

# Program Regulations For Students Entering After Sept. 2010



The following is a summary of the principal rules and regulations of the Graduate Program in the Department of Classics. These regulations are based on the program that was established in July 1999 (as amended in May 2001), and incorporates revisions proposed by the Department in May 2009 and approved by the Graduate Education Council in November 2009. These regulations apply to all students entering the program from Autumn 2010 on. If you entered before 2010, please see [Program Regulations Before 9.2010](#).

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## I. Degrees Offered

The degrees offered are stated in the [Calendar](#).

## II. Minimum Admission Requirements

The minimum admission requirements are stated in the [Calendar](#).

## III. Program Requirements

The program requirements are specified in the [Calendar](#).

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.

## IV. Examinations

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

### **The Qualifying Examinations**

The Qualifying Exams are based on the Reading Lists and cover the entire list. They consist of two translation exams of three hours each, one covering Latin (Prose and Verse) and the other Greek (Prose and Verse); there is no commentary or essay section. The examinations are offered twice a year in May and September. Students normally take the exams first in May of their qualifying year. PhD students must pass the exams by September of PhD-3 in order to maintain good standing and must retake the examination(s) each and every time they are set until they pass. A grade of B- in each examination is required for successful completion of the MA; B+ is required for the PhD. Each Qualifying Examination will be set and evaluated (by letter grade) by a committee of examiners consisting of at least two faculty members. Doubtful cases will be referred to a committee consisting of the Chair of the Examinations Committee and all examiners for the language in question. The full Reading Lists for the Qualifying Examinations can be found in the [Document Archive](#) or under [General Information](#) above.

### **Sight Translation Examinations**

Departmental sight translation examinations in Greek and Latin are set by the Examinations Committee in September, January, and May. They consist of two 3-hour exams (one in each language) with passages taken from a variety of canonical or representative texts. Incoming students are required to take the sight translation examinations in September of their first year; in this case the exams will serve as a diagnostic for placement purposes (as well as fulfilling program requirements, depending on the student's results). PhD candidates must attempt both sight translation examinations in the September of their entry into the PhD program and must retake the examination(s) each and every time they are set until they pass; they must pass the exams by September of PhD-3 in order to maintain good standing. A grade of B- in each examination is required for successful completion of the MA program; B+ is required for the PhD.

### **Modern Language Examinations**

Translation examinations to demonstrate competence in modern languages of scholarship are conducted by 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 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 enrollment in the PhD 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 twelve weeks in each term. The time-tabling of graduate courses to avoid conflicts is the responsibility of the Graduate Coordinator. Graduate courses fall into four categories: preparatory courses, qualifying year courses, research seminars, and curricular courses. The required courses or required number of courses in each category are specified in the [SGS Calendar](#).

### Preparatory Courses

Preparatory courses are taken, when necessary, in the first year of a two-year MA (or, under special circumstances, in the first year of a direct-admission PhD). These courses are designed to reinforce translation, interpretation, and basic research skills acquired during the student's BA studies and to help students acquire the linguistic, interpretive, and research skills required for the Reading Seminars. This category of courses includes CLA 1307 and CLA 1309 (the "MA Prep Courses" in Greek and Latin), as well as other courses with CLA 13\*\* designators. These classes generally meet four hours per week and cover roughly 3 plays, 4-5 books of epic or 125-150 pages of prose. The focus in these courses is translation, although they may contain a research component. Normally students should not be enrolled in preparatory courses after their first year in the program. Many students, depending on their linguistic background, will not need to take them at all.

### Qualifying Year Courses include:

- GRK 1000H and LAT 1000H (Advanced Study in Greek/Latin Language). These courses are designed to consolidate students' knowledge of the ancient languages through the analysis and composition of ancient prose. They meet for 2 or 3 hours per week, normally in conjunction with GRK and LAT 330H.
- GK/LAT 18\*\* (Reading Seminars). These courses are intended (1) to enhance students' translation, close reading, and research skills; (2) to familiarize students with a specific author, topic, or genre in ancient literature or history; (3) to help MA students acquire the linguistic, interpretive, and research skills required for success in Research Seminars. These courses meet 3 hours a week and are devoted to reading large amounts of canonical texts: roughly 4-5 plays, 5-8 books of epic, or 200-250 pages of prose. The expectation is that roughly 20-30% of the material covered in the course will be on the Reading List. Reading Seminars will also normally have a written component, whether a paper, commentary, or other project involving the analysis or interpretation of the texts.
- CLA 2000H (Graduate Research Paper). Each student in the MA or the PhD qualifying year is assigned to a faculty adviser for CLA 2000H, the Graduate Research Paper, and works independently on the preparation of this paper (about 8000 words in length). The paper is assessed by a committee of two faculty members, including the adviser. Evaluation is by letter grade.

**Research seminars** (CLA 50\*\*) 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**

Curricular courses include CLA 3000H/3020H and 4000Y. CLA 4000Y is the course number assigned to the Major Field Examination, discussed in Section VI below. CLA 3000H/3020H (Research Techniques) is a course providing an introduction to as full a range as possible of the techniques required for research in Classics (e.g., textual criticism, epigraphy, numismatics). Evaluation is CR/NCR and is based on weekly/fortnightly assignments. A pass requires the completion of all assignments. The class is generally taken in the year after the Qualifying Year. This course is open to PhD 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 Major Field**

Students enroll in CLA 4000Y to fulfill 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 PhD 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 three members from the department and/or relevant collaborative program, one of whom serves as chair of the committee. The Graduate Coordinator may serve ex officio on any supervisory committee at the discretion of the Graduate Chair of Classics.
- 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.
- 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. In cases where the subject matter of the field makes this latter provision unfeasible it may be waived with permission of the supervisory committee and the Graduate Coordinator. Likewise, where appropriate visual images, archaeological plans, coins, inscriptions or other material evidence may be substituted for texts, with permission of the supervisory committee and the Graduate Coordinator.
- A copy of the major field reading lists, both primary texts and secondary, should be submitted to the Graduate Coordinator after having been approved by the supervisory committee but prior to the examination.

## **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 supervisor; the board consists of the candidate's committee, to which the departmental Chair may add one or at most two members. At the request of the supervisor or the departmental Chair, the Graduate Coordinator may also sit upon the examining board.
  - 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 committee 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 PhD 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.

## VII. PhD Thesis Guidelines

### Proposal

Students should present a thesis proposal for the approval of the supervisory committee within six to eight weeks of passing the Major Field examination. The proposal should be roughly five pages plus bibliography. It should give a sense of the whole project, including an outline of topics to be covered and an approximate timeline for completion. The committee should meet promptly to discuss and approve the proposal. 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 choosing a dissertation 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 (VIII 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.

### The Writing Process

- 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 criticized 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."
- 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 defense 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 defense 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).

## **VIII. Timetable for the PhD Program and Maintenance of Standing**

The following additions to the Enrollment 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 PhD 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 PhD program 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 annually 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 (PhD 1): students are expected to pass their Qualifying Examinations and Sight Translation Examinations with the necessary grades at the latest by the sitting scheduled twelve months after the start of the Qualifying Year. The Graduate Research Paper 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 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 part of the seminar requirement will be waived. In such cases the deadlines given above may 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. Students may pursue a non-normative trajectory through the program only with the approval of the Graduate Coordinator and, where applicable, the supervisor.

Extensions of Registration in the PhD Program beyond the time limit set by SGS (currently PhD 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.