s may consult with other faculty in this field in the construction of the examination. The designated examiner will deliver the examination to the appropriate Graduate Advisor. A comprehensive examination will be graded by the designated examiner/s, who may consult with other faculty in the field of examination.

5. Before taking both the written and oral part of their Comprehensive Examinations, graduate students should supply each member of the examining faculty with a list of courses they have taken, as well as special author or field, if the Author/Field examination is taken prior to the comprehensive examination. With the Ph.D. reading list as a guide, philology and history students should also provide a list of ancient authors and
works read. In addition, they should also consult with examiners in timely fashion in order to learn the breadth of material each examiner expects the students to know. It is not assumed that students are to be tested only on course material.

6. Successful completion of the oral and written parts of the Comprehensive Examination qualifies students for dissertation work. Students who fail any part of the written comprehensives must spend an additional period of study and preparation before retaking the relevant examination(s). Only when students have passed all written parts of the comprehensives may they proceed to the Oral Examination. The whole set of comprehensives must be completed by the end of the quarter (exclusive of the summer quarter) following that in which the student first attempted the examinations. Students may not retake any part of the comprehensive examinations more than once.

E. Dissertation

1. Upon satisfactory completion of the Comprehensive Examination, all Special Author and/or Special Field examinations as required, and acceptance by the department of the thesis proposal, the degree candidate is qualified to begin thesis work.

2. Within a month of completing the Oral Examination and all required Special Author and/or Special Field examinations (or by the beginning of the Autumn Quarter of the succeeding year, if the final examination is held at the end of the Spring Quarter), students must present a thesis proposal, which should circulate for comment among all faculty in the student's Doctoral Program. On every Ph.D. dissertation committee there will be a minimum of three faculty members (see further University Graduate Handbook 8.7.3). The names of at least two members of the student's Dissertation Committee should accompany the thesis proposal; at least two members of the Committee must be faculty in the department, and at least three must be faculty in the University.

3. Acceptance of the completed dissertation is followed by a public Dissertation Defense to which all interested parties are invited. The thesis defense will not be scheduled until the appropriate graduate advisor is in receipt of written approval from all members of the thesis committee and has received a copy of the completed thesis.

4. Students who have completed Comprehensive Exams and are working exclusively on their dissertations must keep in close contact with their advisors. Credit hours for thesis work will only be given on evidence of satisfactory progress towards the dissertation. In order to facilitate close work with the dissertation director and others on the committee, students should plan to be in residence during the academic quarter in which the Dissertation Defense is to be delivered.
A. GREEK AND LATIN PHILOLOGY

1. Course Requirements

   a.) Philology.

       For students entering the program without an M.A. in Classics, nine courses in each language. These courses must include at least three seminars in each language and one graduate-level prose composition course in each language. The prose composition course should be taken and passed by the end of the fifth year.

       For students entering the program with an M.A. in Classics, eight courses in each language. These courses must include at least four seminars and one graduate-level prose composition course. The prose composition courses should be taken and passed by the end of the fourth year.

       The 500-level courses in each language will be offered in a three-year sequence, and one 500-level course in each language will be offered each quarter. Philology students who, by the beginning of the second year, are not capable of working at the 500 level in both languages should not continue in the program.

       At least two seminars in each language will be offered each year. It is expected that students who enter these courses have a superior level of ability in the ancient language being studied in the course and a reading knowledge of French or German and that they are capable of completing research projects of substantial length. Students are cautioned to plan their schedules carefully in order to complete the seminar requirement in a timely fashion.

       Greek Prose Composition, Latin Prose Composition, and Comparative Grammar of Greek and Latin will be offered in a three-year sequence. Students are cautioned to plan their schedules in order to fulfill their prose composition requirements when these courses are offered.

   b.) Archaeology.

       Philology students are required to take three courses above the 500-level.

   c.) Ancient History.

       Philology Students are required to take three courses at the 700-level or above. It is expected that students of Classical Philology will have some historical knowledge of all periods of literary production.

2. Sight examinations in Greek and Latin prose and poetry. (See General Requirements, above, VII.C.1.)

3. Modern Language Sight Examinations. (See General Requirements, above. VII.C.2.)

4. Comprehensive Examination. The Comprehensive Examination consists of the following parts:
1. Greek Literature (four hours)
2. Latin Literature (four hours)
3. Greek and Roman History (based on bibliography provided to students) (four hours combined)
4. Oral Examination (one to two hours)

The comprehensive examination must be passed no later than by the end of the fourth year.

5. Special Authors. There will be two Special Authors Examinations, one in each language, which should be taken by the end of the fourth year and must be taken by the end of the fifth year. Each examination, given by one or two examiners of the student's choice, will last four hours. There is no course reduction given for fulfilling this requirement.

B. ANCIENT HISTORY

1. Sight examinations in Greek and Latin prose and poetry. (See General Requirements, above, VII.C.1.)

2. Modern Language Sight Examinations. (See General Requirements, above, VII, C. 2.)

3. Special Field. This should be preferably in an auxiliary discipline (i.e. Roman Law, papyrology, Greek or Latin epigraphy, palaeography, numismatics, mythology, ancient religion, some area of archaeology, etc.). The purpose of the special field is to give students an opportunity to gain control of useful techniques of research and add an extra area of competence in teaching. The examination will last four hours, may be taken at any time until the end of the fourth year, and must be sustained in any case before the student is admitted to the Comprehensive Examination. There is no course reduction given for fulfilling this requirement.

4. One special author in Greek or Latin. The examination will last four hours, may be taken at any time until the end of the fourth year, and must be sustained in any case before the student is admitted to the Comprehensive Examination. There is no course reduction given for fulfilling this requirement.

5. Archaeology. History students are required to take at least three graduate archaeology courses above the 500-level.

6. Philology. Three courses at the 500-level or above (or one, if coming in with an MA) and one seminar in Greek or Latin and two courses at the 500-level or above in the other language.

7. History. Five seminars (or four, if coming in with an MA) in ancient history are required.
8. **Comprehensive Examination.** The Comprehensive Examination contains the following parts:

1. Greek History (four hours)
2. Roman History (four hours)
3. Greek and Latin literature (four hours combined)
4. Archaeology (two hours)
5. Oral examination (one to two hours)

The comprehensive examination must be passed no later than by the end of the fifth year.

C. BRONZE AGE ARCHAEOLOGY

1. **Language requirements in Greek and Latin.** These can be met in two different ways:
   
   a.) By passing the regular sight examinations in Greek or Latin (See General Requirements, VII.C.2, above.) Students are strongly urged to take these tests if possible.

   b.) By completing four courses in either Greek or Latin. Three of the courses must be at the 500-level and one above the 500-level.

2. **Modern Language Sight Examinations.** (See General Requirements, VII.C.2., above.)

3. **Ancient History.** Archaeology students must take three courses at the 700-level or above.

4. **Special Field.** The Special Field, which may be in any branch of Classical Studies, is to be selected after consultation and with the approval of the student's advisor and the Graduate Advisor. Competence will be tested in a written examination (four Hours). It must be passed before admission to the Comprehensive Examination. There is no course reduction given for fulfilling this requirement.

5. **Comprehensive Examination.** The Comprehensive Examination will consist of the following parts:

   1. Earlier Prehistory (four hours)
   2. Late Bronze Age (four hours)
   3. Classical Archaeology (four hours)
   4. Greek and Roman History (two hours)
   5. Oral Examination (one to two hours)

The comprehensive examination must be passed no later than by the end of the fourth year.
D. CLASSICAL ARCHAEOLOGY

1. Language requirements in Greek and Latin. These can be met in two different ways:
   
   a.) By passing the regular sight examinations in Greek or Latin (See General Requirements, VII.C.2, above.) Students are strongly urged to take these tests if possible.

   b.) By completing four courses in either Greek or Latin. Three of the courses must be at the 500-level and one above the 500-level.

2. Modern Language Sight Examinations. (See General Requirements, VII.C.2., above.)

3. Ancient History. Archaeology students must take three courses at the 700-level or above.

4. Special Field. The Special Field, which may be in any branch of Classical Studies, is to be selected after consultation with and with the approval of the student's advisor and the Graduate Advisor. Competence will be tested in a written examination (four Hours). It must be passed before admission to the Comprehensive Examination. There is no course reduction given for fulfilling this requirement.

5. Comprehensive Examination. The Comprehensive Examination will consist of the following parts:

   1. Greek Archaeology (four hours)
   2. Roman Archaeology (four hours)
   3. Bronze Age (four hours)
   4. Greek and Roman History (two hours)
   5. Oral Examination (one to two hours)

   The comprehensive examination must be passed no later than by the end of the fourth year.

IX SPECIAL RULES AND PROVISIONS

A. Non-Discrimination

   The Department reaffirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, handicap, or age will not be practiced in any of its activities. Complaints involving the violation of this policy should be addressed to the Affirmative Action Coordinator (phone 556-5503).

B. Right to Review
Once enrolled, students have the right to review their academic records maintained by the Graduate Advisor. Should a student encounter any difficulty in obtaining the kind of review requested, the question should be referred to the Office of the Registrar. All student records other than "Directory Information" are to be treated with confidentiality so that the only access afforded University faculty or staff is on a "need-to-know" basis. The Graduate Advisor will be responsible for maintaining confidentiality.

C. Grievances

The procedures governing grievances are fully detailed in the pamphlet "Graduate Student Grievance Procedures," available from the University Dean or the Graduate Advisor.

D. Academic Dishonesty

Academic dishonesty in any form, including cheating, plagiarism, deception of effort, or unauthorized assistance, may result in a failing grade in a course and/or suspension or dismissal from the Graduate Division.