

**DEPARTMENT OF CLASSICS**

**GRADUATE STUDIES**

**HANDBOOK**

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**General Comments:** Regulations contained in this handbook are subject to revision by the University or Departmental faculty. Information comes from the UCSB Graduate Advisor's Handbook, the University Catalog and various departmental documents. If you have questions about anything in this handbook or notice discrepancies, please consult with the graduate advisor.

## **I. ADMINISTRATION OF THE GRADUATE PROGRAM**

### **I.1 Graduate Council**

The Graduate Council is a standing committee of the Academic Senate and represents all academic disciplines and colleges. Graduate Council consists of twelve faculty members, two representatives of the Graduate Student Association, and the deans of the Graduate Division, who are *ex officio* members. Graduate Council does the following: establishes standards for graduate admission, academic progress and requirements, awarding of degrees, and the appointment of student academic titles; authorizes all graduate courses; sets criteria for distribution of fellowship money and selects recipients for certain fellowships; appoints committees in charge of candidates' studies; and approves proposals for new graduate degree programs.

### **I.2 Graduate Division**

The Graduate Division is the administrative arm of the Graduate Council. Led by the deans, associate dean, and assistant dean, the Graduate Division employs a career staff of about twenty people, who are assisted by part-time student helpers. Graduate Division has three main operating groups: graduate outreach and admissions, financial support, and graduate academic services. For their responsibilities, see the Graduate Advisor's Handbook.

### **I.3 Graduate Advisor**

The objectives of the Graduate Division and the departmental advisor are the same: to ensure the best possible selection of entering students and thereafter to guide them in an orderly trouble-free fashion through the steps to a degree.

The graduate advisor is an administrative appointment, made by the Dean of the Graduate Division, normally on the recommendation of the department chair. The graduate advisor's signature is the only departmental signature, other than the Chair's, recognized as official on forms and petitions presented by graduate students. It is the graduate advisor who evaluates and approves students' study lists, advises them on advancement to candidacy and considers their petitions to change programs, to add or drop courses, to waive or substitute requirements, to take leaves of absence, etc.

The duties of the graduate advisor include but are not limited to the following:

The graduate advisor meets regularly with graduate students to advise them on their study program and requirements for the degree. All students should arrange to meet with

the graduate advisor at the beginning of the fall quarter for advising and are strongly urged to consider quarterly appointments.

The graduate advisor, along with the chair of the student's examination committee annually reviews the progress which that student is making toward the degree. The meeting generally occurs towards the end of the spring quarter. The graduate advisor produces a memo reviewing the meeting's major points of discussion, and places one copy in the student's academic file and gives another to the student. If progress is not satisfactory, the graduate advisor will inform the student in writing and make suggestions about means of improving performance.

The graduate advisor, in conjunction with the Graduate Affairs Committee and in consultation with other faculty where appropriate, oversees admissions procedures for incoming graduate students, departmental recommendations for University fellowships and distribution of departmental financial aid, including teaching assistantships.

#### **1.4 Graduate Affairs Advisory Committee**

The membership of this committee is comprised of tenured or tenure-track members of the Classics department faculty, including the graduate advisor. It advises the graduate advisor when it is impossible or unreasonable to summon a meeting of the entire faculty on such issues as student petitions.

#### **1.5 Graduate Program Assistant**

The Graduate Program Assistant is responsible for administrative advising of graduate students. For example, the Graduate Program Assistant reminds students about registration and fellowship deadlines, stays abreast of requirements from the Graduate Division and University, and manages requisite administrative records on behalf of the department and its graduate students.

#### **1.6 Graduate Representative**

In accordance with the Graduate Student Association regulations, the Classics department is allowed one graduate representative to serve on the GSA council, which meets monthly. Each fall the Classics Graduate Representative is elected by the graduate students of the Classics department. Regular attendance by the representative at the monthly GSA meetings results in money being placed in a fund (at the rate of 50 cents per graduate student). This money accumulates until it is spent. The Graduate Representative should consult with all the graduate students in an effort to decide how the money should be spent.

In addition, a Faculty-Student Liaison Committee provides a forum for regular and more detailed student feedback and governance. The committee comprises the graduate advisor, the undergraduate advisor, and two student representatives, one graduate, one undergraduate, who are elected annually by the graduate students and Classics undergraduate majors respectively. The committee meets at least once a quarter, and

before each department meeting when there is relevant business. This is an important responsibility: the graduate representative should take pains to ensure that s/he properly represents the graduate students and keeps them informed of matters of concern to them.

## II. THE GRADUATE PROGRAM IN CLASSICS

### II.1 Programs

The Department of Classics offers a Ph.D. program in Classics (with optional emphases in Ancient History and Literature and Theory) for students who have completed the B.A. or M.A. Students entering the program should be aware that they are undertaking not only to deepen their enjoyment and understanding of ancient literature but to explore their potential as interpreters, scholars, and teachers of literature, history, and language. The graduate program in Classics includes the study of ancient history and cognate disciplines, as well as literature and language.

### II.2 Deadlines

Graduate Division, in accordance with academic senate policy (i.e., university-wide regulations), has set the following deadlines:

**Ph.D. Degree Deadline:** Doctoral candidates are expected to complete their degree requirements *within seven years of beginning graduate studies at UCSB if the student enters the program without an M.A.* Students who exceed the seven-year limit must petition Graduate Council for an extension. Students who enter the program with an M.A. must complete their degree requirements *within five years of beginning graduate studies at UCSB.* Students who exceed the five-year limit must petition Graduate Council for an extension.

**Doctoral Candidacy Deadline:** Students who enter the program without an M.A. are required to advance to doctoral candidacy within five years after entry into a graduate program. Students who enter the program with an M.A. are expected to advance to doctoral candidacy within two years, and are required to do so within three years after entry into the graduate program.

### II.3 Admissions

Admission to the Ph.D. programs is determined by the faculty as a committee of the whole. Faculty base their decisions on letters of recommendation, GREs, GPAs, statements of purpose, writing sample, requisite training and potential for success.

In addition to the general requirements for admission to graduate status, applicants for the Ph.D. degree program should have an undergraduate major in Greek, Latin, or Classics, or the equivalent, including at least 2 years of study of both Greek and Latin. Other students may be admitted if they demonstrate proficiency in the languages, but they will be required to make up any deficiencies in their undergraduate training.

Applications should address likely areas of scholarly interest and preparation for dissertation-writing so that appropriate faculty members can indicate a potential willingness to supervise the applicant's Ph.D. work.

#### **II. 4 Progress toward the Degree**

It is the responsibility of students to ensure that they continue making good progress in the program—i.e., to complete courses and pass exams in timely fashion. Progress toward the degree will be reviewed annually by the graduate advisor and the chair of the student's Ph.D. committee. Students should realize that academic performance and progress toward the degree determine departmental and university funding.

Grade point average is not in itself a sign of progress toward the degree. Particularly important is evidence of steady satisfaction of requirements and performance on major examinations.

### **III. GENERAL REGULATIONS AND DEGREE REQUIREMENTS**

#### **III.1 University Regulations**

Candidates for graduate degrees must meet university degree requirements found in the "Graduate Education" section of the UCSB online catalog (<https://my.sa.ucsb.edu/catalog/Current/GraduateEducation/>) as well as the Department's own list of requirements. It will be their responsibility to comply with all such regulations.

The Department offers a Ph.D. degree in Classics, Classics with emphasis in Ancient History and Classics with emphasis in Literature and Theory. The Department does not offer an autonomous M.A. program. Admission is to the Ph.D. program only. Master's degrees may be awarded on an individual basis in the case of students who wish to leave the Ph.D. program prior to completion, providing they have fulfilled the necessary requirements

The Ph.D. in Classics **with emphasis in Ancient History** involves significant coursework in the Department of History. The emphasis is designed for those students who wish their training to emphasize ancient history without sacrificing the classical languages. Students who desire to opt for this emphasis should have an undergraduate record that includes upper-division classes in Greek and Roman history.

The Ph.D. in Classics **with emphasis in Literature and Theory** is designed for students who wish to combine solid training in the classical languages with broader study in literature and theory. Students in this program will take graduate courses in literary

theory, gender studies, cultural theory, or other approved areas in cognate disciplines on campus.

The coursework and requirements for the three emphases differ, as follows:

### **III.2 Degree Requirements: Ph.D. in Classics**

#### **III.2.1 Course Requirements**

A minimum of seventy-two *letter grade* units in Classics. History (Greek and Roman), or related subjects in Art History, Religious Studies, or Philosophy, must be completed in order to receive the Ph.D. in Classics

The Following Core Courses will be required:

- Survey of Greek and Latin literature (Classics 211, 212, 213)  
This series will provide a starting-point for preparation for the Greek and Latin literature written and oral exam that the student will take as the last step to advance to candidacy.
- Proseminar (Classics 201)
- Greek Prose Composition (240) **AND** Latin Prose Composition (210)
- 1 Greek **or** Roman History Course (if not fulfilled beforehand) from the following list:  
Classics 150, Classics 151, Classics 233, Classics 234, History 111ABCEQ, History 112ABCQ, History 211AB, History 213AB
- 6 Seminars

#### **III.2.2 Exam and Paper Requirements**

- 2 short papers (2,000 words minimum, excluding quotations)
- 6 Seminar papers written while in the Ph.D. program (3,000 words minimum, excluding quotations)  
Students are asked to submit a copy of each graded paper to the Graduate Advisor as soon as possible after the completion of the course. A paper submitted to satisfy the paper requirement must have received a grade of at least a B+ from the instructor in the course for which it was written.
- Greek Sight Translation Exam
- Latin Sight Translation Exam
- German Translation Exam
- French or Italian Translation
- Author/genre Exam, normally in the language of the dissertation
- Significant Paper on a topic or area that will contribute to the dissertation; to be presented to the department
- Greek and Latin Literature qualifying exam with both written and oral components



### III.3 Degree Requirements: PhD in Classics, Emphasis in Literature and Theory

#### III.3.1 Course Requirements

A minimum of seventy-two *letter grade* units in Classics. History (Greek and Roman), or related subjects in Art History, Religious Studies, or Philosophy, must be completed

- Survey of Greek and Latin literature (Classics 211, 212, 213)  
This series will provide a starting-point for preparation for the Greek and Latin literature written and oral exam that the student will take as the last step to advance to candidacy.
- Proseminar (Classics 201)
- Greek Prose Composition (240) **OR** Latin Prose Composition (210)
- 1 Greek or Roman History Course (if not fulfilled beforehand) from the following list, if not satisfied by undergraduate work: Classics 150, Classics 151, Classics 233, classics 234, History 111ABCEQ, History 112ABCQ, History 211AB, History 213AB
- 6 Seminars
- 3 graduate courses with a theory component, 1 outside the Department

#### III.3.2 Exam and Paper Requirements

- 2 short papers (2,000 words minimum, excluding quotations)
- 6 seminar papers written while in the Ph.D. program (3,000 words minimum, excluding quotations)  
Students are asked to submit a copy of each graded paper to the Graduate Advisor as soon as possible after the completion of the course. A paper submitted to satisfy the paper requirement must have received a grade of at least a B+ from the instructor in the course for which it was written.
- Greek Sight Translation Exam
- Latin Sight Translation Exam
- German Translation Exam
- French or Italian Translation
- Author/genre Exam, normally in the language of the dissertation
- Significant Paper on a topic or area that will contribute to the dissertation; to be presented to the department
- Greek and Latin Literature qualifying exam with both written and oral components

### III.4 Degree Requirements for PhD in Classics, Emphasis in Ancient History

#### III.4.1 Course Requirements

A minimum of seventy-two *letter grade* units in Classics. History (Greek and Roman), or related subjects in Art History, Religious Studies, or Philosophy, must be completed

- Survey of Greek and Latin literature (Classics 211, 212, 213)

This series will provide a starting-point for preparation for the Greek and Latin literature written and oral exam that the student will take as the last step to advance to candidacy.

- Proseminar (Classics 201)

Courses grouped in three categories listed below. The categories are *not mutually exclusive*; some courses will fall into 2 or 3 categories. Students should consult the Graduate Advisor for guidance.

- 6 Seminars, including at least 3 in Greek and Roman history, and including at least 2 Classics courses
- 12 Graduate Courses in Greek or Latin authors
- 6 graduate courses in Ancient Greek and Roman history of which at least 2 must be taken in History Department. At least 2 must be in Greek history and 2 in Roman history.

Note 1: These categories are not mutually exclusive. Some courses fall into two or three categories. Students should consult the Graduate Advisor.

### III.4.2 Exam and Paper Requirements

- 2 short papers (2,000 words minimum, excluding quotations)
- 6 seminar papers written while in the Ph.D. program (3,000 words minimum, excluding quotations)
  - Students are asked to submit a copy of each graded paper to the Graduate Advisor as soon as possible after the completion of the course. A paper submitted to satisfy the paper requirement must have received a grade of at least a B+ from the instructor in the course for which it was written.
- Greek Sight Translation Exam
- Latin Sight Translation Exam
  - The *Ancient History* sight exams will to be drawn from reading lists, one considerably more comprehensive (“major language”) than the other (“minor language”).
- German Translation Exam
- French or Italian Translation
- Greek **AND** Roman History “general” exam should be passed no later than third year
- Greek **OR** Roman History “field exam,” of a more specialized nature
- Greek **OR** Latin literature exam
  - Students must pass an exam in Greek OR Latin literature, whichever is more germane to their historical studies, i.e., typically, Latin Literature for those training in Roman history, Greek Literature for those training in Greek history.
  - This exam is distinct from and not to be confused with the new written portion of the qualifying exam to be instituted for the undifferentiated PhD in Classics.
- Significant Paper on a topic or area that will contribute to the dissertation; to be presented to the department
- Oral Qualifying Exam
  - Ancient History, both Greek and Roman, will be the main component of the Oral

Qualifying Exam. The Oral is expected to begin with discussion or further elaboration of the student's answers on the written Ancient History Field Exam but will also include some follow-up discussion of the written Greek or Latin Literature exam and other questions intended to demonstrate adequate general knowledge of Classics and Ancient History.

### III. 5. Review of Progress toward the degree

Each student's progress toward the degree is reviewed annually by the Graduate Advisor and the student's advisor/ chair of the student's Ph.D. committee. Prior to the review, the student will be asked to submit a self-assessment commenting on progress, strengths and weakness, and any training needs hitherto unidentified. Students may expect a frank and fair evaluation, with specific recommendations for improvement as appropriate. Continuing unsatisfactory performance may result in dismissal from the graduate program.

## IV. EXAMINATIONS

### IV. 1 EXAMINATIONS, AN OVERVIEW

All Ph.D. students in Classics must pass 6 written examinations as follows:

- Greek sight translation exam
- Latin sight translation Exam
- German translation exam
- French or Italian translation exam
- Significant Paper

In addition, PhD students who have *not* opted for the Emphasis in Ancient History must pass exams in:

- Author/Genre examination
- Greek **and** Latin literature

PhD students who *have* opted for the Emphasis in Ancient History must instead (*viz.*, instead of the two exams listed immediately above) pass exams in

- Greek **or** Latin literature, whichever is more germane for their area of research
- Greek **and** Roman History "general" exam (no later than third year in the program)
- Greek **or** Roman History field exam of a more specialized nature

### IV.2 General policies:

Because of the large number of exams given each year, the graduate advisor will arrange a single exam date in those cases where two or more students are taking the same exam.

Following examinations, students should consult with the graduate advisor or their advisors (MA students) or the chair of their examination committee (Ph.D. students) to evaluate their progress and determine a course of additional preparation if necessary.

In accordance with University policy, students must advance to candidacy within five years after entry into the Ph.D. program and within three years for those students who enter the Ph.D. program with an existing M.A. Students who exceed this limit must meet with the graduate advisor to discuss their timetable. Graduate Division will place students on probation upon recommendation from departments.

### **IV.3 Greek and Latin Sight Examinations**

Ph.D. students must attempt the language sight exams each year until both are passed. These examinations are scheduled annually, in the winter quarter only, usually in the 2nd and 3rd weeks.

Each sight translation examination must be finished in four hours. The examination schedule will be posted on the website by mid-fall quarter.

Each exam contains 6 passages (15-25 lines long), 3 in prose and 3 in poetry. With the exception of the sight exams offered within the Ancient History emphasis, the Greek and Latin translation exams are not based strictly on the Ph.D. reading lists, which simply indicate what the faculty expects Ph.D. candidates to have read in the original languages by the time of their advancement to candidacy. However, since the reading lists are also intended to be helpful in prioritizing preparation for the sight exams, students may suppose that normally 3-5 passages on each (non-Ancient History) exam will be drawn from the Ph.D. lists. (See next unit for Ancient History sight exams.)

Students must attempt all passages for the exam to be graded. Students must pass 4 of 6 passages in order to pass the exam.

The examinations are set and graded by committees appointed by the Graduate Affairs Committee. The grading committee determines whether a student passes or not, and may, in borderline cases, recommend that a student sit a retake examination in spring quarter.

Interested students can obtain copies of past sight exams from the Graduate Program Assistant.

### **IV.4 Greek and Latin sight examinations for students pursuing a Ph.D. with Emphasis in Ancient History**

Students pursuing an Emphasis will take Greek and Latin sight examinations that differ from the regular Ph.D. sight examinations. Exams for the Ancient History Emphasis

will be based on reading lists that include a greater proportion of historical authors. Furthermore, students in the Ancient History Emphasis must designate (well before they sit their first sight examinations, i.e., in their first quarter) which of the two languages will be their 'major' and 'minor' languages; the reading list for the 'minor' language will be shorter than that for the 'major' language. The required standard of translation, however, is to be consistent for both exams, and not lower than that of the regular Classics sight exams. Ancient History sight exams will normally include, in addition to a passage from the genre of history, a second passage of historically relevant prose such as an inscription.

#### **IV. 5 Modern language examinations**

Modern language exams test reading knowledge only; use of dictionaries is allowed. Students should attempt exams as soon as they feel there is a likelihood of success. Students should not put them off until they present an impediment to scheduling their Qualifying Exam. (All other requirements must be completed at least 4 weeks before the Qualifying Exam, and this is cutting it very close for a successful retake of a language exam.) Exams are scheduled by the graduate advisor each quarter, generally in the last third of the quarter on the same day for all languages. These exams consist of a passage taken from a published work in the area of Classics. Exams average approximately 400 words. The Graduate Program Assistant will provide interested students with a copy of a sample exam. Students are allowed 2 hours and a dictionary.

#### **IV. 6 Examination Committees and Students' Advisors**

There are a variety of committees involved in a student's progress through the program.

Language examination committees (ancient and modern) are appointed by the Chair of the Department in conjunction with the Graduate Advisor. These committees set and grade ancient and modern language exams. Other examination committees (Author/Genre, Qualifying, and Ancient History) are constituted by the Graduate Advisor in consultation with the individual student, usually after passage of the Greek and Latin sight exams, and normally the student's Examination Committee remains consistent from one exam to the next. When the student embarks on a dissertation a Dissertation Committee should be formed (below, V.4), whose composition and Chair may or may not be the same as the student's prior Examination Committee.

A minimum of three of the four members of the student's Examination Committee must be members of the UCSB Academic Senate in the Classics Department. (Ancient History examinations are an exception: see next paragraph.) An additional member from the Department or from another discipline or from another University may be added at the discretion of the student and the Graduate Affairs Committee.

Committees for the Ancient History exams in the Ancient History Emphasis present a special case because of their interdisciplinary specialization. They are set by an ancient historian, normally the student's faculty advisor, in consultation with 2 other ancient historians from whom the student has taken courses, who may be members of the History Department. Committees for Ancient History exams are necessarily ad hoc and their composition is not determined by that of any other committees.

Students are assigned a personal advisor when they enter the program who will in general oversee the student's work and provide feedback and advice, in addition to that given by the Graduate Advisor. Two specific duties of the student's personal advisor are: (1) to serve as Chair of their examination committees in non-language exams, and (2) attend the student's end-of-year reviews.

Students may request change of their advisor or the composition of their committees. However, any such change is subject to the Graduate Advisor's approval.

**\* NB**

For each examination beyond the language exams, the student is *very strongly* encouraged to set up a meeting with the chair of his/her examination committee and the Graduate Advisor before embarking on preparation. In these meetings discussion may cover the content of the exam, the expectations of the examiners/readers, suggested reading lists, schedule for taking the exam, and any *ad hoc* additions to the committee.

**IV.7 Author /Genre Exam:**

The student, the graduate advisor, and the student's examination committee will ensure the appropriateness of the author/genre and significant paper examination topics, and the examination committee will ensure that there will be no inappropriate overlap between examinations.

The Author/Genre exam offers the opportunity to study an ancient author or genre in considerable depth. Its objectives are that the candidate deepen his or her knowledge of an author/genre and of relevant scholarship in the field, and learn to assess and form critical responses to the material.

**IV.8 The Significant Paper**

**IV.8.1 Writing the Signification Paper**

In addition to timed examinations, all PhD students will have to complete a significant paper requirement. The 'significant paper' is intended to be an opportunity for the student to test out possible dissertation topics or even to produce a portion of the dissertation. The topic should be chosen in discussion with the chair of the student's examination committee and the final paper will be read and examined by your committee. The student will also present his/her paper in an oral presentation to the

department. A significant paper will normally display the following:

- deployment of lucid and persuasive argument in support of thesis
- ability to organize and interpret evidence
- knowledge of relevant critical issues
- application of relevant theory or methodology
- placement within larger scholarly discussion
- control of relevant primary and secondary sources
- independence of thought

It will normally be between 5000 and 8000 words in length.

#### **IV.8.2 Presenting and Filing the Significant Paper:**

The student will submit a draft of the paper to the committee for approval, allowing three weeks for feedback. The committee will then decide whether to give preliminary approval to this draft and will normally make specific requests for revision. The student will notify the graduate advisor and arrange for an oral presentation of a shorter version of the paper to the department at least 4 weeks later. After the oral presentation, the student will produce a final written version of the paper, revised according to the committee's recommendations and incorporating any further feedback from the oral presentation. A copy of the final version of the paper should be placed in the student's file.

### **V. ADVANCEMENT TO CANDIDACY AND DISSERTATION**

Following satisfactory completion of all written examinations and the significant paper requirement, candidates take an Qualifying Examination. This exam will reference the written examinations in literature as a basis for further questioning. This is traditionally an open exam; all members of the Classics department faculty are welcome to attend and ask questions.

\*N.B. All students should schedule their Qualifying Exams at least 4 weeks after their completion of all other requirements (but the dissertation). (Please note that completion of the requirement is understood to occur *not* when the examination is taken or a Significant Paper turned in, but when the Graduate Advisor informs the student that the requirement has been passed.)

#### **V.1 Greek AND Latin Literature Qualifying Exam for Classics and Classics with Emphasis in Literature and Theory**

A 2-hour written exam will build on the knowledge students acquire in the 211, 212, 213 series, providing candidates for Ph.D. in Classics and Classics with Emphasis in

Literature and Theory with an opportunity to explore literary questions at greater depth and showcase their knowledge and skills. The written component of the Qualifying exam will be followed by a one-hour oral examination on Greek and Roman literature to confirm that the candidate possesses adequate knowledge of Classics and is prepared to embark on a dissertation in Classics. The oral component of the exam will use the themes addressed in the written examination as a point of departure. . This is traditionally an open exam; all members of the Classics department faculty are welcome to attend and ask questions.

## **V.2 Qualifying Exam for Classics with Emphasis in Ancient History**

The Ancient History Qualifying Exam is a 2-3 hour oral examination only. Both Greek and Roman history will be the main component of the oral Qualifying Exam. The Oral is expected to begin with discussion or further elaboration of the student's answer on the written Ancient History Field Exam, but will also include some follow-up discussion of the written Greek or Latin Literature exam and other questions intended to demonstrate adequate general knowledge of Classics and Ancient History and readiness to embark on a dissertation in Ancient History. This is traditionally an open exam; all members of the Classics department faculty are welcome to attend and ask questions.

## **V.3 Advancement to Ph.D. Candidacy and Thesis Proposal**

V.3.1 When Ph.D. students complete their Qualifying Examinations to the satisfaction of a majority of the committee, they are eligible for advancement to candidacy. The department should notify the Graduate division and students must pay a \$50 advancement to candidacy fee.

V.3.2 Thesis Prospectus

Three months after advancing to candidacy, the student is expected to present to his/her committee a 5-10 page thesis proposal, along with a bibliography.

V.3.3 There is no course requirement for students who have advanced to candidacy.

## **V.4 Dissertation Committee:**

Upon advancement to candidacy, each Ph.D. student, in consultation with the director of his/her dissertation, should select a committee of 3 **other** members to oversee the dissertation. The composition of the committee may or may not be different from that of the student's examination committee.

Doctoral committees are appointed by, and responsible to, the Dean of the Graduate Division under policies established by the Graduate Council. This committee consists of at least three UC ladder faculty members. At least two members of the committee must be ladder faculty members from the student's UCSB major department, one of



whom is appointed as chair or co-chair.

It is the practice of the Classics department to ask a professor from an allied UCSB department or from another university to serve on the Dissertation Committee. The outside member of this committee is chosen by the student after previous consultation with the Chair of the Dissertation Committee.

The members of this committee and the chair must be approved by the Graduate Dean.

### **V.5 Dissertation**

It is difficult to give a checklist of criteria for research at this level, and every dissertation is unique. However, a dissertation often includes some or all of the following characteristics:

- deployment of lucid and persuasive argument in support of thesis
- original contribution to scholarship, showing the ability to ask new and significant questions about texts or a body of material
- ability to organize and interpret evidence
- knowledge of relevant critical issues
- application of relevant theory or methodology
- placement within larger scholarly discussion
- mastery of, and critical engagement with, the relevant primary and secondary sources
- independence of some potential for publication

A dissertation writer should expect that a reader, especially an external member of the committee, may need between two and three weeks to comment on a dissertation chapter. It is the student's responsibility to schedule the defense in consultation with his/her Dissertation Committee and the Graduate Advisor. Normally, a student should submit the entire dissertation to the Dissertation Committee at least four weeks before the defense.

### **V.6 Defense of Dissertation**

An oral Defense of the Dissertation is administered by the student's Dissertation Committee after completion of the dissertation. This is a public event (i.e., faculty and anyone interested may attend); out of courtesy to the candidate, anyone interested in attending should inquire of the candidate as to whether s/he prefers to have an audience or not. Candidates should expect a defense to last between 1 and 3 hours. The purpose of the defense is for the committee and student to engage in discussion of the dissertation so that the committee can formally evaluate it. Candidates should expect candid discussion of the dissertation's strengths and weaknesses, as well as extended intellectual engagement with the work and its place in the larger scholarly debate. The candidate should leave the defense with a clear understanding of the dissertation's strengths and weaknesses, and some advice about next steps, further development, e.g.

publication. There is no specific preparation for a defense, but a candidate is advised to know his/her work well and be prepared to discuss it at length.

After the discussion is completed, the Dissertation Committee will decide privately on one of three outcomes:

1. The dissertation passes, and the student must make minor corrections, e.g. typos, before submitting the final version to Graduate Division.
2. The dissertation passes subject to some more substantial changes being made and approved by the Chair of the Dissertation Committee.
3. The dissertation is deemed unsatisfactory, and the award of a Ph.D. cannot be made. (This unusual outcome is highly unlikely if the student follows the advice of the Dissertation Committee prior to submission.)

### **V.7 Formatting and Filing the Dissertation**

The University has strict requirements for formatting and filing dissertations. These rules and regulations may be found on-line at Graduate Division's web page, "Filing your thesis at UCSB" at <http://www.graddiv.ucsb.edu/academic/filing-your-thesis-dissertation-dma-document>

## **VI. ACADEMIC REGULATIONS**

### **VI.1 Course load**

Three courses each quarter for a total of 12 units is the normal load for a graduate student. Sometimes courses are 2 unit courses. Students should then register for Classics 597 (Preparation for Comprehensive Exams) to make up a total of 12 units. Under special circumstances students may enroll in a minimum of two courses (8 units) plus Classics 597 units to equal 12 units per quarter.

Once advanced to candidacy, students are not expected to take further courses, but to concentrate fully on the dissertation. Students who are advanced to candidacy should register for either Classics 599, Greek or Latin 599 (Ph.D. Dissertation Preparation).

All students should enroll for 12 units each quarter; this number may include Classics 597 (Preparation for Comprehensive Exams). The Department only gets full (100%) FTE credit if students take 12 units. More FTE credit means a continued or increased number of TAs and Fellowships in the future, so all students benefit from enrolling in at least 12 units. For enrollment in a class to benefit the Department in the budgeting process, students must have completed registration by the 15th day of the quarter.

## **VI.2 Registration for Classes**

Please register for all classes (including 597s) as soon as possible, preferably during the preceding quarter. Graduate students have until the 15th day of instruction to add classes without the approval of the Graduate Division. After this deadline, students seeking to add classes are required to submit a petition along with a letter to the Graduate Division for review.

Early registration during the preceding quarter makes it possible for the department to adjust scheduling of classes in accordance with enrollment. Classes which have low enrollment may be cancelled.

## **VI.3 Adding and Dropping Classes**

After the first week of classes, use a "Schedule Adjustment Petition" to add or drop classes, as well as to change the grading option of a class. These petitions are available from the staff graduate advisor. The graduate advisor's signature is required for the processing of such petitions. Thus you should consult with the graduate advisor before submitting the petition to the instructor.

## **VI.4 Grades**

Graduate students are required to maintain a minimum cumulative grade point average of 3.0 (B) in all upper division and graduate courses to remain in good standing in the Graduate Division at UCSB. Students who fall below this average are either placed on academic probation or dismissed from graduate status.

Graduate students must earn at least a 3.0 (B) in all courses specifically required for a degree.

Students may choose to take the History of Greek and Latin Literature Course (Classics 211- 212-213) S/U. No other course required for the degree may be taken S/U. In order to receive an S, students must achieve a grade of B or higher.

Courses numbered 596, 597, 598 and 599 can *only* be taken S/U.

## **VI.5 Incomplete Grades:**

If you are unable to complete all course work for a class, you must file a "Petition for Incomplete Grade" (available from the Office of the Registrar). An instructor cannot assign an incomplete grade unless an Incomplete Petition is on file. This is the student's responsibility! The petition must be signed by the instructor of the course in which the incomplete is being taken, and must be initialed by both the Department Chair and the Graduate Advisor.

If you wish to drop a class, do so before the drop date for graduate students listed in the

## Schedule of Classes.

Incomplete grades turn to an F after one quarter unless you file an extension of the incomplete ("Incomplete Grade Extension Petitions" are available from the staff graduate advisor). This extension must be filed EVERY QUARTER that the course work is not completed or the incomplete "grade" assigned will be automatically changed to an F by the Office of the Registrar. This automated change takes place on the Friday after final grades have been recorded for any given quarter. The student alone is responsible for keeping track of incomplete grades on his or her record.

The Graduate Division will not award a graduate degree as long as you have an incomplete grade on your record. You can either complete the course work and have the Department change your incomplete to a grade or you can petition to drop the course retroactively. Be sure that you have enough units to satisfy your degree unit requirements and have completed all mandatory course work before considering this option.

## **VII. COURSES**

### **VII.1 Directed Reading and Research courses**

Courses numbered 596, 597, 598 and 599 can only be taken S/U.

Classics/Greek/Latin 596 (Directed Reading and Research) are available in special circumstances. Students are normally not permitted to take a 596 course in a language, unless s/he has passed the sight examination in that language; furthermore, Graduate Such courses may not be used as substitutes for regularly scheduled graduate courses or seminars. Written proposals for such courses must be approved by the instructor and graduate advisor. It is possible to take a Classics course as a 596.

No graduate student may take a 199 in either language. This is the number for an undergraduate reading and research course.

Only students who have advanced to candidacy may register for 599. Once full time work on the dissertation has begun, no courses are required. A student may receive up to 12 credits per term for dissertation research and writing. Students must register for these credits through "Gold."

### **VII.2 Reading courses**

These courses bear a dual number e.g. 112/212. This indicates that the class is open to both upper division undergraduates and graduate students.

### **VII.3 Seminars**

These courses bear a single number and are listed in the catalog as seminars (Classics 231-235). These classes are open only to graduate students. Note that all Ph.D. students are required to take 6 seminars and write 6 seminar papers (See section III above).

### **VIII. FINANCIAL SUPPORT**

All students who wish to be considered for any type of financial support are required to file the FAFSA (Free Application for Federal Student Aid) form by March 2nd and provide any other requested information to the Student Financial Services Office.

#### **VIII.1 California Residency**

Out of state students are encouraged to gain California residency as soon as possible, normally after one year of graduate school, in order to avoid non-resident tuition. For detailed information, see <https://registrar.sa.ucsb.edu/ResidencePolicy.aspx>. Of immediate concern, you should register and vote in California elections, obtain a California driver's license or identification card, file state income taxes etc. to prove your intent to make California your permanent residence. Take these steps immediately upon arrival.

#### **VIII.2 Departmental procedures**

All students wishing to be considered for departmental aid, including teaching assistantships, must inform the graduate advisor early in the spring quarter.

Financial awards are made by the Classics faculty meeting as a committee of the whole, in which every faculty member has an equal vote. Initial awards to incoming students are made by the faculty in the winter quarter preceding tenure, and are based on the applicant's academic record and letters of recommendation. Awards to continuing students are made by the faculty in the spring quarter preceding tenure, and depend on satisfactory progress toward the degree and conscientious tenure of past teaching assistantships. Performance on examinations as well as classwork and future promise are factors in the assignment of financial support. Students who fail to make satisfactory progress may receive little or no funding. Assessment of student progress takes into consideration each student's preparation prior to enrollment in the graduate program. The department chair or the graduate advisor will notify students of the support being offered, and will indicate the deadline for acceptance.

The University restricts the amount of funding graduate students may receive as employees of the University (e.g. teaching or research assistants). Once a student exceeds 15 quarters of employment, the Dean of the Graduate Division must grant permission for additional quarters, up to 18. System-wide regulation does not permit graduate student appointment beyond 18 quarters as a Teaching Assistant and/or Associate. Financial support is dependent upon funds distributed to the department by the University. All awards are conditional upon the availability of those funds to the Department.

The departmental time-to-degree standard is 7 years, 4-5 to advance to candidacy, 7 to complete the degree. Students who do not comply with their time-to-degree standards are notified by the Graduate Division via email. They cannot receive central funding and are subject to intense departmental monitoring. In extreme cases probation and academic disqualification may follow (See also II.2 above). See: <http://www.graddiv.ucsb.edu/academic/academic-performance#time-to-degree-standards>.

### **VIII.3 Funding for Conference Papers and Other Projects**

The department regularly gives some subsidy towards the presentation of papers at major conferences (not graduate student conferences) and other projects including but not limited to summer courses at American Academy in Rome and the American School in Athens, intensive language training abroad, participation in archaeological digs, or job interviews at the SCS. Students are strongly encouraged to apply for alternative resources first, making use of the resources advertised on the Graduate Division website. Students should then submit a proposal and a budget to the Graduate Advisor as early as possible before the project takes place. Decisions will be made by the Graduate Affairs Committee on a competitive basis.

## **IX. TEACHING ASSISTANTSHIPS AND ASSOCIATESHIPS**

Teaching assistantships are the primary means of funding graduate students in the Classics department. They are also an important means of preparation for your future career in education.

### **IX.1 Appointments**

Departmental procedures for appointing Teaching Assistants and Associates are described above in section VIII.2. All awards and rankings are made by the Classics faculty meeting as a committee of the whole. Please note that the University has minimum requirements for teaching appointments, which include full-time residency, minimum 3.0 GPA, good academic standing, no more than 12 units of incompletes, and satisfactory progress toward the degree (details in APM 410 and the Red Binder).

### **IX.2 Assignments**

The graduate advisor, in consultation with the Chair, is responsible for assigning students with teaching assistantships to particular courses. The majority of teaching assistants are assigned to Classics 40 (Greek Mythology), although since these positions involve teaching sections they are less often given to students in their first quarter of graduate study. Assignment as a teaching assistant to other courses is made both to first time students and to students who have had considerable experience as teaching assistants in Classics 40. Assignments as teaching associate to introductory language classes, typically Latin 1 or Latin 2, are given to students who have advanced to candidacy. Assignments are largely determined by the schedule, but will also take into account the student's experience, and the expressed preferences of instructors and

potential TAs. The Graduate Advisor will make every attempt to notify students of their particular assignments in the quarter preceding tenure, although assignments for the Fall quarter, for reasons beyond the department's control, are usually not available until late summer. To request changes in assignment or clarification of assignment procedures, students may consult with the Graduate Advisor.

### **IX.3 Training**

The Classics Department takes very seriously the need to guarantee UCSB undergraduates first-class instruction across the board, by its graduate student Teaching Assistants as well as by faculty. To this end the Department has instituted a TA Training Program that is intended to supplement UCSB's mandatory annual Teaching-Assistants' Orientation. The program consists of one-hour weekly discussions, directed by an experienced member of the faculty, of topics and issues that are especially relevant to the experience of Teaching Assistants assigned sections in Classics 40 (Greek Mythology), rounded out by a visit by the responsible faculty member to one of each TA's sections. The classroom visit will be followed by an oral and written evaluation to be filed with the staff graduate advisor. The program is offered once a year in the Fall in conjunction with Classics 40 and is mandatory for all TAs assigned to Classics 40 over the course of the academic year.

TAs will meet with the Professor at least one hour weekly to discuss relevant topics and issues. These should include (but are not limited to):

- interpretations of myth
- plagiarism
- leading effective discussions
- paper-writing
- designing fair examination
- classroom behavior and pedagogical ethics
- teaching large lecture courses

Ph.D. students teaching a section of a language course do so in conjunction with a ladder faculty who normally teaches one of the other sections. The faculty member is expected to mentor the student in the critical skills of teaching beginning language, and the student is expected to accept such mentorship. The teaching associate is expected to sign up for Classics 501.

In addition, you should never be reluctant to ask for advice on how to handle students, how to award grades equitably, and how to improve your classroom performance.

*All* new TAs are expected to attend the University's mandatory orientation offered each fall, as well as the department's own TA orientation before classes begin in the fall.

## **IX. Duties**

It is very important that you not neglect your teaching duties towards undergraduates while preparing for your own graduate courses and examinations. Teaching Assistants are expected to attend all lectures unless excused by prior arrangement with the instructor of record. Final grades, particularly for the larger classes such as Mythology, must be in on time to meet the Registrar's deadlines; be sure to clear any plans you may have for an early departure with the professor in charge of the course *before* finalizing them. TAs must schedule at least 3 hours per week to meet with students *in HSSB* and keep their office hours conscientiously. TAs are expected to photocopy examinations for the large lecture classes as well as the quizzes and handouts for their sections (**see below X.2d**); TAs are also responsible for bringing the photocopied examinations to the place of examination and for collecting them at its end. Please treat students courteously and as you would like to be treated. (Remember that TAs as well as faculty are evaluated by the students in the larger courses and such evaluations are taken into account in the awarding of TAs and Associateships.) Finally, TAs are expected to be present until the grading deadline, usually the Wednesday following the last final examination of the finals period. If they have strong reasons for departing before that day, they are requested to discuss their plans with the instructor of record and as well as how they will meet remaining TA obligations for the course by their date of departure.

A 1989 conference at UC Davis on "Teaching Assistants and the University: Goals, Roles and Responsibilities" issued guidelines. The following is part of the statement about the responsibilities of teaching assistants (p. 65):

TA assignments are expected to involve an appropriate range of supportive activities, which may include: (a) assisting the faculty member in the preparation of course materials, (b) teaching in . . . discussion sections for the faculty member in charge of the course to which he/she is assigned, (c) attending the faculty member's lectures or other instruction periods, (d) reading student papers and examinations, (e) assisting with student performance evaluations and grading, and (f) holding office hours. TAs are not to be given sole responsibility for the instructional content of any course, for the selection of student assignments, for the planning of examinations, for determining the grade for students, for instructing the entire enrollment of a course, nor for the entire instruction of an individual or group of students enrolled in any University course.

## **X. PROFESSIONAL DEVELOPMENT**

### **X.1 Seminar**

Graduate Advisor coordinates a series of professional development workshops that all students are strongly encouraged to attend. Topics include time management, cv writing, career planning, publications, course/syllabus design, interview preparation, applying for jobs, the path to tenure. Students are also encouraged to utilize resources at Career



Services and Graduate Division that give information about a variety of career options.

## **X.I FURTHER NOTES**

### **X.1 Office staff**

The office staff consists of Anna Roberts, Graduate Program Assistant and Jill Title, head of student affairs. Professor Morstein-Marx is the Graduate Advisor and Professor Helen Morales is the Department Chair.

### **XI.2 Departmental facilities.**

a) **Keith Aldrich Memorial Graduate Reading Room.** This room is named for the founder of the Classics Department at UCSB, whose portrait hangs on the wall.

The use of the Reading Room is a privilege extended to our graduate students and dependent on treatment of the facility. All materials in the Reading Room, including materials placed on reserve for courses, must only be used in the Reading Room. If you need to copy pages from a book, fill out a card with your name and the book's title and author, copy those pages, and return the book as soon as you have finished.

Theft and defacing of books hurt us all. The books were all either bought by the department or donated, and the department rarely can afford to replace losses. When you are finished using a book, please re-shelve it so that others can locate it with ease. Also refrain from eating or drinking in the reading room.

b) **Offices.** Students with TAships are entitled to office space for academic purposes.

Students can use personal computers in their offices and can request an internet connection or IP address from AJ Hinojosa. His office is HSSB 4044.

### **c) Computer Room**

The computer room is equipped with two workstations— PCs and 1 MAC. The following software is installed on all the computers:

- Microsoft Office (Word, Excel, PowerPoint,
- Microsoft Internet Explorer and Firefox on P.C.s and Safari on MACs
- Adobe Acrobat Reader 10.0
- Greek keyboards for the PCs; Greek Keys for the Mac.

The computers are hooked into a network printer located by the window. Please do not store documents on the computers. Save your work on a flashdrive.

Electronic mail accounts are available and free to all graduate students at UCSB. To set up an email account go to [www.umail.ucsb.edu](http://www.umail.ucsb.edu). Students must be registered to set up an account. Much departmental correspondence occurs via e-mail, and students' umail accounts are used for this purpose.

There is also one photocopy machine which has scanning capability on it. Students may

use the photocopier and printer for teaching preparation and course materials. Please be careful not to overuse them.

The faculty printer is shared by all faculty in the Department; students are asked not to use it so that it will remain free for faculty use at all times.