

**DEPARTMENT OF CLASSICS**

**GRADUATE STUDIES**  
**HANDBOOK**

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## DEPARTMENT OF CLASSICS GRADUATE STUDIES HANDBOOK

**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 before classes begin each Fall quarter for advising and are strongly urged to consider quarterly appointments.

The graduate advisor, along with the chair of each 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 oversees admissions procedures for incoming graduate students, departmental recommendations for University fellowships and distribution of departmental financial aid, including teaching assistantships.

#### **I.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.

#### **I.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.

#### **I.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, one MA student is elected by MA students to represent their interests within the department, and one Ph.D. student is elected by the Ph.D. students to represent their interests within the department. A portion of one faculty meeting each quarter is set aside for a visit by the three Graduate Representatives, when issues of concern to the graduate students are expected to be raised and discussed. The Representatives are encouraged also at other times, individually or together, to bring matters to the attention of the chair and/or the graduate advisor; it will often be useful to consult in this way before the quarterly meeting with the faculty. This is an important responsibility: the Graduate Representatives 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 two closely related graduate programs: an M.A./Ph.D. program for students who have completed the B.A. and a Ph.D. program for those who come to UCSB with an M.A. from another institution. 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 and language. The graduate program in Classics includes the study of ancient history and ancillary 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:

- A. M.A. Degree Deadline:** Master's degree candidates must complete their degree requirements within four years. Students who exceed the four-year limit must petition Graduate Council for an extension. If, however, the student intends to continue from the M.A. to the Ph.D. program, s/he is expected to complete the M.A. degree well in advance of the four-year limit.
- B. Ph.D. Degree Deadline:** Doctoral candidates are expected to complete their degree requirements *within seven years of beginning graduate studies at UCSB*. Note that the "clock" starts upon commencement of graduate study at UCSB, whether one begins with the M.A. program or (by entering with an M.A. from elsewhere) with the Ph.D. program. Students who exceed the seven-year limit must petition Graduate Council for an extension.
- C. Doctoral Candidacy Deadline:** Students are required to advance to doctoral candidacy within four years after entry into a graduate program, whether they entered with or without an M.A. degree.

### II.3 Admission

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

Because the M.A. program in Classics is primarily designed to prepare students for the Ph.D., students should normally apply for admission to both.

In addition to the general requirements for admission to graduate status, applicants for the M.A./Ph.D. degree program should have an undergraduate major in Greek, Latin, or Classics, or the equivalent (i.e., at least the equivalent of 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 in addition to completing the regular coursework for the M.A. degree.

Students applying for admission to the Ph.D. program who have received their M.A. at an institution other than UCSB or at an earlier date from UCSB follow the same procedure for admission as do applicants to the M.A./Ph.D. program. 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.

Continuation into the Ph.D. program for students who have completed an M.A. in Classics at UCSB is not automatic but at the discretion of the faculty. Such admission is dependent upon proof of reading fluency in Greek and Latin and the ability to do research at the Ph.D. level. Students wishing to continue their studies at the Ph.D. level must submit one research paper and two letters of recommendation from ladder faculty of the department of Classics. In addition, one member of the ladder faculty must indicate a willingness to sponsor the applicant's Ph.D. work. A majority of the ladder faculty in residence must approve the application.

#### **II.4 Normal Progress**

It is the responsibility of students to ensure that they continue making normal 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 committee (**see below, V.6**). 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 AND SPECIAL REGULATIONS AND REQUIREMENTS: MASTER OF ARTS IN CLASSICS**

#### **III.1 The Masters Degree**

All students are expected to familiarize themselves with the general regulations of the Graduate Division and the department's own list of requirements. It will be their responsibility to comply with all such regulations.

The M.A. degree signifies that a student has reached a standard of proficiency in Classical Studies well beyond that expected for the B.A.

#### **III.2 General Requirements**

A minimum of thirty-six *letter grade* units must be completed in order to receive the M.A. A minimum of 12 of the 36 required units must be in graduate Greek courses, another 12 in graduate Latin courses.

M.A. students in Classics are required to complete the following coursework with a grade of B or better:

- Proseminar (Classics 201)
- History of Greek and Latin Literature (Classics 211-212-213) **Note: May be taken S/U**

- Either Greek or Latin Prose Composition, 2 quarters (Greek 240 A-B or Latin 210 A-B)

- Two courses in ancient history, chosen from the following: History 111A, 111B, 111P, 113A, 113B, 113P, or Classics 150. Students who have earned upper-division undergraduate credit in ancient history may petition for exemption from all or part of the above requirement. If any one of these courses is not offered and a substitution is possible, students must petition the department to obtain permission for such substitution.

- Note that at least two seminars must be taken in order to fulfill the paper-requirement below. Three seminars are offered each year, one per quarter, from a number of set categories (literary, cultural, historical, archaeological, “other”), and are labeled Classics 231-235 in the catalog.

Paper requirement: All M.A. students must submit two research papers (3 000 words minimum, excluding quotations) written in Classics seminars that students have taken while in the M.A. program, and two shorter papers (2 000 words minimum, excluding quotations) written for other courses while in the M.A. program. For satisfaction of the requirement a paper must have received a grade of at least B+ from the instructor in the course for which it was written. Two of the papers (of either type) must be completed by the end of the first year of the M.A. program.

All M.A. students must pass sight translation exams in Greek or Latin or both (**see below III.3**).

All M.A. students must pass a competency exam in one of the three following languages: German, French or Italian.

### **III.3 Special Requirements of the Various Programs**

a) **M.A. in Classics:** Most candidates intending to work for the Ph.D. in Classics should choose this degree.

To fulfill the History requirement, candidates must choose one Greek and one Roman History course.

Candidates for the M.A. in Classics must pass both Greek and Latin sight translation exams. These exams are offered annually in the Winter quarter and must be attempted until the student passes (**see V.2 below**).

b) **M.A. with Emphasis in Latin:** Students intending to work for the Ph.D. should not choose this degree. It is designed for those who wish to teach only one language at the secondary school level or who desire some graduate work primarily in one language as an aid to study in a non-Classical field.

To fulfill the History requirement, candidates must complete two courses in Roman History, chosen from the following: History 113A, 113B, 113P, or 213, or Classics 150.

To fulfill the Prose Composition requirement, candidates must complete the two course series in Latin Prose composition (Latin 210A-B).



Candidates must pass the sight translation exam in Latin.

c) **M.A. with Emphasis in Ancient History.** This is an interdisciplinary degree that involves significant coursework in the History Department and is designed for those students who wish their training to emphasize Ancient History as well as excellence in the classical languages. (See **below IV.8**, for the natural sequel, the Classics Ph.D. with Emphasis in Ancient History.) Since the structure of this degree differs significantly from the other Classics M.A. degrees, only a brief summary will be provided here; for the details, please obtain a copy of the *Departmental Rules for the M.A. Emphasis in Ancient History* from the Graduate Program Assistant. Students considering the Emphasis in Ancient History should make their decision before the winter quarter of their first year, since from that point their sight examinations and their coursework will begin to diverge significantly from that of those in the Classics M.A. program.

Coursework: Classics 201 and 211-212-213 are required; however, the M.A. course-requirement in Prose Composition is dropped. Instead, 4 graduate courses in Ancient History are required (201E in Greek History or Classics 233 on a Greek topic, 201E in Roman History or Classics 233 on a Roman topic, and the two-quarter seminar sequence in Greek History [211A-B] or Roman History [213A-B]). A Classics 233 might, under special circumstances, be substituted for a 211 or 213 A-B. Students must obtain approval for such substitutions.

Students must take *at least* four graduate courses in Greek and Latin authors each year that they are in the program.

Examinations: In addition to examinations in Greek and Latin (different from the regular M.A. sight exams: see **below V.3**) and a translation examination in a Modern Language, students pursuing the Ancient History Emphasis must pass an examination in Greek and Roman History.

d) **M.A. with Emphasis in Literature and Theory.** This is an interdisciplinary degree that involves coursework in other departments, and is designed for those students who wish to pursue interests in literature, theory, and cultural studies and attain excellence in the classical languages. (See **below IV.9**, for the natural sequel, the Ph.D. in Classics with Emphasis in Literature and Theory.)

Degree requirements for the M.A. in Classics with Emphasis in Literature and Theory differ from those for the regular M.A. in Classics in these respects:

- (1) Greek or Latin prose composition is not required;
- (2) candidates must attend three additional meetings of the Proseminar designed to introduce students to specifically classical theory-based scholarship;
- (3) Greek and Latin sight translation examinations will be based on a modified reading list;
- (4) required coursework will include, instead of Ancient History, three theory courses; and
- (5) candidates will be required to write 2 seminar papers demonstrating an application of theory – one in a Classics seminar and one from a seminar outside of the Classics department. The graduate advisor, in conjunction with the professors involved in the Literature and Theory Emphasis and the individual student, determine the suitability of particular theory courses.

**Prerequisites:** As an undergraduate, students should have taken A) 1 upper-division class in Greek or Roman history, B) 1 introductory course in literary, cultural or gender theory. If these undergraduate requirements have not been met, students should take equivalent courses as soon as possible after entering the MA program (i.e. take undergraduate courses without graduate credit, or receive instructor's approval to enroll in a graduate level course).

#### **IV. REGULATIONS AND REQUIREMENTS: DOCTOR OF PHILOSOPHY IN CLASSICS**

*Note that special requirements for the Ph.D. with Emphasis in Ancient History and for the Ph.D. with Emphasis in Literature and Theory are given below (IV.7 and 8).*

##### **IV. 1 Course work (Ph.D. in Classics)**

There is no unit requirement for candidates for the Ph.D. The normal course load for Ph.D. students, however, is two or three courses per quarter until they advance to candidacy.

Ph.D. students must satisfy the department's M.A. requirements for Proseminar, History of Greek and Latin Literature, Greek or Latin Prose Composition and Greek and Roman history, unless an equivalent has been taken elsewhere. Students who completed MA requirements at UCSB need not repeat these requirements. Students entering the Ph.D. program with an M.A. from another institution may petition for equivalent course work.

All Ph.D. students are required to complete the following coursework with a grade of B or better:

- Two distinct graduate courses outside the Classics department.
- Three seminars taken after the student has begun studies at the Ph.D. level.
- Greek or Latin Prose Composition (Greek 240A-B and Latin 210A-B). Students must satisfy this requirement in the language not studied for the M.A. requirement.

Students must submit three seminar papers written in conjunction with courses taken after the student has begun studies at the Ph.D. level. One paper may be from a seminar taken in another department after consultation with the graduate advisor and the chair of the student's committee. Students should submit a copy of each graded paper to the graduate advisor as soon as possible after the completion of the course. For satisfaction of the requirement a paper must have received a grade of at least B+ from the instructor in the course for which it was written.

##### **IV.2 Examinations (Ph.D. in Classics)**

All Ph.D. students must pass 7 written examinations as follows:

- Greek and Latin sight translation,
- Greek or Roman history,
- Greek and Latin literature,
- Special Topic, Genre, or Ancillary Discipline (recent examples: Greek religion, Greek tragedy, Ancient Metrics),
- A second modern foreign language.

There will be no significant overlap between written examinations.

The history examination will be a comprehensive examination.

The literature examination in the language of the dissertation will focus on a genre and/or author. The literature examination not in the language of the dissertation will be a comprehensive examination.

The modern foreign language must be one other than that passed for the M.A. (German if not already passed, otherwise French or Italian). Students entering the Ph.D. program with an M.A. from another institution must have passed another examination in German, French, or Italian.

Examinations for Greek and Latin sight translation and modern foreign language are scheduled by the graduate advisor at the same time as those for M.A. candidates.

For each examination beyond the language exams, the student is *very strongly* encouraged set up a meeting with his/her Committee Chair 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 (**see below V.5**).

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 your committee Chair 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 Faculty. 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

Following satisfactory completion of all written examinations and the significant paper requirement, candidates take an Oral Qualifying Examination. The Oral Qualifying Examination is a comprehensive examination in Greek and Latin literature and Ancient (i.e., Greek and Roman) history. The successful candidate should demonstrate breadth and depth of knowledge in these fields. A student should speak with each member of his/her committee concerning the contents of this exam. This is traditionally an open exam; all members of the Classics department are welcome to attend and ask questions.

### **IV.3 Time Schedule for Examinations:**

Ph.D. students must attempt in the winter quarter any sight examination not already passed. At least one sight examination must be passed by the end of the **fifth** quarter (post M.A.). The modern language exam must be passed by the end of the **sixth** quarter. The other Ph.D. sight examination must be passed by the end of the **eighth** quarter. In addition, the department strongly encourages Ph.D. students to complete all written exams by the end of the **ninth** quarter after the MA.

In accordance with University policy, students must advance to candidacy within four years after entry into the M.A./Ph.D. program. 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.4 Advancement to Ph.D. Candidacy**

When Ph.D. students complete their oral qualifying examinations and their significant paper requirement 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 \$65 advancement to candidacy fee.

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

### **IV.5 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 names of the members of this committee and the chair must be approved by the Graduate Dean.

### **IV.6 Defense of the 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).

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

The University has strict requirements for formatting and filing dissertations. These rules and regulations appear in the Graduate Division publication, *UCSB Guide to Filing Theses and Dissertations*, available on-line at <http://www.graddiv.ucsb.edu/pubs/filingguide.shtml>

#### **IV.8 Ph.D. in Classics with Emphasis in Ancient History**

This is an interdisciplinary degree that involves significant coursework in the History Department and is designed for those students who wish their training to emphasize Ancient History as well as excellence in the classical languages. Completion of the M.A. Emphasis in Ancient History or its equivalent is a prerequisite. Students who have completed the regular M.A. in Classics without Ancient History emphasis must complete the additional requirements of the M.A. Emphasis in Ancient History (i.e. the required Ancient History courses and an examination in Greek and Roman History) before they can be admitted to the Ph.D. Emphasis in Ancient History.

There is little overlap between the required coursework and examinations for the Ph.D. Emphasis in Ancient History and those for the Ph.D. without emphasis.

Coursework: a minimum of 36 further graduate units in Classics, History (Greek or Roman), or related subjects in Art History, Religious Studies, or Philosophy, among which must be included:

- at least 4 graduate courses in Greek or Latin, among which must be at least 2 seminars in Greek or Latin authors, and
- at least 1 *further* (i.e. in addition to what was taken to meet the requirements of the M.A. Emphasis in Ancient History) 2-quarter Ancient History research seminar (211 or 213 A-B). A Classics 233 might, under special circumstances, be substituted for a 211 or 213 A-B. Students must obtain approval for such substitutions.

6 written examinations:

Translation examinations in Greek and in Latin (**see below V.3**).

A second modern foreign language.

Greek and Roman History.

Ancient Historiography or Greek or Latin Literature or Greek or Roman Archaeology.

Regulations for the oral (qualifying) examination, the dissertation and Ph.D. committee, and the paper-requirements (including the significant paper) are the same as for the Ph.D. without Emphasis (**IV.2-6** above). The required timetable for completion of Ph.D. requirements (above, **IV.3**) applies also to the Ph.D. with Ancient History Emphasis.

**IV. 9. Ph.D. in Classics with Emphasis in Literature and Theory.** This is an interdisciplinary degree that involves coursework in other departments, and is designed for those students who wish to pursue interests in literature, theory and cultural studies and attain excellence in the classical languages. Candidates must satisfy the requirements for the M.A. with Emphasis in Literature and Theory if they have not already done so.

A minimum of 36 further graduate units in Classics or related interdisciplinary courses are required, among which must be included:

- (1) 2 seminars with papers in Classics, one of which must demonstrate an application of theory

- (2) 2 seminar papers from theory seminars on elective topics approved by the graduate advisor in conjunction with the professors involved in the Literature and Theory Emphasis
- (3) a sequence of prose composition in Greek or Latin.

The following examinations are required before the student may advance to candidacy:

- Sight translation examinations in Greek and Latin based on modified reading lists
- Special author examination in Classics
- Special topic examination in theory
- A second modern foreign language examination (German, if student has not already passed a German examination)
- A significant paper. (see above IV.2)
- An oral qualifying examination with emphasis in literature.

For details, see the department's *Rules for the Ph.D. Emphasis in Literature and Theory*, available from the Graduate Program Assistant.

## **V. EXAMINATIONS:** (both M. A. and Ph.D.)

### **V.1 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 chair of their examination committee and other graders to evaluate their progress and determine a course of additional preparation if necessary.

### **V.2 Greek and Latin Sight Examinations**

Students must attempt the language sight exams each year until 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 examinations are offered at 8 a.m. and at 1 p.m.

Each exam contains 6 passages (10-20 lines long), 3 in prose and 3 in poetry. Ph.D. sight translation exams follow the same format as M.A. exams, but the passages are somewhat longer (15-25 lines). Passages for the M.A. exams will be taken from the Greek or Latin M.A. reading list. This does not apply to the Ph.D. exams; the Ph.D. reading lists simply indicate what the faculty expects Ph.D. candidates to have read.

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

Students who do not pass a regularly scheduled sight examination in the Winter quarter may petition the faculty for permission to attempt the examination again in the Spring quarter. The faculty will grant such petitions when the student's performance on the Winter quarter examination was sufficiently strong to warrant a second attempt in the Spring quarter.

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

### **V.3 Greek and Latin sight examinations for students pursuing an M.A. or Ph.D. with Emphasis**

Students pursuing an Emphasis will take Greek and Latin sight examinations that differ from the regular M.A. and Ph.D. sight examinations. The exams will be based on reading lists shorter than those of the degrees without Emphasis. Exams for the Ancient History Emphasis will include a greater proportion of historical authors, and those for the Literature and Theory Emphasis will be weighted toward literary authors. Furthermore, students in the Ancient History Emphasis must designate 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.

### **V.4 Modern language examinations**

Students should attempt exams as soon as they feel there is a likelihood of success. 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.

### **V.5 Examination Committees**

All graduate students have an examination committee of four faculty members, one being Chair, to read and grade examinations.

The graduate advisor assigns members of examination committees for all new students. The make-up of these committees may be changed on request to the graduate advisor.

M.A. examinations are read and judged by at least two members of the student's committee. A third member of the committee is called upon to express an opinion when the student's performance is problematic. Should any of the first three members of the committee be on leave, the next professor on the list assumes that person's responsibilities. Students are encouraged to discuss their progress with members of their committee.

Ancient and modern language exams for Ph.D. students follow the same procedures as for M.A. students. Whenever possible, all members of a Ph.D. student's committee read all other exams. If an exam is in an area not among the specialties of the faculty on the committee, the graduate advisor will normally request a ladder faculty member with the appropriate specialty be added to the student's committee in an *ad hoc* manner either as writer or reader, or both, of the exam.

At some point before taking the area examinations, Ph.D. students should confer with the graduate advisor to select committee members to reflect the student's likely area of specialization. This Committee also serves as the Oral Qualifying Examination Committee. A minimum of three of the four members of the Examination Committee must be members of the

UCSB Academic Senate in the Classics Department. An additional member from the Department or from another discipline may be added at the Department's or student's discretion.

### **V.6 Review of Progress toward the degree**

Each student's progress toward the degree is reviewed annually by the Graduate Advisor and Chair of the student's committee. 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. Candidates writing their dissertations, who are in residence and receiving financial support, should submit a report on their progress each year to the Chair of the Dissertation Committee. **See above II.4.**

## **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 at the M.A. level. 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.

The normal course load for Ph.D. students is two or three courses. 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 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 your enrollment in a class to benefit our Department in the budgeting process, you 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 in the department office. 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 Roman Literature Course (Classics 211-212-213) S/U. This course was especially created as a substitute for Comprehensive MA exit-exams in the History of Greek and Latin Literature. 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 office staff). 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. No student may take a 596 course in a language, unless s/he has passed the sight examination in that language; furthermore, Graduate Division does not permit more than 12 units of 596-courses to be counted toward the 36 units required for the M.A. 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 the paper-requirement for the M.A. (see above III.2) in effect requires students to take at least 2 seminars for that degree, while that for the Ph.D. (see above IV.1) requires at least 3 (further) seminars.

## **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.

A binder containing information about financial aid is available for consultation in the 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 contact the Campus Residency Deputy, Office of the Registrar, Student Affairs and Administrative Services Building (SAASB) 1105, 893-3033 or e-mail [regresid@sa.ucsb.edu](mailto:regresid@sa.ucsb.edu). 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 Department must frequently include in its award of financial support “alternate” TAs. This is because the Department does not always receive in its initial allotment from the University sufficient TAs to fulfill teaching obligations for the full year. Thus some years a request for augmentation is made. If and when additional monies become available during the course of the year, TAs can be offered to those students who were awarded alternate TAs.

The University restricts the amount of funding graduate students may receive as employees of the University (e.g. teaching or research assistants) to a total of four years (12 quarters). For any quarter thereafter, up to six years, a special exception must be made by the Dean of the Graduate Division (who generally does so). No exceptions are granted after 6 years. 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 department, in conjunction with university policy, has set seven years as the normative time for completion of the Ph.D. from the time of entry into a graduate program. Normative time is the number of years considered to be reasonable by the faculty of an individual department for completion of a doctorate by a full-time student in that program. Normative time varies by department and is measured from the time a student begins graduate study at any level at UCSB. Normative time is used to determine eligibility for the Doctoral Fee Offset Program (DCFO), a fee offset program for Ph.D. students once they have advanced to candidacy.

## **IX. TEACHING ASSISTANTSHIPS**

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 TAs 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 which are housed in the departmental office).

### **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 (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 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. Alternate TAs will be assigned in accordance with the rankings of the Classics faculty. 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 in the main office. 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 examinations
- 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 teaches the other section. The faculty member thus can mentor the student in the critical skills of teaching beginning language.

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 class performance. The Classics Department has prepared a handbook to answer some of your questions. For more detailed information see this book.

*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. 4 Duties**

It is very important that you do not neglect your teaching duties towards undergraduates while preparing for your own graduate courses and examinations. 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 TAships and Associateships.)

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. FURTHER NOTES**

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

The office staff consists of Ms. Shubra Agrawal, MSO; Ms. Anna Roberts, full-time Administrative and Graduate Program Assistant, and Ms. Liz Frech, part-time Administrative Assistant.

#### **X.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 reshelve it so that others can locate it with ease. Also refrain from eating or drinking in the reading room.

b) **Offices.** Students with TAs 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 our computer tech assistant. The department will cover the charge as long as it remains low. Unfortunately, neither the university nor the department can offer technical support.

### c) **Computer Rooms Configuration**

The computer room is equipped with six workstations 3 running Windows XP and 3 running Mac OS X.3. 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
- WS FTP LE (an FTP Utility) on P.C.s
- Adobe Acrobat Reader 8.0
- Aladdin Stuffit Expander
- One of the home page tabs takes you to a webpage that lets one type Greek in Unicode conforming text, and with Greek fonts selection. That in turn could be copied and pasted on any Word document, which in will adjust the text to whatever Greek font Word has installed without changing any of the characters. It is a good way to include short passages of greek quickly.
- Aristarchos, Athenian font (Greekeys for Mac), Athena Roman (Unicode Greek font), Vusillus Old Face (Unicode Greek font), Lucida Sans (Unicode Greek font for use with web browsing).

**Hera is the name of the Computer that holds most of your files. It is effectively the “My documents” folder on PCs and is mouted on the desktop of Macs as a Share folder.**

Inside Hera there are some special folders. One it is called Shared, and inside it one called Graduate share. It can be used to share files amongst all graduate students.

There is also a printer in the room for quick printing jobs. Keep in mind that the printer is there as a courtesy and should only be used for small quick jobs. For larger jobs you should use the Konica.

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.

c) **Photocopy machines.** There are two photocopy machines which are located in HSSB 4075. Each machine requires a 5 digit code in order to operate. A unique code is assigned to every Classics, Greek and Latin course. The Department must cover the expense of all supplies and repair bills. The cost of photocopy paper alone for the number (2000+) of students who take our large lecture classes is astonishing. Please plan your photocopying for section quizzes and handouts accordingly.

Use of the departmental photocopy machines by graduate students for materials unconnected with their duties as TAs is provided as a courtesy. Graduate students will need to get their own personal code to do such xeroxing. At the end of the month each student will be billed for copying done on their own code. Please remember to lock the copy room after you use it.

e) **Telephone.** A Departmental telephone is available for the use of graduate students near the counter in the main office. Please do not use the other office telephones. This phone should be used for TA duties (returning calls from students, for example) and for brief personal calls. If you need to make a long-distance call, please first ask a staff member and record the number on the list beside the phone, together with your name. You will be billed for long-distance calls only. A nearby public pay-phone is located at the bottom of the central staircase of HSSB, beside the coffee cart.