

DEPARTMENT OF CLASSICS

GRADUATE STUDIES
HANDBOOK

2016-2017

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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 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.

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, 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 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 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 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:

- 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 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.
- C. **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 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, 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 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. One member of the ladder faculty must indicate a willingness to sponsor the applicant's Ph.D. work; this implies accepting the responsibility of serving as the student's PhD mentor and advisor, normally including the expectation of directing the student's eventual dissertation. 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 student's advisor (for MA students) or the chair of the student's examination committee (for Ph.D. students) (**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 (Greek 240 or Latin 210)

- Two courses in ancient history, one in Greek, one in Roman history, to be selected in consultation with the graduate advisor. Students who have earned upper-division undergraduate credit in ancient history may petition for exemption from all or part of the above requirement.
- 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 in consultation with the graduate advisor.

To fulfill the Prose Composition requirement, candidates must complete Latin Prose Composition (Latin 210).

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 those of students 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 from the following list, with the proviso that both Greek and Roman History be represented and at least two quarters be taken of graduate coursework in the History Department. Students may petition the graduate advisor for permission to apply any of the following courses to this requirement (success of the petition will depend on the relevance to ancient history of the actual content of the specific version of the courses taken): Classics 231, Classics 234, Classics 235, and Greek and Latin graduate reading courses in historical or historically relevant authors.

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) Greek and Latin sight translation examinations will be based on a modified reading list;
- (3) required coursework will include, instead of Ancient History, three theory courses; and
- (4) 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, the individual student and his/her advisor 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)

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.

A minimum of 36 further graduates units is required, including Greek 240 or Latin 210, whichever was not completed for the M.A. The normal course load for Ph.D. students is three courses per quarter until they advance to candidacy.

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

- Four seminars taken after the student has begun studies at the Ph.D. level.
- Greek or Latin Prose Composition (Greek 240 and Latin 210). All Ph.D. students must have taken Prose Composition in both Greek and Latin to advance to candidacy.

Students must submit four 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 examination 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 5 written examinations as follows:

- Greek and Latin sight translation
- A second modern foreign language (one of the two must be German)
- Author/Genre examination
Significant Paper

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 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.

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.

For each examination beyond the language exams, the student is *very strongly* encouraged 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 (**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 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, which should normally be scheduled **at least four weeks** in advance.

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. The student will submit a draft of the paper to the committee for approval, allowing **at least three weeks** for feedback. Once the committee has approved the paper, the student will notify the graduate advisor and arrange for a presentation of a shorter version of the paper to the department. A copy of the final version of the paper, incorporating all feedback, should be kept in the student’s file.

Following satisfactory completion of all written examinations and the significant paper requirement, candidates take an Oral Qualifying Examination. Students are expected to complete the last requirement for their PhD program at least 4 weeks before the date of their Oral Qualifying Examination, and under normal circumstances not to request that this exam be scheduled until all requirements have been completed. (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*.) 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 faculty 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. The modern language exam must be passed by the end of the **sixth** quarter in the PhD program (i.e., after the MA). In addition, the department strongly encourages Ph.D. students to complete all written exams by the end of the **sixth** quarter after the MA.

In accordance with University policy, students must advance to candidacy within five years after entry into the M.A./Ph.D. program and within three years for those students who enter the 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 \$90 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 members of this committee and the chair must be approved by the Graduate Dean.

IV.6 Dissertation and Defense of the 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 thought
- 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.

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.)

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/academic/filing-your-thesis-dissertation-dma-document>

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: —(1) at least 4 graduate courses in Greek or Latin, including at least 2 Classics seminars (231, 232, 233, 234, 235) and (2) two graduate courses in ancient history beyond course requirements for the MA (Classics 233, 234, History 201E, 211A-B, 213A-B), of which at least one should be in Roman History if the written exam is in Greek history or vice versa.

4 written examinations:

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

A second modern foreign language.

Greek OR Roman History comprehensive exam

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 consultation with the chair of the student's examination committee
- (3) 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
- Author/genre examination
- A second modern foreign language examination (German, if student has not already passed a German examination)
- Significant Paper. (see above IV.2)
- An oral qualifying examination with emphasis in literature.
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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 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.

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 examination schedule will be posted on the website by mid-fall quarter.

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.

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.

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. Exams for the Ancient History Emphasis will be based on reading lists that include a greater proportion of historical authors, and those for the Literature and Theory Emphasis on reading lists that are more 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

Language examination committees are appointed by the Chair of the Department in conjunction with the Graduate Advisor. These committees set and grade ancient and modern language exams. Ancient History exams (in the Ancient History Emphasis) 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. Committees for Ancient History exams are necessarily ad hoc and their composition is not determined by that of any other committees.

Ph.D. students should confer with the Graduate Advisor once they have passed the Latin and Greek Sight Examinations about constituting an 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 or from another University may be added at the discretion of the student and the Graduate Affairs Committee.

MA students and Ph.D. students are assigned an advisor when they enter the program, and until they form a Ph.D. Examination Committee. The role of the advisor is to oversee the student's work and provide feedback and advice, in addition to that given by the Graduate Advisor.

V.6 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 (for MA students) or the chair of the student's examination committee (for Ph.D. students). 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. **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. 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 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 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 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 4 (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.

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.

Normative Time and Time-to-Degree

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. The department, in conjunction with university policy, has set seven years as the normative time for completion of the MA/Ph.D. from the time of entry into the graduate program. If a student enters with an MA, normative time is five years. Normative time varies by department and is measured from the time a student begins graduate study at any level at UCSB. Students admitted **before fall 2010** are subject to “normative time” and the university wide “time-to-degree” policies.

Under Graduate Council policy, students admitted **after fall 2010** or later follow departmental **time-to-degree standards** approved by the Graduate Council. Students admitted to the MA program in Classics (all emphases) are given four years to complete their degree. Students admitted to the Ph.D. program are given five years from beginning graduate study at UC Santa Barbara to advance to doctoral candidacy, and seven years total to complete a doctoral degree.

Students who do not comply with their time-to-degree or normative 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: <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, and participation in archaeological digs. 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

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).

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 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 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 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.

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. 4 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

The 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.

XI. FURTHER NOTES

XI.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 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 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. Graduate students are asked not to use the faculty printer in order to leave this clear for faculty needs. 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 . 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 photocopier machine which has scanning capability on it.