

Program Regulations For Students Entering Before Sept. 2010



The following is a summary of the principal rules and regulations of the Graduate Program in the Department of Classics which took effect from July 1, 1999. This document incorporates amendments approved by the Department up to and including May 16, 2001. Students entering the program after September 2010 should see the [Program Regulations After 9.2010](#).

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I. Degrees Offered

Classics – MA, PhD

II. Minimum Admission Requirements

Master of Arts

Successful completion of an undergraduate program in Classics with a B+ average in the final year and the equivalent of at least three and preferably four full years of training in each of Latin and Greek. Applicants may be admitted to either the one-year or the two-year MA program, depending on their level of preparation. Students who are otherwise qualified but who lack the required amount of training in Greek and Latin should consult with the Department about further preparation.

Doctor of Philosophy

Standard conditions - successful completion of either a strong undergraduate program in Classics (with at least an A- average in the final year), or a strong MA program in Classics (with at least a B+ average overall and at least one A-). All students must have the equivalent of at least four

years of training in each of Latin and Greek and a broad preparation in the reading of ancient texts in the original languages.

Advanced standing - applicants may be admitted with advanced standing if they have completed the revised MA program at the University of Toronto (having graduated in the year 2000 or later) with grades of at least B+ in all components, and a grade of at least A- on the Special Essay. Applicants must have reading knowledge of one of the modern languages required for the PhD.

III. Program Requirements

Master of Arts

Depending on their prior preparation, students complete the MA program in either one year or two years. All students must satisfy the following requirements:

- Satisfactory completion of the required courses in Greek and Latin Literature (GRK 2000H, GRK 2100H, LAT 2000H, LAT 2100H). Students may also be required to take advanced language courses in Greek and Latin (GRK 1000H and LAT 1000H). These courses are graded on a credit/no credit basis.
- Completion of the MA examinations with at least B- in each component:
 - Sight translation examination in Greek
 - Sight translation examination in Latin
 - Reading list examination in Greek Prose
 - Reading list examination in Greek Verse
 - Reading list examination in Latin Prose
 - Reading list examination in Latin Verse
- The MA Special Essay: Each student is assigned to a faculty advisor for CLA 2000H, the MA special essay, and works independently on the preparation of a research paper (about 8000 words in length). The special essay is assessed by a committee of two faculty members, including the advisor, and must receive a grade of B or better.

Two-year Master of Arts

- Year 1 - GRK 1000H and LAT 1000H (intensive advanced language skills) and a selection of other courses approved by the Department. Students may be exempted from either 1000H course if they have satisfactorily completed comparable work in their undergraduate program. A standing of at least B+ must be earned in each undergraduate course. Students who do not complete these courses with appropriate standing may be required to withdraw from the MA program or to retake the courses.
- Year 2 - 2.0 FCE (four half-courses): Classics of Greek Literature (GRK 2000H, GRK 2100H) and Classics of Latin Literature (LAT 2000H, LAT 2100H).
- Satisfactory completion of the MA Examination cycle with at least a B- grade on each component.
- Completion of an acceptable MA Special Essay, with a grade of at least B.

One-year Master of Arts

- 2.0 FCE (four half-courses): Classics of Greek Literature (GRK 2000H, GRK 2100H) and Classics of Latin Literature (LAT 2000H, LAT 2100H).
- Students may be required to take GRK 1000H and/or LAT 1000H to help them prepare for the MA examinations.
- Satisfactory completion of the MA Examination cycle with at least a B- grade on each component.
- Completion of an acceptable MA Special Essay, with a grade of at least B.

Doctor of Philosophy

Students admitted under the standard conditions described above must:

- Satisfactorily complete required courses (GRK 1000H, GRK 2000H, GRK 2100H and LAT 1000H, LAT 2000H, LAT 2100H). In exceptional circumstances and at the Department's discretion, students who require additional preparation for the reading lists may be required to take a selection of courses approved by the Department during their first year before beginning to prepare for the qualifying examinations. Students will be notified of such additional requirements at the time of their offers of admission or early in their first session.
- For students in the PhD program, the MA Examination Cycle and the MA Special Essay are referred to as the Qualifying Examinations and Qualifying Essay. PhD students must pass all components of these examinations with grades of at least B+ and earn a grade of at least A- on the essay.
- Doctoral students who complete the Qualifying Examinations and Essay at a lower standard which nevertheless satisfies the MA requirement will be granted the MA. However, they may be required either to withdraw from the doctoral program or to retake examinations.

Students admitted with advanced standing are exempt from the Qualifying Examinations and Qualifying Essay.

Whether admitted under standard conditions or with advanced standing, all doctoral students must:

- Demonstrate adequate reading knowledge of two languages of research, other than English, one of which will normally be German. By the end of year one, students are expected to have passed one modern language examination. By the end of year two, students should have completed the other modern language examination.
- In the second year (first year for students admitted with advanced standing) students take CLA 3000H Research Techniques in Classics and at least three of the required total of five research seminars.
- Minor field (CLA 3500H°). The minor field is established at the end of second year (first year for students admitted with advanced standing) and must be clearly distinct from the major field. The field is prepared under the supervision of two faculty advisors. The examination in the minor field is conducted by a committee composed of the two faculty advisors and the graduate coordinator.
- Major field (CLA 4000Y°). The major field defines a broad area within which the dissertation topic falls. It is normally established by the third year of the program (second year for students admitted with advanced standing) and is directed by the supervisory committee. Preparation for the examination includes the completion of a satisfactory research essay. The field is examined by means of two written examinations, one of which must involve translation from the list of primary sources, and an oral examination covering the research essay and the examination papers.

- By the end of the third year (second year for students admitted with advanced standing) students should have completed their minor field examination and the rest of their required research seminars.
- The major field examination should be completed by the middle of fourth year (third year for students admitted with advanced standing).
- The dissertation should be completed by the end of the fifth year (fourth year for students admitted with advanced standing).

Note that PhD candidates in Ancient and Medieval Philosophy and in Ancient Studies are also governed by the regulations of those programs and must take at least 3 of 5 research seminars in courses with extensive reading in Greek or Latin. Note further that the first year of a two-session M.A. program may be referred to as the Preliminary Year, and that the designation Qualifying Year refers to the year spent in preparation for the Qualifying Examinations whether students are enrolled in the M.A. or in the Ph.D. program.

IV. Examinations

Required examinations are specified above. The following regulations govern the offering of these examinations by the department.

- The Qualifying Examinations. There is one examination for each reading list, and it covers the entire list. The examination for each list will be held in January or May following the completion of the corresponding survey course. Each Qualifying Examination will be set and evaluated (by letter grade) by a committee of examiners consisting of two faculty members, one of whom is the instructor for the list. Doubtful cases will be referred to a committee consisting of the Chair of the Examinations Committee and all examiners for the language in question. A supplementary sitting of the Qualifying Examinations may be held in September.
- Provisional examinations for each list are held approximately half way through the reading list courses. These will be shorter, informal examinations on the first half of the term's work. They will serve two purposes, to familiarize students with the kind of examinations to be taken after completion of the courses (and so to aid in preparation for them) and to provide the department with interim feedback for the purposes of student counselling and fellowship ranking. The preliminary examinations will be set and evaluated by the committee of examiners for each list.
- The Qualifying Examination for each list consist of two papers, a translation paper of two hours duration and a paper of three hours duration consisting of integrated recognition and commentary (the same passages to be both identified and commented upon). Although written as separate papers, these are parts of a single examination and will be evaluated together.
- Departmental sight translation examinations in Greek and Latin are set by the Chair of the Examinations Committee in September, January, and May. Ph.D. candidates must attempt all required sight translation examinations in the September of their entry into the Ph.D. program and must retake the examination(s) each and every time they are set until they pass.
- Translation examinations to demonstrate competence in modern languages of scholarship are conducted by the Chair of the Examinations Committee and held three times a year. The languages examined are French and German, though Italian may be substituted for French with the permission of the Graduate Coordinator if the proposed major field makes this advisable. A

candidate is required to translate (with the aid of a dictionary) passages selected by the Chair of the Examinations Committee (after consultation with the candidate's research supervisor, if there is one). The examinations are graded pass/fail. Candidates must attempt the examinations on every occasion on which they are held commencing in the September of their second year of enrolment in the Ph.D. program (first year for students admitted with advanced standing) until they pass, and they must pass both before they attempt the Major Field Examination and no later than the end of year 3.

V. Courses

Instruction in graduate courses is given for thirteen weeks in each term. The timetabling of graduate courses to avoid conflicts is the responsibility of the Graduate Coordinator. Graduate courses fall into three categories: qualifying year courses, research seminars, and curricular courses.

- *Qualifying year courses* include GRK 1000H and LAT 1000H (Advanced Study in Greek/Latin language), CLA 2000H, GRK 2000-2100H, and LAT 2000-2100H (reading list preparation courses). GRK and LAT 1000H meet for 2 or 3 hours per week, normally in conjunction with GRK and LAT 330H.
 - The following regulations govern GRK and LAT 2000-2100H:
 - Each course meets for three hours per week.
 - Instruction is offered on the reading lists as set for the Qualifying Examinations.
 - First-term courses meet on the same schedule as undergraduate term. Second-term courses meet from the second week of undergraduate term to one week after the end of undergraduate term (with reading week being taken off).
 - The Graduate Coordinator may waive the requirement to take any of these courses if the corresponding examinations have been passed with B+ or better.
 - CLA 2000H (Special Essay). Each student in the MA or the PhD qualifying year is assigned to a faculty adviser for CLA 2000H, the special essay, and works independently on the preparation of this research paper (about 8000 words in length). The special essay is assessed by a committee of two faculty members, including the adviser. Evaluation is by letter grade.
- *Research seminars* are semester-long courses in special research topics. They are governed by the following regulations:
 - They are open to doctoral students in the Classics department who have completed the Qualifying Examinations with satisfactory results. With the permission of the instructor and the Graduate Coordinator they are also open to graduate students from other units.
 - Doctoral students in Classics enrolled in research seminars will read texts and relevant primary evidence in the original Greek and Latin. Other provisions may be made for students not enrolled in Classics.
 - Translation is not a departmental requirement in these courses but may be set as part of an examination at the instructor's discretion in research seminars. If a translation examination is part of the evaluation for some students (normally those enrolled in Classics), some compensating work (such as more papers or a longer research paper) must be set for students not taking the translation examination. Grading schemes for each research seminar

must be filed with the Graduate Coordinator at the beginning of the semester in which the course is offered and are subject to the Graduate Coordinator's approval. Graduate School regulations concerning evaluation policies should be consulted and observed.

- Evaluation. All work in research seminars is evaluated by the instructor. The instructor may, if he/she wishes, seek a second opinion from another member of the graduate department; a second reader is required to assess all the written work submitted by any student to whom an instructor wishes to assign a course grade lower than B+; any student may request that a second reader assess his/her work.
- *Curricular courses* include CLA 3000H, 3500H, 4000Y. CLA 3500H and CLA 4000Y are dealt with in sections VI and VII below. CLA 3000H is a course providing an introduction to as full a range as possible of the techniques required in research in Classics (e.g., textual criticism, epigraphy, chronology). Evaluation is CR/NCR and is based on weekly/fortnightly assignments. A pass requires the completion of all assignments. This course is open to Ph.D. students enrolled in Ancient Studies through other departments.

Instructors of graduate courses will set clear deadlines for the submission of all course work, sufficiently ahead of the SGS deadline for submitting grades to allow for proper appraisal. Extensions beyond the SGS deadline require the approval of the Graduate Coordinator and will only be allowed in exceptional circumstances. In such instances the instructor will set a definite and reasonable deadline for the completion of all outstanding work, and report to the Graduate Coordinator the specific nature of the outstanding work (e.g. title of research paper), the deadline, and an evaluation of those components of the course requirements that have been completed.

VI. The Minor Field

Students enroll in CLA 3500H^o to fulfil their minor field requirement (for students enrolled in Ancient Studies through the Classics Department, the "first minor field") under the following regulations. The minor field is established at the end of second year (first year for candidates admitted with advanced standing); it must be clearly distinct from the major field and normally covers a major classical author (exceptions to be approved by the graduate coordinator). It is expected that the minor field should cover a substantial reading list of primary text(s) and secondary works and demonstrate a mastery of relevant scholarship. The reading list of primary texts should be of the order of 700 pages . The field is prepared under the supervision of two faculty advisers. The examination on the field is conducted by a committee composed of the two faculty advisers and the Graduate Coordinator. The field is examined by means of two written papers. An oral examination may be added to confirm borderline results. The examination is graded pass/fail.

VII. The Major Field

Students enroll in CLA 4000Y^o to fulfil their major field requirement under the following regulations.

The Major Field

- The area of the candidate's Major Field is determined by the candidate's committee in accordance with departmental policy as summarized in this section.

- In the course of the first year of doctoral study following the Qualifying Year, each candidate for the Ph.D. shall be assigned a supervisory committee, chaired by the supervisor of the thesis; this committee shall draw up and assign a specialized reading list for the major field and approve the title and the scope of the thesis. This committee normally consists of four members of the department, including the Graduate Coordinator; where the Graduate Coordinator serves other than ex officio, the Chair of the Department or his/her designate will serve instead. The reading list for the examination should be of the order of 1500 pages with at most 1000 pages of material not previously read by the student.
- The program for a major field shall be carefully defined by the candidate's committee. Requirements shall be as uniform in difficulty and time consumption as possible; any disagreements about a major field or a thesis topic will be referred to the Academic Appeals Committee.
- The major field shall be reasonably broad, and not so extensive as to prevent the completion of the field within the time provided by the five-year program. In normal circumstances the candidate is to be assumed to devote the equivalent of 6-8 months to preparation for the examination.
- The major field should not consist of the works of one author only, but should provide a context for the thesis.
- The reading prescribed for major fields should contain the main primary source or sources which would acquaint the candidate with the social or economic or political or intellectual-historical context, so far as appropriate.

Preparation

- The supervisor will ensure that the candidate is aware of the kind of knowledge of secondary material which will be expected of her/him.
- During the period of preparation for the examination the student will complete the major field research paper described below; the candidate's committee may require of the candidate such written work as it thinks necessary.
- Candidates with major fields or thesis topics requiring special disciplines may be required to study these in additional courses.
- In every case the candidate's committee shall satisfy itself that adequate teaching and other facilities are available, and may require a period of study elsewhere.

The Examination. The Examination comprises written papers and an oral examination.

- Written Papers
 - The written papers are based on a reading list drawn up by the candidate's committee; they are set by the candidate's committee.
 - The written papers comprise:
 - (1) a translation paper on the Major Field reading list. Especially difficult or problematic passages will be avoided. Some choice may be allowed.
 - (2) a paper of ca. 25-30 pages which may be either a detailed thesis proposal or a treatment of one or more problems relevant to the topic of the proposed thesis or a research paper on a topic approved by the candidate's committee.
 - (3) either: (a) a paper containing short texts or interpretation, or (b) an essay paper to be written under examination conditions.

- Candidates' committees will bear in mind that the purpose of the examination is to satisfy the committee that the candidate is familiar with the context of her/his dissertation, has developed an area of professional competence, is familiar with typical problems, including problems of method, and is adequately prepared to begin work on her/his dissertation.
- The nature of the written papers will be agreed upon at least one month before the examination. Decisions will be communicated to the candidate in writing and not departed from without prior agreement of both candidate and committee.
- Following the examination, candidates will be provided with copies of their written answers without delay
- Assessment
 - The written papers are assessed by an examining board chaired by the Graduate Coordinator or, when the Graduate Coordinator is on the candidate's committee otherwise than ex officio, by the departmental Chair or his/her designate; the board consists of the candidate's committee, to which the departmental Chair may add one or at most two members.
 - The examination (written and oral components) is evaluated on a pass/fail basis.
- Oral
 - If a candidate's written answers indicate the likelihood of a pass, the candidate will be asked to attend an oral examination.
 - The function of the oral is to confirm or modify an opinion based on the candidate's written papers.
- Adjournment
 - If the candidate fails either the written papers or the oral, one adjournment of each is permitted.
 - An examining board may rule, in voting for an adjournment, that part only of the written papers need be repeated, the candidate's answers to the other papers being allowed to stand over.
 - Unsatisfactory performance in the oral will normally result in an adjournment, but unsatisfactory performance by a candidate who would have passed the written papers by a clear margin need not entail an adjournment. A decision not to adjourn in such a case requires the unanimous consent of the examining board.

Statement of results: It is the responsibility of the chair of the major field examining board to send to the student, with copies for the supervisor and the student's file, a summary of the committee's evaluation of the strengths and weaknesses in the written and oral components of the examination; the contents of this summary must be approved by the examining committee before it is sent. One purpose of this summary evaluation is to guide the student in her/his preparation to write the doctoral dissertation.

A copy of the rules of the department with respect to the Major Field examination is given to each student entering the Ph.D. program.

A record of results assigned in the Major Field examination in the previous five years will be kept available for examining boards by the Graduate Coordinator.

Candidates should present a thesis outline for the approval of the committee within two months of passing the Major Field examination.

VIII. Ph.D. Thesis Guidelines

This is an abridgement and revision of the 1981 departmental policy document on doctoral theses. Where subsequent policy decisions have been made, these supersede the 1981 document and are incorporated here.

Title and topic. The topic if not the title of the dissertation should be determined as early as possible. In choosing a topic the following conditions should be observed.

- The body of the work undertaken should not be so great as to prevent a student who has passed his/her required examinations and other pre-dissertation requirements from completing a draft of the entire thesis satisfactorily in the course of 12 months of full-time work. This rule is intended to describe the amount of work contemplated. It is recognized that many if not most students will not have available twelve consecutive months unencumbered by other obligations; hence the Timetable (VII. below) allows eighteen months for this stage. Committees should assess whether the envisioned thesis is of reasonable bulk, and must not approve topics which will obviously involve a much greater expenditure of time. Exceptions to this rule should be few and only in cases in which it is expressly agreed by the supervisor, committee and candidate that the study is expected to require more than twelve months' work in order to be completed satisfactorily.
- The subject should require the investigation and criticism of the primary evidence, texts being read in the original Greek and Latin; it should clearly hold the possibility of yielding a novel result, such as the discovery of new evidence, the publication of new texts, the establishment of new facts or texts, or the formation of new commentaries, interpretations and appraisals; it should not be confined to correcting unimportant errors or obvious excesses in the existing works.
- The subject may entail a broad survey of a large question but must centre upon a close and critical examination of specific problems and/or evidence.
- The subject should require a respectable range of learning around the central question and critical appraisals of both a broad and narrow kind; it should not be such that it can be mastered by diligence and compilation or computation alone.

During the period in which the dissertation is being prepared and written the following conditions should be observed.

- The supervisor should have the responsibility of directing the work of the candidate and calling and chairing the meetings of the candidate's committee. It is the supervisor's responsibility to meet the candidate regularly and to ensure that submissions by the candidate are criticised and returned without undue delay. The following guideline has been adopted by the Executive Committee of Division I of the School of Graduate Studies for all departments in that division: "When a supervisor receives work from a student that he/she is supervising, the supervisor will tell the student how much time he/she will require to read and return that material. It is expected that normally it would take no more than 10-15 business days to read and return a chapter."
- The thesis topic and title should already have been approved before the writing of the Major Field examination. The candidate will submit a thesis outline within two months of the passing of the Major Field examination. The committee should meet promptly to discuss and approve it. If the candidate and the entire committee cannot agree on an acceptable outline, the case will be referred to the Academic Appeals Committee for resolution.
- In accordance with SGS guidelines, the committee should meet with the student at least once a year; the student will report on his or her progress at that time. After each such meeting the

committee will make a written assessment of the student's progress; this report will be discussed with the student. The student's comments will be appended to the report. When signed by the student and the Graduate Coordinator, a copy will be placed in the student's file and a copy given to the student.

- It is desirable that the committee should read at least parts of early submissions, at the judgement of the supervisor. Members of the committee are expected to offer advice to the candidate when requested to by the supervisor. The candidate has the right to seek advice from any source outside the committee, but no responsibility is assumed by the supervisor, committee or department for any advice of this kind accepted by the candidate, unless it is also approved by the supervisor.

Procedures for evaluation of the thesis.

- When members of the candidate's committee have read the penultimate draft completely, they are to forward to the candidate's supervisor written recommendations for the final revision and/or submission of the thesis. A recommendation that the thesis be submitted for examination shall constitute a provisional commitment to vote for it at the final oral examination, provided that the oral defence of the thesis is satisfactory.
- When committee members recommend that the thesis be submitted for examination they are to indicate in writing to the Graduate Coordinator their view of the thesis. This communication should include at least the following: (i) certification that the member has read the thesis in its entirety; (ii) a statement that the member expects to support the thesis at the final oral examination, provided that the defence at the final oral examination is satisfactory; and (iii) a statement of the member's view of the suitability of the manuscript for publication.
- If the committee is not prepared to recommend submission of the thesis, it will be returned to the candidate with detailed recommendations for further revisions. If the committee is not able to agree concerning the fitness of the thesis for submission, the case will be referred to the Graduate Committee on Admissions, Scholarships and Standing. If the candidate wishes to submit the thesis for final oral examination against the advice of the committee, the case will be referred to the Academic Appeals Committee for advice.
- After the committee members have approved the ultimate draft of the thesis, the Graduate Coordinator shall ask the School of Graduate Studies to arrange a final oral examination, and shall nominate an examining committee which includes the candidate's committee and such other members as are necessary to satisfy the School's rules for the composition of the examination committee. Any departmental member of the examining committee for the final oral examination who has not already read the thesis and signified approval in the manner described in (b) above shall read the thesis as soon as possible and inform the Graduate Coordinator in writing whether it is acceptable.
- If either the internal appraiser, the external appraiser, or a newly appointed departmental member of the final oral examining committee does not recommend acceptance of the thesis, or has significant reservations, the Graduate Coordinator shall convene a meeting of the departmental members of the examining committee for the final oral examination, and they shall decide, in the light of both the appraisals and any other criticisms, whether the examination should proceed as originally scheduled or whether the candidate should be required or given the opportunity to make further revisions. If the committee is not unanimous at this point, the case will be referred to the Academic Appeals Committee for advice.

Standards

- A dissertation should normally have a length of not less than 30,000 words but not more than 75,000 words (excluding footnotes, endnotes, and bibliography) and should demonstrate an adequate and critical command of the subject matter, including the original sources, and a broad command of the relevant bibliography, the history, and the present state of the subject, in the case of subjects possessing a bibliography and a history.
- A dissertation should demonstrate a novel result (as illustrated in A.(b) above) or have a prima facie claim to advancing the present state of the question investigated; it is understood that it is not required that a dissertation convince examiners that whatever is novel in its results is wholly true.

In deciding upon the acceptability of a thesis, members of committees or boards should distinguish between major flaws (errors of fact or reasoning which substantially invalidate the result) and minor flaws (errors which do not substantially invalidate the result, but which should be corrected before the thesis could be published).

- The thesis shall not be allowed to proceed unless members of the candidate's committee and other departmental members of the examining committee for the final oral examination assess as adequate for publication, with or without revision, the entire thesis or parts thereof. This assessment shall be made in the light of the standards prevailing in the particular field (e.g., Latin literature, Greek philosophy).

IX. Timetable for the Ph.D. Program and Maintenance of Standing

The following additions to the Enrolment Policies and Procedures of the General Regulations of the School of Graduate Studies were approved by SGS Division I on Nov. 9, 2000:

- A student's performance will be considered satisfactory only if the student completes the various requirements for the degree for which he or she is registered in a satisfactory and timely manner, as determined by the graduate unit's time line for completion of the degree.
- A candidate for the Ph. D. degree will be denied further registration in the program and will have his or her candidacy terminated if, by the end of the fourth year of registration in the program, (i) the candidate has not completed all requirements for the degree exclusive of the thesis—including course requirements, language requirements, departmental examinations—or (ii) the candidate does not have an approved thesis topic, supervisor, or advisory committee. In exceptional circumstances, such a candidate may be permitted to register in the program for two further sessions provided that the graduate unit concerned approves. Continuation in the program beyond two sessions will require approval of both the graduate unit and the SGS Admissions and Programs Committee.

The timetable for the Ph.D. program in Classics, Greek, Latin, Greek and Roman History, and Ancient and Medieval Philosophy (not Ancient Studies) is established in the SGS calendar entry. Students making satisfactory progress through the program should complete the doctorate in five years (standard admission) or four years (admission with advanced standing).

The responsibility for determining whether graduate students are in good standing lies with the Graduate Coordinator in consultation with the Committee on Admissions, Scholarships, and Standing. The Committee will meet at least twice yearly (in September and January) to review the standing of all

graduate students, both funded and unfunded. Failure to maintain good standing may result in loss of funding and termination of enrollment. The Committee will take into consideration the following guidelines for students in the funded cohort:

- Qualifying Year (Year 1): students are expected to pass their reading list and sight examinations with the necessary grades at the latest by the sitting scheduled twelve months after the start of the Qualifying Year. The special essay must also be submitted before this sitting.
- Year 2. Students must complete the required number of research seminars in this year, maintaining at least an A- average.
- Year 3. Students must complete their seminar requirement, and have passed their minor field and modern language examinations, by the end of this year. Supervisory committee should be set up by the end of the first term.
- Year 4. Students must pass their major field by the end of the first term.
- Year 5. Dissertation should be completed by the end of this year.

Students who have done significant research at the graduate level before entering the PhD program may be admitted to the PhD with the requirement of one or two terms of course work before beginning the Qualifying Year, on the understanding that the minor field and/or part of the seminar requirement will be waived. In such cases the deadlines given in items 4 and 5 above will be shifted later by the appropriate amount, but these students should be on the same track with the others by the end of Year 3.

Extensions of Registration in the Ph.D. Program beyond the time limit set by SGS (currently Ph.D. 6), so far as they are allowable at the Department's discretion, will only be granted if the student in question can document the feasibility of submitting the dissertation within the year of extension. Written documentation, with the support of the supervisor, will be required. Only in exceptional circumstances will an extension beyond one year be allowed; and the Department will not support applications to SGS for an extension beyond two years.

Last Updated on Thursday, 19 August 2010 11:09