

THE HANDBOOK TO GRADUATE STUDY IN CLASSICS AT THE UNIVERSITY OF CINCINNATI

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PREFACE

The Department of Classics belongs to the College of Arts and Sciences, which is the largest of the University's colleges. The department's graduate programs are supervised by the Graduate College of the University of Cincinnati. The Vice Provost and Dean of the Graduate College 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. The Divisional Dean for Humanities in the College of Arts and Sciences coordinates College-level graduate program activities. The Department employs a Program Coordinator who maintains records and facilitates the operation of graduate programs.

The Handbook to Graduate Study in Classics at the University of Cincinnati contains the specific rules and procedures that apply to the M.A. and Ph.D. programs offered by the Department of Classics. The contents comply with the rules and policies of the Graduate College of the University of Cincinnati, which are detailed in The University of Cincinnati Graduate College Graduate Handbook (available through the Graduate College website: www.grad.uc.edu.) Both documents are binding on graduate programs, graduate students, and graduate faculty in the Department of Classics. Graduate students must familiarize themselves with all regulations and procedures.

INTRODUCTION

The Department of Classics (hereafter, the Department) 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 subdisciplines are interdependent, and that control of the entire field is an indispensable prerequisite for specialization. Students are therefore required to complete work in every major field. Recipients of the Doctoral degree are thereby qualified to teach not only a broad range of Classics courses, but also courses in Western Civilization and in an interdisciplinary humanities curriculum. A hallmark of Classics at Cincinnati is the presence of ancient historians, philologists, and archaeologists within one department.

A unique treasure of the Department is the John Miller Burnam Classical Library. Housed in the Blegen Library along with Classics offices and classrooms, the collection consists of about 300,000 books, monographs, and periodicals covering exhaustively or comprehensively all areas of Classics. 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.

Classics has 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 as Tytus Visiting Fellows, to deliver lectures, or to participate in symposia. In addition, the Department customarily invites authorities in various areas to address seminars in progress or to talk about their fields of interest to faculty and students. The Department supports graduate students in their professional and intellectual development. We encourage students to study abroad. Aside from associations with the American School of Classical Studies at Athens and the American Academy in Rome, the department has ties, institutional and personal, with other European centers of learning. Students specializing in archaeology have 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-Crete (1971-75), Maroni-Cyprus (1980-84), Midea (1985-2001), Apollonia-Albania (1998-2003), Episkopi-Bamboula (2001- 2010), Pompeii (2007-), Knossos (2007-), and Tharros, Sardinia (2018-). A full history of the Department is available on the departmental website.

I. APPLICATION FOR GRADUATE STUDIES

A. When and Where to Apply

1. Application for admission without financial support can be made for any semester; but, since many courses run in sequence, students are normally admitted for the Fall semester. Applicants for financial aid must submit files no later than the designated application date, normally December 15 for admission the following Fall. The Department is committed to providing equal access and opportunity. All prospective students must apply online at: grad.uc.edu. For further information about the application process, see the Classics Department website. All applicants are encouraged to contact the Graduate Director appropriate for the subdiscipline in which they are interested, whose email can be found on the Department website.
2. Students matriculated in the M.A. program may apply for the Ph.D. program in their second year. Before beginning the application process, students must notify the Graduate Studies Committee of their intention to apply for the Ph.D. Students must submit an application for the appropriate Ph.D. program to the Graduate College, but they only need to submit transcripts. Internal applicants do not need to submit letters of recommendation, language forms, writing sample, or a statement of interest. Applications must be submitted by the application deadline, normally December 15 for admission the following fall. The student must have demonstrated ability to do independent, original research and commitment to the field. Applicants from the M.A. program must have passed one modern language exam, and, if applying to the Greek and Latin Philology or Ancient History programs, must show evidence of progress in the ancient languages, through a combination of coursework in Greek and Latin and through their performance on the sight exams offered every semester. Even if accepted to the Ph.D. program, the M.A. requirements must be completed by the end of the second year. Acceptance to the Ph.D. program is provisional pending the completion of all requirements for the M.A.
3. Four plus One B.A. + M.A. Program: The 4 + 1 B.A. + M.A. program allows Classics majors and minors to begin taking graduate classes in their senior year in pursuit of an

M.A. in Greek or Latin Philology or Classical Philology. In order to begin taking graduate courses students must apply to the department in their junior year, and will apply for formal admission to the Graduate College at the end of their senior year. At the time of departmental application students should have had at least one class at 4000 level in Latin and Greek. To maintain good standing in the program students must continue to take Latin or Greek courses at 4000 level or above for graduate credit. At the departmental level, admission requirements will include:

- Junior status. At the time of application students will need to have earned a minimum of 75 credits. However, students should express their interest in the program to the Director of Undergraduate Studies in their second year or in the first half of their third year.
- Overall undergraduate GPA of 3.5 or higher
- Three letters of recommendation from individuals such as faculty who can speak to the applicant's ability, achievement, potential, and motivation for undertaking graduate study. No official recommendation form is required.
- Personal Statement. The personal statement should be 1-2 pages in length and should address the applicant's interests and goals in pursuing the field of Classics. It should describe the applicant's academic background, the development of the applicant's interest in Classics, and the subfield(s) and/or topic(s) of the applicant's focus of study.
- Students in the 4 + 1 B.A. + M.A. program may apply to the Ph.D. program through the Graduate College website and will be considered alongside other applications. The pathway described in I.A.2 is not available to 4 + 1 students.
- The deadline for submitting an application is usually December 15. Student applications will be considered by the faculty of the Department of Classics shortly thereafter.

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 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 Ph.D. programs or to M.A. programs intended to lead to the Ph.D. Undergraduate study of French, German, Italian, or Modern Greek is also strongly advised.
3. The Graduate Record Examination (GRE) is recommended, though not required, for admission. Prospective students should submit their GRE results with their applications, if they have taken the exam.
4. International students, whose native language is not English, are required to submit a TOEFL score, see I.C.6.
5. 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 concentration to which they are seeking admission. (Letters of recommendation, especially those from academic faculty, should address these issues as appropriate.)

6. Applicants should have professional goals and plans consistent with the graduate program concentrations available in the Department. (The applicant's statement or letter of application should demonstrate this.)
7. Applicants apply online and upload individual items to the Graduate College application site. Letters of recommendation are requested electronically. See the Department website for supplemental information specific to Classics.

C. Types of Admissions

1. **Unclassified Admission:** Unclassified graduate students are admitted to the Graduate College 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.1.
2. **Full Graduate Standing:** Applicants who satisfy all of the “Criteria for Admission” listed above will be considered for full graduate standing.
3. 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 below, VI.
4. Students matriculated in the M.A. program may apply for the Ph.D. program. For application procedure, see I.A.2.
5. **The 4 + 1 B.A. + M.A. program:** After earning the B.A. degree, students may be formally admitted to the Graduate College and continue their graduate coursework. For application procedure, see I.A.3.
6. **International Student Admission:** International students can only be accepted with full graduate admission. Support and procedural guidance for international students is provided by UC International (uc.edu/international) and all international students must check in with the office upon arrival.
 - 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 UC International Services Office that the applicant does not have the equivalent of a bachelor's degree, the Department must submit a petition for admission without a bachelor's degree to the Dean of the Graduate College and provide any supporting documentation deemed pertinent. Before their admission to the University, all international students must fulfill U.S. Immigration Service requirements and register with the International Student Services Office (UC International).
 - 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 Dean of the Graduate College) 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.

- The minimum University TOEFL score acceptable for graduate work is 550 (old paper-based test), 80 (internet-based test), or 20 or higher on each of the three components of the new paper-delivered test.
 - The Oral English Proficiency Testing Program assesses the oral English language skills of graduate students who are non-native speakers of English and receive financial awards from general University funds. Students are required to take the test at the beginning of their first semester 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. Each student can only be tested twice during an academic year.
7. Upon arrival at the University of Cincinnati, all international students are required to carry student health insurance. Fees (reflecting the number of accompanying dependents) will be assessed at each registration period.
 8. 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.

II. FINANCIAL AID AND PROGRESS TOWARD DEGREE

A. Introduction

It is the intention of the Department to offer financial aid to graduate students at levels competitive with any graduate program of Classics in the United States and to offer that aid to as many qualified students as possible. Contact the Program Coordinator for current levels of scholarship support.

Prospective graduate students should also consider the fact that living expenses in Cincinnati are low and that the city has flourishing cultural activities. Cincinnati is a major city with museums, a symphony orchestra, the resources of the Cincinnati Conservatory of Music, several professional sports teams, parks, and a scenic riverfront.

B. Eligibility

1. Students who have attempted more than 174 graduate credit hours at the University of Cincinnati are not eligible for university funding (including Graduate Assistantships and Semple Fellowships) unless granted an exemption by the Dean of the Graduate College. Students who have earned a master's degree at another institution are not eligible for university funding once they have attempted 140 graduate credit hours at the University of Cincinnati unless granted an exemption by the Dean of the Graduate College. Students who have completed requirements for Doctoral Candidacy must register for at least one hour of Dissertation Research each year (CLAS 8007). Some

students may need to register for additional hours for health insurance or student loan deferment purposes.

2. No student receiving a University Graduate Assistantship or Scholarship, Semple Fellowship, or Summer Stipend may be employed outside of university employment connected with the department teaching and service requirements during her/his tenure unless this employment has been approved by the Graduate Studies Committee.
3. Students who enter the doctoral program with a B.A. degree and no other advanced degree in Classics may be eligible for no more than seven total years of financial support. Students who enter the doctoral program with an M.A. degree in an area of Classics may be eligible for no more than six total years of financial support. Those students who originally entered the department for an M.A. degree, and after earning the M.A. are admitted to the doctoral program (for procedure, see I.A.2), may be eligible to receive no more than seven total years of financial support.
4. In order to receive fellowship money, a student must be in residence unless he or she has applied to the Graduate Studies Committee for permission to be out of residence.
5. Students must maintain satisfactory progress and remain in good standing to receive financial aid. See II.F for measures of satisfactory progress.
6. Students in the 4 + 1 M.A. program are not eligible for departmental funding or stipends.

C. Applying for Financial Aid

Beginning students apply for financial aid at the time they apply for admission to the Graduate College and the Department 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, decides upon applications for fellowships from incoming students, and judges whether ongoing students remain in good standing so as to maintain their fellowships (for further information on expectations, see II.F). The Department of Classics reviews applications for new students in January, and select prospective students are invited to campus for an interview and overview of the department at the end of February/beginning of March. Following the on-campus visit, faculty will inform students of admission and funding decisions.

D. Types of Funding

1. Some students may be funded through University Assistantships awarded to the Department. These carry requirements of service, sometimes including teaching, and students must be enrolled for a certain number of credit hours. Normally the assistantships cover tuition and fees and provide a stipend.
2. Louise Taft Semple Fellowships, funded by the Semple Fund, cover tuition and fees and provide a stipend. The Department requires teaching or service to the department as a teaching or research assistant as a condition for receipt of the fellowship.
3. Note that assistantships and tuition scholarships, including the Semple Fellowships, will not be awarded to students who have accumulated 174 or more graduate credit hours if they entered without an M.A. degree or 140 credit hours if they entered the program with an M.A. degree, unless an exemption is granted by the Dean of the Graduate College.

4. Each graduate student in residence receiving financial aid is expected to provide service for the Department. 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 to seventh years, 20 hours per week. Students are permitted one year for dissertation research without assignment. Duties will be assigned by the Department Head in collaboration with the Graduate Directors. The range of duties include research assistantships, support positions, and teaching.
5. Summer Stipends are awarded to students who have made satisfactory progress for at least one academic year and who are in full-time residence during the summer months or are working elsewhere on projects approved by the Department.
6. Students in good standing who are approved to participate during the summer in a departmentally approved project will receive an additional allowance sufficient to cover the cost of purchasing economy air transport from Cincinnati to the closest international airport to the archaeological project or other departmentally approved activity. Students must follow current University and Department financial procedures for purchasing a ticket. Travel must be booked at least 21 days in advance.
7. The Department will support students giving papers at professional conferences. Requests for funding of travel by graduate students to conferences or other meetings should be referred to the appropriate Graduate Director for consideration by the Graduate Studies Committee. Students are also required to apply for Graduate Student Government funding. 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. All students giving papers must deliver a practice talk and receive department feedback before the conference.
8. The Department will support the participation of a student in good standing in a program external to UC that charges tuition once during their academic career. The student must have approval of his or her dissertation advisor and/or Graduate Director before applying for a program. The student must apply to the Graduate Studies Committee with a budget for final approval. The student is expected to seek outside funding, if available. The Department will cover tuition cost up to the current cost of the American School of Classical Studies at Athens' summer session fees. The Department will not provide a per diem or pay for housing. Summer stipend and transportation allowance described in numbers 5 and 6, above, do apply.
9. If applicable, the Department will cover the cost of the minimum one-hour registration requirement necessary to maintain graduate status for one year after the expiration of departmental funding.

E. Satisfactory Progress Toward the Degree

1. The Department requires full-time M.A. students with fellowships to complete an M.A. in two years (see further requirements, section VI). A doctoral student with a fellowship must complete all exams and course work for the Ph.D. in the fall of the fifth year of graduate study at the latest (see further requirements, sections VII and VIII).

2. For students in the doctoral program, after successful completion of the Comprehensive Examinations, normal progress toward the dissertation would guarantee its completion within two to two and a half years. An extra year may be required for students who study abroad after passing the Comprehensives.
3. See below for Graduate College time limits for the M.A. (VI.B.3) and Ph.D. (VII.B.2) degrees.

F. Measures of Satisfactory Progress in the Department

1. Students in the program and receiving financial aid will ask for a renewal of their fellowships in the spring for the following academic year if they are eligible for funding. Renewal is contingent upon satisfactory progress (outlined below and throughout this document for specific subdisciplines).
2. Students who do not satisfactorily meet the expectations of the program as outlined below and throughout this document will be placed on probation for one semester. The Graduate Director and the student, after consultation with appropriate faculty, will sign a written agreement describing the corrective measures necessary for the student to be taken off probation. The student will have one semester to meet these objectives. The Graduate Director will review the progress of the student on probation at the end of the probationary semester. If the student has not met the objectives, the student will be dismissed from the program at the end of the semester. Only two periods of probation are permitted during a student's career in the Department. Any further failure to meet program expectations will result in dismissal.
3. In the first year of a student's career, one course grade of C+ or C will result in a warning. In the second year and later of a student's career, a grade of C+ or C will result in probation for the subsequent semester; a second C+ or C will result in dismissal from the program. Any course in which a student earns a grade of C+, C, or U, will not fulfill departmental requirements. According to University rules (see IV.B.1) the grade of F is considered failing and does not count for graduate credit.
4. In the second year and later of a student's career, a semester GPA below B+ (3.3333) in all classes will result in probation for one semester. A second semester GPA below 3.3333 in all classes will result in dismissal from the program.
5. If a student does not satisfactorily perform the duties assigned by the Department, the student may be placed on probation by the Graduate Studies Committee upon the recommendation of the person to whom the student was assigned.
6. In the Spring semester students will meet formally for an annual review meeting with the Head of the Department and the Graduate Directors to discuss their achievements and progress; a written summary of that conference may become a part of the departmental file for each student.
7. In addition to this section, for specific probation and dismissal procedures relating to Ph.D. comprehensive exams and doctoral dissertation proposal approval, see sections VII.G and VII.H.
8. Students working on the dissertation must meet with their university committee once a year before March 1. External members are not required to attend, but are welcome. The student must present written work related to the dissertation to the committee as

evidence of progress since the proposal or previous meeting and be prepared to discuss the development of the dissertation. After the committee meeting the dissertation advisor should report satisfactory or unsatisfactory progress to the Graduate Director. Students working on the dissertation must also submit a progress report to the Graduate Director in advance of the annual review meeting in the Spring detailing what they have achieved to date and their plans for the coming year. Failure to make satisfactory progress on the dissertation while on departmental funding will result in probation after consultation between the Graduate Studies Committee and the dissertation advisor.

9. The Graduate Studies Committee is empowered to dismiss a student from the Department when they have determined that the student has failed to make satisfactory progress as defined in this document.

III. PRE-REGISTRATION AND REGISTRATION PROCEDURES

A. Pre-Registration Procedures

1. Transfer Credits: No more than eight graduate credit hours may be transferred from another college or institution.
2. Diagnostic Exams: All entering students will take diagnostic exams in Latin and Greek in the week before the beginning of Fall semester. The purpose of these diagnostic examinations is to determine the level at which the student should begin course work in the department.

B. Registration

Students must be registered in the Graduate College in order to earn graduate credit. While they may register in the Final Registration period just before the semester begins, students are encouraged to register during the Priority Registration period well in advance of the start of the semester. Students must consult with their Graduate Director before registering.

1. Tuition and Fees at the University of Cincinnati are listed on the UC admissions website.
2. Changes in Registration: Once a student has completed registration, their schedule may be altered only with an approved add/drop form. Withdrawal must follow the University Graduate Handbook rules. When it is necessary to admit a student to a closed course, the student must ask the instructor's permission and have the instructor sign an add/drop form. The Graduate Director must approve any changes to a student's schedule.
3. Auditing: The audit option is intended for students who desire or need course work, such as for remedial instruction in areas of their concentration, but who do not need credit. Admission and conditions for auditing courses are at the discretion of the instructor, who is not obligated to accept a student for audit.
4. Audit hours do not count towards the 174/140-credit-hour limit (as a condition of eligibility for financial assistance), nor are they included in the determination of full-

time status. Audit hours may only be taken if at least 12 graduate credits are taken that same semester and if the total is less than 18 credits. Also, no more than one course per semester should be audited.

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 expected to carry a minimum of 12 graduate credit hours during the Fall and Spring semesters unless otherwise advised.
2. Students may not register for more than 18 credit hours in any given semester, including audited courses (see III.B.3).
3. Any student receiving a graduate fellowship must be registered for the number of graduate credits appropriate for their award. Part-time students must take a minimum of one graduate course per semester 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 Studies Committee. Approval of part-time status is not automatic.
4. Students auditing 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 Director, enroll for undergraduate courses in the department under an assigned "Remedial Studies" number, GRK/LATN/CLAS 8001. In these courses, graduate students may be expected, at the discretion of the individual instructors, to do academic work in addition to that required by the undergraduate syllabus for the same course.
5. A.B.D. students must register for a minimum of one credit hour per academic year to keep their graduate status active.

B. General Grading Policies

1. General grading policies are outlined in the University Graduate Student Handbook. The grade report issued by the Office of Student Records contains a record for that semester 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 credit hours for which grades of A, A-, B+, B, B-, C+, or C are reported), and the Total Graduate Hours (the sum of credits earned, S hours, NG hours, and Advanced Standing). Grade reports are not available 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: Satisfactory, but insufficient by departmental standards.
 - Grade of F: Failure: One grade of F will result in dismissal.

- 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: Faculty will only issue an Incomplete when emergency circumstances prevent a student from completing course requirements and only after consultation with a Graduate Director. The grade of I will not be used when grades of F or NG are more appropriate. In the unusual event that an Incomplete is issued, such as a medical emergency, the student and the instructor will agree to and sign a written plan including a deadline for completing the outstanding work. The student will submit this agreement to the Graduate Director, who will monitor its progress. An Incomplete that has not been converted into a letter grade within one full year after it has been incurred automatically converts to an F.
 - A student may not schedule comprehensive examinations or apply for graduation with an Incomplete on his or her transcript.
 - Grade of W: Official withdrawal. Courses dropped through day 15 of the semester will not appear on the permanent academic record. A W reported for graduate credit is converted to an NG if the student has not officially withdrawn.
 - Grade of T: At least regular attendance at an audited course.
 - Grade of NG: No grade reported. This grade should not be a substitute for an Incomplete, but should be awarded for internships, projects, theses or dissertations, research, and multi-semester seminars in which no basis of evaluation existed or was required by the time grades were due for that semester. A student will also receive an NG if the professor is prevented from awarding a grade for some reason or does not report a grade on time. An NG must be removed before beginning comps or applying for graduation.
2. Change of Grades: Only the instructor assigned to the course may award or change a grade. Except for the grades of I or NG, no change of grade is appropriate unless the instructor erred in reporting the grade. Previously reported grades may not be changed to NG or W.

V. GENERAL DEGREE REQUIREMENTS

A. Advising

1. Although its faculty has expertise in a 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 from the faculty, and to keep faculty informed about their activities and achievements. We also encourage students to make the acquaintance of faculty in other departments.
2. Students who have not yet defended a dissertation proposal will consult the Graduate Director for their subdiscipline for advising and professional guidance. Once students have chosen a dissertation topic, their dissertation committee chair becomes their principal advisor. Students are encouraged to discuss their professional concerns and

aspirations both with the dissertation advisor and with the appropriate Graduate Director.

3. Every student should consult with his or her Graduate Director before registering for courses each semester. Any student expecting to take a degree or to complete comprehensive examinations during the coming year should, by Spring semester of the previous year, consult with his or her Graduate Director about requirements and preparation. Every student in residence will have an annual review meeting (see II.F.6).

B. Residency

1. All students are encouraged to apply for Ohio residency. Applications for residency reclassification are due three weeks prior to the first day of Fall Semester. You can find directions and the application on the registrar's website at uc.edu/registrar.
2. All students are expected to be in residence at the Department unless study or travel elsewhere is approved by the Graduate Studies Committee.

C. Courses

1. The Department offers as many courses as possible in a variety of areas of Classics. In addition, students may arrange to take directed readings with individual faculty members by mutual agreement and with approval of the appropriate Graduate Director. The use of directed readings as a substitute for regularly scheduled courses is, however, discouraged. The faculty expects that graduate students will augment course work with their own studies. Philology students are expected to be reading constantly from the Departmental Reading List in addition to texts in classes.
2. Normally at least two of the courses taken by students each semester should be within the department with exceptions as appropriate for individuals and with the approval of their Graduate Director.

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

A. The Master's Degree

Students working towards the Master's Degree in Classics may concentrate in one of four areas: Classical Philology, Greek or Latin Philology, Ancient History, and Art and Archaeology. The M.A. degree signifies that a student has reached a standard of proficiency in Classics well beyond that expected for the B.A. The degree is not mandatory for graduate students 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.

B. Candidacy

1. A student becomes a candidate for the M.A. degree upon matriculation in the Master's Program in which the student has been admitted.
2. 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 Fall semester.
3. According to the Graduate College, the minimum time requirement for the M.A. degree is the equivalent of one academic year of full-time graduate studies, consisting of at least 30 graduate credits. The maximum time allowable by the Graduate College to complete all requirements is five years from the date of the first registration in that degree program.
 4. All requirements for funded students pursuing the M.A. degree must be completed within two years, with an extension possible without funding for the completion and defense of the thesis. (For Ph.D. students writing M.A. theses, see section VI.D for time limits.)
 5. Although candidates for the M.A. are not required to pass modern language sight exams or ancient language sight exams, nevertheless, any candidate who intends to apply to the Ph.D. program in Philology or Ancient History in the Department must show evidence of progress in the ancient languages through a combination of coursework in Greek and Latin and their performance on the sight exams offered every semester. Students wishing to continue to the Ph.D. program in the Department should also pass one modern language no later than the Fall semester of their second year. Students who do not show sufficient progress in their language preparation may not be accepted to the Ph.D. program. For application procedure, see I.A.2.
 6. Each M.A. student who has successfully completed all requirements for the M.A. must apply online to the Graduate College for graduation. There is a graduation application fee. It is the responsibility of the student to ensure that all deadlines, forms, procedures, and regulations pertaining to graduation required by that office are fulfilled. If the student does not meet the deadline for submission of all materials, the student may apply for graduation in the subsequent semester. The application fee will need to be paid each time the student applies for graduation.
 7. Students who take a terminal M.A. degree in the Department and require proof of competency in the ancient languages for employment or other reasons must pass at least one ancient language sight exam before completing their degree.

C. General Course Requirements

M.A. candidates, except for those in the 4 + 1 B.A. + M.A. program (see below, VI.F), 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 the student's research or in a private examination by the faculty.
 - a. Thesis students are advised to complete their other requirements in time to enable them to devote the equivalent of two courses (8 credits) to the writing of their theses. Students writing an M.A. thesis may enroll for up to 8 credit hours under CLAS 8006 M.A. thesis research. Students writing an M.A. thesis as part of the requirements for the Ph.D. (see section VII.F) will register for eight or twelve credit hours of CLAS 8006 (as their other requirements permit) dedicated entirely to the M.A. thesis.

- b. There will be a minimum of two faculty members on every M.A. thesis committee (for committee member acceptability see the University Graduate Handbook). Specific guidelines for the style of presentation and page length are to be settled by the student with his/her thesis advisor. The archaeology faculty require *Hesperia* style.
- c. The thesis must be completed no later than the end of the Spring semester of the second year in the program.
- d. The thesis defense will not be scheduled until the appropriate Graduate Director is in receipt of written approval from all members of the thesis committee and has inspected the completed thesis.
- e. The student is responsible for preparing the thesis document according to Graduate College standards described in the University Graduate Handbook and for submitting the electronic thesis electronically to the Graduate College.

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 concentration and based upon the candidate's course work in the department.

D. Additional M.A. Policies for Ph.D. Students

- 1. For information for Ph.D. students writing M.A. theses, see VII.F.
- 2. Ph.D. students who do not write an M.A. thesis may apply online to the Graduate College website for a non-thesis M.A. degree based on successful completion of the Ph.D. comprehensive exams. There is an application fee.

E. Subdiscipline Specific Course Requirements

- 1. CLASSICAL PHILOLOGY. Candidates intending to work for a Ph.D. in Greek and Latin Philology should choose this concentration.
 - a. 3 courses at the 6000-level or above in one language, including 1 seminar.
 - b. 1 course at the 6000-level or above in the other language.
 - c. 1 course at the 7000-level or above in Archaeology.
 - d. 1 course at the 7000-level or above in Ancient History.
 - e. Additional courses in Classics as may be necessary to obtain at least 30 graduate credits, the minimum required by the Graduate College.
- 2. GREEK OR LATIN PHILOLOGY. Candidates intending to work for the Ph.D. should not choose this concentration. 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. 1 course at the 4000-level or above and 3 courses at the 6000-level or above in one language, including 1 seminar.
 - b. 1 course at the 7000-level or above in Archaeology.
 - c. 1 course at the 7000-level or above in Ancient History.

- d. Additional courses in Classics as may be necessary to obtain at least 30 graduate credits, the minimum required by the Graduate College.

3. ANCIENT HISTORY

- a. 3 courses at the 7000-level or above in Ancient History, including 1 seminar.
- b. 2 courses at the 6000-level or above in one language.
- c. 1 course at the 4000-level or above in the other language.
- d. 1 course at the 7000-level or above in Archaeology.
- e. Additional courses in Classics as may be necessary to obtain at least 30 graduate credits, the minimum required by the Graduate College.

4. ART AND ARCHAEOLOGY.

- a. 4 courses at the 7000-level or above in Archaeology, including 1 seminar.
- b. 1 course at the 4000-level or above and 1 course at the 6000-level or above in Greek or Latin.
- c. 1 course at the 7000-level or above in Ancient History.
- d. Additional courses in Classics as may be necessary to obtain at least 30 graduate credits, the minimum required by the Graduate College.

F. Specific Requirements for the Four plus One B.A. + M.A. Program

1. The 4 + 1 B.A. + M.A. program is available for the Greek or Latin Philology or Classical Philology tracks only and consists of a minimum 30 credit hours of graduate courses.
2. After admission to the program (for procedure, see I.A.3), students who complete a minimum of 8 graduate credits in their senior year should be able to complete their Master's degree in one additional year. 4+1 students must also pass an M.A. examination, but may not write a thesis.
3. Graduate courses taken during senior year count toward the M.A. degree but do not count toward the B.A. degree. Students must complete all A&S requirements (120 total credits, 38 credits in the major) in order to receive the B.A. degree (see Classics Department Undergraduate Handbook for degree requirements).
4. When taking graduate courses in the senior year, students will be charged undergraduate tuition for a full-time course load. After earning the B.A. degree, students may be formally admitted to the Graduate College and be charged graduate tuition for their coursework. 4+1 students may not hold a graduate stipend from the Department of Classics.

VII. GENERAL REQUIREMENTS AND PROCEDURES: THE DOCTORAL DEGREE IN CLASSICS

A. The Doctoral Degree

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 subdisciplines can be adjusted to the interests and talents of the individual students but certain standard requirements always remain. The subdisciplines are interdependent, and some knowledge of the entire field is 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 concentration to familiarize themselves as much as possible with the larger field. Selection of such courses should be made in consultation with the appropriate Graduate Director.

B. Candidacy and Time Limitation

1. Candidacy

- a. A doctoral student shall be admitted to candidacy when the student has met the requirements described below; has successfully completed all required course work, unless specifically excepted; has satisfactorily completed the language requirements; has completed the residency requirement; has satisfactorily completed the Comprehensive Examination; and has successfully defended the Ph.D. dissertation proposal.
- b. After the acceptance of the dissertation proposal, and if the Graduate Director attests that all requirements have been met, the student must file a Departmental "Application for Candidacy Form," which includes the names of three committee members (Ph.D. Committee Chair and two Members) and their signatures. The information is given to the Program Coordinator to add to GradTracker. The Ph.D. chair and at least one of the committee members must be Classics faculty. (The membership of the committee may change later.) See also section V.H.2.b.
- c. It is the candidate's responsibility to approach faculty to serve as Chair and Members of the Ph.D. committee. Faculty have the right to decline to serve as Chair or members of the committee. After the dissertation proposal defense, it is the responsibility of the candidate to maintain regular contact with their Committee Chair (minimally twice in a semester) to report and receive advice on progress. The candidate must convene a dissertation committee meeting by March 1 of every year before the student's annual review. The Committee Chair and Members have the right to withdraw from the Ph.D. committee at any time; in such a case it is the doctoral student's responsibility to find replacements.
- d. After admission into candidacy for the doctoral degree, registration and fee payment for at least one graduate credit hour each year is required in order to maintain candidacy. A period of seven months must elapse between admission to doctoral candidacy and receipt of the degree.

2. Time limitation

- a. According to Graduate College regulations, doctoral candidacy automatically terminates nine (9) years after matriculation, and the student can no longer identify as a UC Ph.D. candidate in Classics. Candidates may petition the Graduate College through the Graduate Studies Committee for a one-year extension of candidacy prior to its expiration or for reinstatement if candidacy has expired (see below). The Graduate Studies Committee will consult with the Chair of the Ph.D. committee before approval. See the University Graduate Handbook for extension and reinstatement procedures.
- b. If a student will be out of candidacy without an extension but wishes to continue working on the dissertation, they must reach an agreement before candidacy expires with the Ph.D. Chair and committee members on future communications and submission of work. The student must continue to hold annual Ph.D. committee meetings with submission of written work documenting progress, but more regular communications are expected with the Chair of the Ph.D. committee (minimally twice per semester). It is the candidate's responsibility to initiate these communications. The committee will informally remain active for the next academic year (year 10) and potentially for up to three academic years (years 10-12) subject to regular progress reports as agreed upon in advance and reviewed annually. Beyond that period, it is the candidate's responsibility to (re)establish a committee for reinstatement.

In summary, beyond the ninth year, Ph.D. candidates in Classics have two options:

- Option 1: The Candidate may petition in year 9 for an extension into year 10 after matriculation.
- Option 2: When candidacy lapses without a prior petition for extension, students can no longer self-identify as Ph.D. students in Classics. Application to the Graduate College for Reinstatement is possible, but a committee needs to be (re)established at the time of reinstatement.

For the Department to support either options 1 or 2, all written work has to be submitted to the Ph.D. Chair and Committee so as to assess the state of progress and the potential for a defense of the completed dissertation within the academic year.

C. 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 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.

At least three courses are taken per semester (a minimum of 12 credit hours) until the term when the Comprehensive Examinations are taken. Independent studies for special author or special field examinations will not be counted as one of the three courses that must be taken each semester. After the Comprehensive Examinations have been passed and full-time work on the

dissertation is begun, no courses are required, and more than one course per semester is discouraged. A student may enroll for the course in Ph.D. Dissertation research (CLAS 8007) for 1-12 credits per semester for dissertation research and writing. Those credits are not automatic and must be approved by the student's thesis advisor by assigning a passing grade at the end of each semester.

Concentration specific course requirements are described below (VIII).

D. Language Proficiency

1. Modern Languages

- a. Sight examinations in modern languages test a student's proficiency in reading scholarly texts in two such languages: French, German, Italian, Modern Greek, or Spanish. The languages of choice have to be relevant to the research area in which the student intends to specialize, and they have to be approved by the appropriate Graduate Director. Students will demonstrate a satisfactory knowledge of the modern language by translating a passage of 400-450 words selected by a Classics faculty member into idiomatic English within a time limit of 90 minutes. Students may use dictionaries, but should have a working knowledge of morphology and syntax and of basic and scholarly vocabulary and idiomatic expressions. A student's translation should bring out the meaning and the argument of the original.
- b. Modern language sight exams take place once per semester. Students should prepare proactively (e.g., by taking courses) and, once they have some proficiency, take the exams each time until they pass.
- c. Modern language requirements are the same for all Ph.D. concentrations. Students must pass one modern language exam no later than the Fall semester of their second year. Failure to pass one modern language exam by that time will result in probation; failure to pass one modern language exam in the following semester will result in dismissal (see II.F). Students must pass the second modern language exam no later than the Fall semester of their fourth year. Failure to pass the second modern language exam by that time will result in probation; failure to pass the exam in the following semester will result in dismissal (see II.F). Well prepared students should be able to pass two modern language exams by the fall of their second year.
- d. A student may apply to the Graduate Directors to have the exam waived in a given language if they have received a degree (high school or above) from an institution where education was conducted in that language.

2. Ancient Languages

- a. 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 reading skills 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, as set out in the

Reading Lists, is essential to acquiring this level of knowledge.

- b. Sight exams in ancient languages are offered once per semester. All students who are required to pass sight exams in one or two ancient languages are required to take each exam in that language or those languages every time it is offered until they pass it. They should consult with the faculty about appropriate measures for accelerating their acquisition of the necessary language skills.
- c. Sight exams in ancient languages are required of all Philology and Ancient History students. They are optional for Bronze Age and Classical Archaeology students (see VIII.C.1.b and VIII.D.1.b). Students in Philology must pass exams in Greek Verse, Greek Prose, Latin Verse and Latin Prose. Students in History must pass two exams, one of which must be in Prose.
- d. Philology students must pass a first ancient language exam no later than the Fall semester of their third year in the program. Ancient history students, including those who began in the M.A. program and were subsequently accepted into the Ph.D. program, must also pass a first ancient language exam no later than the Fall semester of their third year in the program. Failure to pass one language by that time will result in probation; failure to pass one exam in the subsequent semester will result in dismissal. Students in Philology must pass the remaining three ancient language exams, and students in Ancient history the remaining one exam, no later than the Fall semester of their fourth year. At that time, failure in one exam places the student on probation for one semester. For philology students, failure in two or more exams at that time will result in dismissal (see II.F). All relevant ancient language exams must be passed no later than the Spring semester of the fourth year.
- e. All ancient language exams must be passed before the student may begin Comprehensive Examinations.

E. Qualifying Portfolio

1. By the end of their third semester in the program, students intending to continue in the Ph.D. must submit a portfolio to the faculty in their subdiscipline (Archaeology, Ancient History, or Philology).
2. The portfolio should consist of the following documents, in addition to meeting specific subdiscipline requirements.
 - a. An internal CV.
 - b. Three written assignments from coursework completed at UC. Students should choose assignments that best represent sophisticated thinking, analytical skills, and scholarly argumentation. At least two of the three assignments must come from the student's area of concentration (Ancient History, Archaeology, or Philology).
 - c. A one-page personal statement in which the student reflects upon their academic progress through the program (including any summer activities).
 - d. Students who wrote an MA thesis at another institution must include this thesis as an additional item in the portfolio.
 - e. Students may discuss their choice of submission with the appropriate Graduate

Director in the process of their regular advising appointments and/or annual review meeting.

3. Students should upload assignments to their portfolio in a timely fashion, but by no means any later than the end of week 15 of their third semester in the program.
4. The portfolio will be evaluated by the faculty in each subdiscipline according to professional review standards, including but not limited to the quality of the written work and the amount of progress shown by the student.
5. Portfolios will be graded on a four-tier system: 1) Exceeds Expectations; 2) Meets Expectations; 3) Does Not Meet Expectations; 4) Unacceptable.
6. For students in the Ancient History and Philology tracks, the portfolio score determines whether an MA thesis is required to continue in the Ph.D. program. Students who score a 1 or 2 will be permitted to continue in the Ph.D. program; students who score a 3 or 4 will be required to write an MA thesis in order to remain enrolled in the program (See Section VII.F for specific requirements regarding the M.A. thesis).

F. M.A. Thesis

1. With the permission of their Graduate Director graduate students in the Ph.D. program may choose to write an M.A. thesis or not. In addition:
 - a. All students who score either a three or a four on their qualifying portfolio will be required to write an M.A. thesis in order to remain enrolled in the program.
 - b. The faculty in any subdiscipline may require Ph.D. students in that subdiscipline to write an M.A. thesis in order to remain in good standing, even if they have already written an M.A. thesis at another institution. If Ph.D. students are required to write a second M.A. thesis, the maximum number of years of funding increases for them from six to seven.
 - c. Ph.D. students in archaeology who were admitted without an M.A. are always required to write an M.A. thesis. Archaeology students who hold an M.A. without a thesis from another institution will be required to write an M.A. thesis.
 - d. Students with an M.A. thesis from another institution must include this in their qualifying portfolio; see section VII.E.2.d.
 - e. Archaeology students whose portfolio scores a 1 or a 2 may, in consultation with the Graduate Director, still petition to write an M.A. thesis.
2. Students who are writing an M.A. thesis to remain in the program after scoring a 3 or a 4 on their qualifying portfolio will meet with the relevant Graduate Director and faculty in their area of concentration at the beginning of the fourth semester to set a topic and decide upon a thesis director.
3. During the fourth semester students researching and writing an M.A. thesis should register for eight or twelve units of CLAS 8006 (as their other requirements permit) dedicated entirely to the M.A. thesis. Ph.D. students writing an MA thesis must submit a first full draft to their thesis director at the latest by week 12 of the fourth semester. The M.A. thesis needs to be submitted as ready to be defended

and preferably be defended to faculty in the relevant subdiscipline by the end of the fourth semester. Pursuant to faculty availability, a defense may be scheduled within the first two weeks of the fifth semester. When the thesis director releases the final draft of an M.A. thesis for the defense, there will be a reading period of at least two weeks before the defense.

4. The M.A. thesis and defense will be evaluated according to professional review standards on a four-tier system: 1) Pass as submitted; 2) Pass with minor revisions (i.e. editorial matters, illustrations, grammar and syntax, or similar); 3) Return for major revisions and a new defense; 4) Unacceptable. Students who score a 1 on their thesis and defense can submit their thesis electronically without further revisions. Students who score a 2 can submit their thesis electronically after the revisions have been approved by their thesis advisor. Students who score a 3 will be permitted to resubmit their thesis for defense after their revisions have been approved by their thesis advisor. Students who score a 4 will take a terminal M.A. by exam.
5. An M.A. thesis which is defended by the last week of classes of the fourth semester can be electronically submitted in the following semester (excluding summers). An M.A. thesis which is defended in the first two weeks of the fifth semester should be electronically filed in the same semester. In the event of failure to defend an M.A. thesis successfully by the deadline, funding will cease at the start of the following semester (excluding summers).
6. Ancient History and Philology students who score a 3 or a 4 on their qualifying portfolio will be able, upon successful completion and defense of the M.A. thesis, to be readmitted to candidacy for the Ph.D. with the approval of the faculty in their subdiscipline.
7. Upon completion of the M.A. thesis and a successful oral defense, archaeology students will remain in candidacy for the Ph.D. provided their work on the M.A. thesis is deemed to be of acceptable quality by the faculty in their discipline (see VII.F.4). Alternatively, they will be recommended to complete a terminal M.A. (by thesis or exam).
8. For additional information about the requirements for the completion of an M.A. thesis, see section VI.C.

G. Comprehensive Examinations

1. These vary with each concentration (see VIII), but comprise in every case written tests, followed by an oral examination dealing solely with the student's concentration.
2. 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 concentration. 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 concentration. Successful preparation includes studying material beyond

- coursework. For additional information, particularly concentration-specific types of questions, the student should consult with the Graduate Director and the selected faculty.
3. Comprehensive Examinations must be passed before the doctoral student can (officially) begin dissertation work. Comprehensive Exams may be taken any time after the student's first year, but no later than the Fall semester of the student's fifth year of study.
 4. Every I and NG grade must be removed before a student may take the comprehensive examination. Students must have passed their Comprehensive Exams before they go abroad for study or research; however, students, with the approval of the appropriate Graduate Director, may petition the Department Graduate Studies Committee for special permission to be out of residence before taking comprehensive exams if there is a compelling reason to do so.
 5. Students taking Comprehensive Examinations should register for 10-12 hours of Ph.D. research credits (CLAS 8007) during the semester in which they take the exams.
 6. A student intending to take general Comprehensive Examinations will discuss the format of the exams with the appropriate Graduate Director in the preceding semester. The student should supply the Graduate Director and potential examiners with their internal CV or a list of courses the student has taken, as well as the subjects of the student's special author or field exams. Philology and history students should also provide a list of ancient authors and works read in accordance with the Ph.D. reading lists.
 7. The student should discuss their preference for examiners with the appropriate Graduate Director. After the Graduate Director approves the list of potential examiners, students should consult with those examiners before the end of the semester in order to discuss 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.
 8. The student's Graduate Director assigns the examiners to set questions for each exam. The designated examiners, normally two, may consult with other faculty in the field of examination in the construction of the examination. The designated examiners will deliver the examination to the student's Graduate Director. The Comprehensive Examination will be graded by the designated examiners, who may consult with other faculty in the field of examination. In the case of a disagreement between the examiners, the Graduate Director will appoint an additional appropriate faculty member to determine the outcome of the exam.
 9. The Graduate Director will set the dates for the Comprehensive Exams in consultation with the student and appropriate office staff. Exams will not be scheduled during academic breaks or outside normal business hours.
 10. The written exams must be completed within no more than nine weeks from the start of a semester, and the oral exam will be scheduled as soon as possible after the last written exam is passed. Students do not need to use all nine weeks, and some students may be encouraged to develop a shorter exam schedule in

consultation with their Graduate Director. All exams will be graded as full exams; parts of exams will not be graded separately. Failure in one exam places the student on probation. The student must re-take a failed written exam no later than week twelve of the same semester. A second failure of the same exam will result in dismissal. Failure on two written exams, one written exam and the oral, or a re-taken oral, will result in dismissal. These probation and dismissal procedures are specific to comprehensive examinations.

11. The Graduate Director will schedule an oral exam to take place at the convenience of the faculty but no later than week 11 of the semester. Exceptions can be made owing to faculty scheduling conflicts. In the case of a retaken written exam, the oral exam will take place no later than two weeks after the completion of the last written exam.

H. Dissertation

1. Upon satisfactory completion of the Comprehensive Examinations, the student will begin work on the dissertation proposal in consultation with the potential dissertation advisor (Dissertation Committee Chair). There are two stages to the preparation of the proposal, (a) the preliminary description of the project (PDP) and (b) the full proposal itself.
 - a. A PDP (10-15 pages) is due to the future/potential dissertation advisor within 20 business days of the oral comprehensive exam. Failure to submit a PDP to the dissertation advisor within 20 business days will result in probation. Non-acceptance of the PDP by the dissertation advisor will also result in probation. The student must submit or revise the PDP within an additional 10 business days of being notified of their probationary status. If the student fails to submit or revise the PDP or the revised PDP is not accepted by the dissertation advisor, that student will be dismissed.
 - b. The full proposal must be defended within an additional 40 business days of the acceptance of the PDP. Failure to defend a full proposal within the additional 40 business day period or non-acceptance by the faculty in the discipline will place a student on probation. The student will then have 10 business days to resubmit the proposal and to defend it successfully. Failure to resubmit or non-acceptance by the faculty in the discipline will result in dismissal.

The future/potential advisor will keep the Graduate Director informed of the student's progress. All the time requirements in this section refer to days during the semester and exclude break periods. These probation and dismissal procedures are specific to the dissertation proposal process.

2. As soon as the full proposal is approved for defense by the dissertation advisor and the Graduate Director, the dissertation advisor will circulate the proposal to the faculty in the subdiscipline and any other faculty potentially serving on the dissertation committee and schedule a dissertation proposal defense according to the timelines specified in VII.H.1 a and b. The Graduate Director will ensure that the proposal is complete and ready to defend.

- a. The full proposal will undergo a review process by faculty in the student's subdiscipline (plus other Classics and UC faculty who may serve as committee members), and the dissertation proposal defense will be graded on a four-tier system: 1) Pass as submitted; 2) Pass with suggestions for minor future adjustments; 3) Return for major revisions; 4) Unacceptable. Only students who have received a 1 or a 2 have passed the proposal defense. Students who receive a mark of 3 will be considered to be on probation until they revise and resubmit the proposal within 20 business days. Failure to resubmit the proposal within 20 business days will result in dismissal. Students who receive a mark of 4 will be dismissed from the program.
 - b. Ph.D. dissertation committees must have a minimum of three University of Cincinnati faculty members at the time of the proposal defense. At least two members of the dissertation committee must be faculty in the Department. For committee member acceptability, see the University Graduate Handbook. External members of dissertation committees are encouraged when possible and appropriate. To add an external committee member, the student's dissertation advisor must inform the Graduate Director of his/her approval of the addition. The Graduate Director will submit the external member's CV for approval to the Graduate College. Once approved by the Graduate College, the external member may be added to the committee. Members of a Ph.D. committee are chosen jointly by the candidate and the dissertation advisor.
3. After successful defense of the proposal, the dissertation advisor will notify the appropriate Graduate Director, and the student must file a departmental "Application for Candidacy Form," which includes a list of three dissertation committee members with their signatures (see above, VII.B.1.b).
4. Ph.D. candidates who have completed Comprehensive Exams and are working exclusively on their dissertations must keep in close communication with their dissertation advisor. They should register for 1-12 credits of Ph.D. Dissertation Research (CLAS 8007), on approval of their advisor. Credit hours for thesis work will only be given on evidence of satisfactory progress towards the dissertation.
5. The student must remain in close communication with the dissertation advisor and others on the committee during the academic semester in which the dissertation defenses are to occur.
6. A.B.D. students must hold a meeting with their committee at least once per year and submit an annual report describing progress on their dissertation to the Graduate Director. See II.F.8.
7. Students intending to defend their dissertation must apply for graduation through the Graduate College. There is an application fee. It is the responsibility of the student to ensure that all deadlines, forms, procedures, and regulations pertaining to graduation required by that office be fulfilled. If the student does not meet the deadline for submission of all materials, he/she may apply for graduation in subsequent semesters. The application fee will need to be paid each time the student applies for graduation.
8. There are two stages to the defense of the dissertation: a committee defense, and subsequently, a public dissertation defense to which all interested parties are

invited. The committee defense must be successfully completed before a public dissertation defense can take place.

- a. The student must submit a full, complete draft of the dissertation to their advisor and the Graduate Director at least 20 business days before the committee defense. If the advisor and the Graduate Director approve the draft for committee defense, then the advisor will circulate the full draft and schedule the committee defense. The role of the Graduate Director is to ensure that the dissertation draft is complete and ready to defend.
 - b. The entire committee, including external members, must be present for the committee defense; faculty in the subdiscipline will be invited to attend as guests. The committee defense will allow the committee to offer detailed comments about the dissertation in conversation with the student. The objective of the committee defense is to identify outstanding changes required for final approval. Suggestions for future development of the topic may also be discussed. At the end of the committee defense, the advisor will summarize any revisions necessary for the committee to approve the dissertation for public defense. The dissertation advisor will convey the results of the committee defense to the Graduate Director.
 - c. The committee defense will be graded on a four-tier system: 1) Pass as submitted; 2) Pass with minor revisions; 3) Return for major revisions; 4) Unacceptable. Only students who have received a 1 or a 2 can proceed to the public defense. Students who receive a mark of 4 will be dismissed from the program. Students who receive a mark of 3 will be considered to be on probation. They must revise the dissertation per the committee's instructions and hold a second committee defense in the following semester. Failure to score a 1 or 2 on the second defense will result in dismissal.
9. The public dissertation defense will not be announced until the appropriate Graduate Director is in receipt of written approval from all members of the thesis committee and has inspected a copy of the completed thesis. Defenses will not be scheduled during academic breaks. A copy of the thesis will be made available electronically at least one week in advance of the defense. The thesis must be announced on the Graduate College website, and all other requirements of the University and Graduate College must be met according to their rules and timetables. The student is not permitted to make changes to the dissertation after the public defense. The dissertation must be submitted electronically to the Graduate College, and the student is responsible for preparing the electronic document to Graduate College standards described in the University Graduate Handbook.

VIII. THE DOCTORAL PROGRAM IN CLASSICS: SPECIAL SUBDISCIPLINE REQUIREMENTS

A. Greek and Latin Philology

1. Course Requirements

- a. Philology:

- i. For students entering with an M.A.: 5 courses at the 6000-level or above in each language, including at least 2 seminars in each language and 1 graduate-level prose composition course in each language. A student who has taken a prose composition course as part of his or her M.A. program may apply to the Graduate Director for exemption from that requirement.
- ii. For students entering without an M.A. degree: 6 courses at the 6000-level or above in each language, including at least 2 seminars in each language and 1 graduate-level prose composition course in each language.

Normally, one 6000-level course in each language will be offered each semester, and one or two seminars in each language are offered each year. It is expected that students in seminars have a superior level of ability in the ancient language being studied 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.

- b. Archaeology.
2 courses at the 7000-level or above.
- c. Ancient History.
2 courses at the 7000-level or above.

Students who have an insufficient knowledge of archaeology or ancient history to take courses at the 7000-level or above must improve their competency by private study and/or auditing lower-level courses.

- 2. Students must pass sight examinations in Greek and Latin prose and poetry. See VII.D.2.
- 3. Students must pass two modern language sight examinations. See VII.D.1.
- 4. Special Authors/Genres:
 - a. Students must pass two Special Authors or Genres Examinations, one in each language. The topics are specified as literary, to be prepared primarily by reading a unified and complete (as far as possible or reasonable) corpus of texts in Greek and another in Latin as agreed on by the Graduate Director in consultation with the appropriate faculty.
 - b. Each exam will last four hours. Both exams must be completed no later than the end of the Spring semester of the fourth year, and it is necessary to complete and pass the Special Author/Genre exams before beginning the comprehensive exams. There is no course reduction given for fulfilling this requirement.
 - c. In consultation with the Graduate Director, students will select an author or genre and request a faculty examiner. All exams will be administered by the Graduate Director.
- 5. Comprehensive Examinations. For procedures and time limits, see VII.G, above. The Comprehensive Examinations will consist of four examinations. The

examinations in Greek and Latin literature will be based on, but not limited to, the Ph.D. reading list:

- a. Greek Literature (four hours)
- b. Latin Literature (four hours)
- c. Ancient History (four hours)
- d. Oral Examination (one to two hours)

B. Ancient History

1. Course requirements

- a. Ancient History
 - i. For students entering the program with an M.A. degree: 2 historical sources courses (CLAS 7005, 7007); 2 problems courses (CLAS 7001-7002); and 2 seminars (CLAS 9001).
 - ii. For students entering the program without an M.A. degree: 2 historical sources courses (CLAS 7005, 7007); 2 problems courses (CLAS 7001-7002); and 3 seminars (CLAS 9001).
- b. Archaeology
 - 2 courses at the 7000-level or above in Archaeology.
- c. Philology
 - i. For students entering the program with an M.A. degree: 2 courses at the 6000-level or above in one language, including one seminar; 1 course at the 6000-level or above in the other.
 - ii. For students entering the program without an M.A. degree: 3 courses at the 6000-level or above in one language, including one seminar; 1 course at the 6000-level or above in the other.

2. Students must pass two sight examinations in Greek and/or Latin, at least one of which must be in prose. See VII.D.2.

3. Students must pass two modern language sight examinations. See VII.D.1.

4. Special Field Exam

- a. Students must pass one Special Field exam on any topic in Classics, including a Greek or Latin author or a topic in archaeology. In consultation with the Graduate Director, students will select a topic and request faculty examiners. The exam will be administered by the Graduate Director.
- b. The exam will last four hours. It must be completed no later than the end of the Spring semester of the fourth year, and it is necessary to complete and pass the Special Field exam before beginning the comprehensive exams. There is no course reduction given for fulfilling this requirement.

5. Comprehensive Examinations. For procedures and time limits, see VII.G. The Comprehensive Examinations will consist of five examinations:

- a. Greek History (four hours)
- b. Roman History (four hours)

- c. Greek and Latin literature (four hours)
- d. Archaeology (two hours)
- e. Oral examination (one to two hours)

C. Bronze Age Archaeology

1. Course Requirements:

- a. Archaeology:
 - i. For students entering the program with an M.A. degree: 5 courses at the 7000-level or above in Archaeology, including 3 seminars.
 - ii. For students entering the program without an M.A. degree: 7 courses at the 7000-level or above in Archaeology, including 4 seminars.
- b. Philology

Students can fulfill the requirement by

 - i. Passing sight exams in either Greek prose and poetry or Latin prose and poetry. For description of the exams, see VII.D.2.
 - OR
 - ii. By taking 3 courses in one language at the 6000-level or above including 1 seminar.
- c. Ancient History

2 courses at the 7000-level or above.

2. Students must pass two modern language sight examinations. See VII.D.1.

3. Special Field Exam

- a. Students must pass one Special Field/Topic exam. The Special Field exam may be in any branch of Classics selected in consultation and with the approval of the Graduate Director. Normally the Special Field subject fills in a gap in the student's knowledge and coursework. All exams will be administered by the Graduate Director.
 - b. The exam will last four hours and must be completed no later than the end of the Spring semester of the fourth year. It is necessary to complete and pass the Special Field exam before beginning the comprehensive exams. There is no course reduction given for fulfilling this requirement.
- ### **4. Comprehensive Examinations. For procedures and time limits, see VII.G. The Comprehensive Examinations will consist of five examinations:**
- a. Earlier Prehistory (four hours)
 - b. Late Bronze Age (four hours)
 - c. Classical Archaeology (four hours)
 - d. Greek and Roman History (two hours)
 - e. Oral Examination (one to two hours)

D. Classical Archaeology

1. Course Requirements

a. Archaeology

- i. For students entering the program with an M.A. degree: 5 courses at the 7000-level or above in Archaeology, including 3 seminars.
- ii. For students entering the program without an M.A. degree: 7 courses at the 7000-level or above in Archaeology, including 4 seminars.

b. Philology

Students can fulfill the requirement by:

- i. Passing sight exams in either Greek prose and poetry or Latin prose and poetry.
See VII.D.2.
OR
- ii. Taking 3 courses in one language at the 6000-level or above including 1 seminar.

c. Ancient History

2 courses at the 7000-level or above in Ancient History.

2. Students must pass two modern language sight examinations. See VII.D.1.

3. Special Field Exam

- a. Students must pass one Special Field/Topic exam. The Special Field exam may be in any branch of Classics selected in consultation and with the approval of the Graduate Director. Normally the Special Field subject fills in a gap in the student's knowledge and coursework. All exams will be administered by the Graduate Director.
 - b. The exam will last four hours and must be completed no later than the end of the Spring semester of the fourth year. It is necessary to complete and pass the Special Field exam before beginning the comprehensive exams. There is no course reduction given for fulfilling this requirement.
4. Comprehensive Examination. For procedures and time limits, see section VII.G. The Comprehensive Examination will consist of the five examinations:
- a. Greek Archaeology (four hours)
 - b. Roman Archaeology (four hours)
 - c. Bronze Age (four hours)
 - d. Greek and Roman History (two hours)
 - e. Oral Examination (one to two hours)

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 Office of Equal Opportunity.

B. Right to Review

Once enrolled, students have the right to review their academic records maintained by the Graduate Program Coordinator. 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 governed by FERPA regulations. The Graduate Program Coordinator will be responsible for maintaining confidentiality.

C. Grievances

The procedures governing grievances are fully detailed in University Graduate Handbook.

D. Academic Dishonesty

Academic dishonesty in any form is a serious offense that cannot be tolerated in an academic community. Dishonesty—including cheating, plagiarism, deception of effort, and/or unauthorized assistance—may result in a failing grade in a course and/or suspension or dismissal from the University. The College of Arts and Sciences follows the University Student Code of Conduct procedures for investigating charges of academic dishonesty. The Student Code of Conduct is available on the uc.edu website.