Each student should carefully read the most recent edition of *The Graduate College Handbook for Students, Faculty and Staff*, which is available at [http://www.grad.uiuc.edu/gradhandbook/](http://www.grad.uiuc.edu/gradhandbook/). In it, you will find a description of Graduate College requirements and policies applicable to all Departments. Specific departmental requirements are described in the remainder of the following *Classics Graduate Studies Handbook*.

*Students are responsible for thoroughly familiarizing themselves with the policies and procedures outlined in these handbooks.*
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1. CLASSICS MISSION STATEMENT

This section lists general information and overview of the graduate programs offered by the Department of the Classics at the University of Illinois at Urbana-Champaign.

The core mission of the Department of the Classics at the University of Illinois at Urbana-Champaign is to discover and disseminate knowledge about the languages, literature, cultures, history, and philosophy of ancient Greece and Rome, as well as the archaeology, art, and architecture of the Greco-Roman world. Classics is inherently interdisciplinary and comparative, comprising the study of documents, literature, art, and material remains of two distinct civilization encompassing a large area of the Mediterranean from roughly 3000 BC to AD 500. The field of Classics also comprises the study of the ways in which Greek and Roman texts, ideas, or objects have been received in later literary, political, social, or cultural contexts. As a department, we foster interdisciplinary cooperation and value our formal ties with faculty in a variety of related disciplines throughout the university.

Classics has enjoyed a long and prosperous tradition at the University from its very inception. The Morrill Act of 1862, which provided for the establishment of land-grant colleges, explicitly recognizes as integral to their function the teaching of “classical studies.” What was vital then remains vital now: Greek and Roman authors lie at the heart of western literary, cultural, and intellectual traditions; and the material remains of ancient Greece and Rome are a vibrant part of our global, cultural heritage. The study of the Latin and Greek languages provides a foundation for the in-depth understanding of ancient texts and traditions and their relevance to contemporary concerns. The process of learning Latin or Greek itself also affords training in analytical reading, critical thinking, and language structures, as well as enhancing written and oral communication skills in related, modern languages, including English. A Classics
degree offers a thorough education in the liberal arts and sciences, shapes the lives and characters of students, and offers them insights into human nature, private and civic life, sustainability and resources, and many other issues of enduring importance.

Part of our mission is to foster the development of faculty as both scholars and teachers. Our goal is for all our faculty to produce new scholarship of the highest caliber and to play an active role in their fields and professional associations, while also providing the outstanding teaching, advising, and mentoring our students need to attain their own intellectual and professional goals. We have the infrastructure to support research of the highest caliber: the Classics Library is world-renowned for both the size and breadth of its collection, which includes some of the rarest books and manuscripts in the field. On campus resources include two excellent museums, the Spurlock and Krannert Art Museum. We also publish the widely respected journal *Illinois Classical Studies* (now with the University of Illinois Press), which was founded in 1976 to promote the work of Illinois scholars, but which now publishes major scholarship from around the world.

The other part of our mission is to educate a broad range of students, as well as the general public, about Classical antiquity and its reception. The Department of the Classics offers over seventy regularly scheduled classes in the languages and civilizations of Greece and Rome, including several very popular, high-enrollment introductory classes that provide essential knowledge about classical antiquity and its influences to a large and diverse undergraduate audience. Nearly all of our undergraduate CLCV classes help students fulfill general education requirements in the areas of non-primary language, western cultures, literature and the arts, historical and philosophical perspectives, or advanced composition. We offer rigorous, writing-intensive classes to prepare students for the demands of employment in a knowledge-based economy, including the fields of business, international relations, law, and medicine.
Equally important with our undergraduate program is our nationally ranked graduate program. We offer M.A. degrees in Classics, Latin, Greek, and the Teaching of Latin, and a Ph.D. in Classical Philology. Our graduate students gain detailed knowledge of the ancient languages, literatures, and culture, with opportunities to study art and archaeology, as well as ancillary disciplines, in addition to philology. We take pride in the quality of our professional development efforts. The department offers three separate pre-professional classes: in teaching, research, and professionalization. Graduate students regularly present at professional conferences and publish their work, and there are opportunities for involvement in *Illinois Classical Studies* and research assistantships with faculty members. We also provide our students mentored experience in teaching a variety of campus-based and distance-learning classes. Training future Latin teachers is also part of our educational mission. For students who wish to teach Latin at the K-12 level, we offer a B.A.T., M.A.T., and an Illinois professional educator license option that can be added to other graduate degrees. Our placement rate has been excellent: our graduates teach at schools, colleges, and universities around the country.

Lastly, we seek to make knowledge of antiquity available to as wide an audience as possible through involvement in schools, museums, local and regional organizations, and public lectures and conferences.
1.1 DEGREES OFFERED

We offer three graduate degree programs (MA, MAT, PhD). All degree programs require knowledge of Greek and/or Latin. The Department of the Classics offers programs of study leading to the Master of Arts in Classics. Within the M.A. program, students may choose from three options: a/ both Greek and Latin (= Classics), b/ Greek, or c/ Latin. In addition, the department offers a Master of Arts in the Teaching of Latin (M.A.T.). Finally the Department offers the highest graduate degree of Doctor of Philosophy in Classical Philology (Ph.D.). Further specialization in Medieval Studies is available to students pursuing graduate degrees in the Classics (http://www.medieval.illinois.edu/education/grad.html). Additional information is available at: www.classics.uiuc.edu.

1.1.1 Master of Arts

The Master of Arts may be taken with a specialization in Classics, requiring advanced work in both Greek and Latin (Master of Arts in Classics), or with a concentration in either Greek (Master of Arts in Greek) or Latin (Master of Arts in Latin). The M.A. in Classics with Specialization in Greek (or Latin) is a terminal masters program; it does not lead to the Ph.D. in Classics but may be preparatory to further graduate study in other disciplines (e.g., Religious Studies or English). The M.A.T. (M.A. in the Teaching of Latin) is likewise a terminal degree; it is designed for those who wish to train as high-school Latin teachers. Only the Master of Arts in Classics leads to a Ph.D. in Classical Philology.

1.1.2 Doctor of Philosophy

The Doctor of Philosophy is offered only in Classical Philology, which requires advanced work in both Greek and Latin. Candidates are eligible for the Ph.D. program
upon completion of a Master’s degree in Classics (or its equivalent).

1.1.3 Professional Educator Licensure

Students wishing to add an Illinois professional educator license in Latin to an MAT, M.A. in Latin or Classics, or Ph.D. must apply to the Foreign Language Teacher Education Program (http://www.flte.illinois.edu/) and consult its Director about requirements. Students must complete an M.A. in Classics with a specialization/concentration in Latin, an M.A. in Classics with a specialization in Greek and Latin, an M.A. in the Teaching of Latin or a Ph.D. in Classical Philology in order to receive their license.

1.1.4 Medical Scholars Program

The Medical Scholars Program permits highly qualified students to integrate the study of medicine with study for a graduate degree in a second discipline, including Classical Philology. Students may apply to the Medical Scholars Program prior to beginning graduate school or while in the graduate program. Applicants to the Medical Scholars Program must meet the admissions standards for and be accepted into both the doctoral graduate program and the College of Medicine. Students in the dual degree program must meet the specific requirements for both the medical and graduate degrees. On average, students take eight years to complete both degrees. Further information on this program is available by contacting the Medical Scholars Program, 125 Medical Sciences Building, (217) 333-8146 or at www.med.uiuc.edu/msp.
1.2 GOALS

1.2.1 Master of Arts

To fulfill a variety of objectives, the Department’s M.A. programs are designed: (1) to provide students who have successfully completed a B.A. degree or equivalent in Classics with greater breadth and depth of study in their chosen field; (2) to prepare students in the M.A. curricula to enter doctoral programs in Classics at this or other institutions of higher learning.

1.2.2 Doctor of Philosophy

The overall goals of the Department’s Ph.D. program are: (1) to provide professional-level knowledge in Classical Philology to advanced students; (2) to prepare students for university-level teaching and participation in the varied activities of the profession; (3) to prepare students to identify, develop, and pursue research interests; (4) to guide students in the production of professional-quality written discourse; (5) to help students prepare dissertations that make significant and original contributions to their chosen areas of specialization.

1.2.3 Professional Educator License

The overall goals of the Department’s Teacher Training program are: (1) to provide students who have successfully completed a B.A. degree or equivalent in Classics (or Greek or Latin) with greater breadth and depth of study in their chosen field and (2) to prepare students in the M.A. and Ph.D. curricula to teach Latin in primary and secondary schools in the United States.
1.3 FACULTY ADVISERS

Your faculty adviser is responsible for overseeing your progress in the graduate program and advising you about course selection, examinations, and research areas within the context of the requirements of your graduate program and your individual research plans.

The adviser typically serves as the first resource when a student has questions about academic or professional issues. At advanced levels, the adviser usually (but not always) serves as the director of dissertation research. As such, students work closely with their advisers as they develop their research projects, which may include the presentation of papers at professional conferences and the submission of essays for publication, as well as the preparation of the dissertation. When the time comes, advisers usually work closely with their students to prepare them for the job search and guide them through the process of finding an academic job. Once you begin the job search, the letter of recommendation from your adviser, along with two or three other letters from professors with whom you have worked closely, will form a crucial component of your job dossier. If you should need to file a petition for any reason, your adviser must approve and sign it (see below 1.7); and if you should apply for internal or external grants or fellowships, your adviser will be expected to write letters supporting your applications.

Upon entry into the graduate program, the Director of Graduate Studies (DGS) will be your adviser for the first year of your M.A. and/or Ph.D. degree. M.A.T. students are also expected to consult the Latin Program Coordinator. During or before Orientation week, students should contact their assigned advisers in order to discuss course selection for the first semester. By the end of the first year in the Department, students are expected to name a permanent adviser, who will oversee their academic progress.
throughout the program. Doctoral students may select an adviser earlier, within the first year. Once a faculty member has agreed to serve as a student’s permanent adviser, the student should fill out a Change of Adviser form, which will be signed by the previous adviser, the new adviser, and the student. If a student chooses to remain with the provisional adviser, and the adviser agrees, the adviser and the student should use the Change of Adviser form to note the change in the adviser’s status from provisional to permanent.

A student may change advisers once the permanent adviser has been named; in this case, a Change of Adviser form should be completed again.

1.4 DIRECTOR OF GRADUATE STUDIES (DGS)

The DGS is charged with the general administration of matters related to the graduate program and graduate student affairs, including admissions, exams, annual reviews, and awards. The DGS also facilitates graduate student job searches and organizes workshops steered toward professional development and related topics of pre-professional training (practices to help students improve their teaching, have a successful graduate school career, develop and present research, interview for jobs). The DGS chairs the Graduate Committee.

All MA students and PhD students who are still doing coursework, are required to seek the advice of the DGS (in addition to the adviser) concerning courses they plan to take each semester. All graduate students are encouraged to consult the Director of Graduate Studies to discuss any aspect of their experiences as graduate students in Classics. Depending on other duties and assignments, the DGS usually holds a DGS hour twice each semester, where students can communicate with the DGS any items that need to be discussed further with the Graduate Committee or any other issues that come up occasionally or regularly during the semester. Individual appointments may be made
directly with the DGS.
1.5 COMMITTEE ON GRADUATE STUDIES (CGS)

1. The CGS consists of the Core Faculty of the Department and two graduate students in residence, one from Stage I students and one from Stage II or III students, elected for a one-year term by the graduate students in residence at the beginning of the fall semester.

2. The committee shall be responsible, *inter alia*, for establishing admission and degree requirements, admitting students to Stage I and II programs, recommending financial aid, and establishing any regulations governing graduate degree programs of study.

3. When the graduate regulations require revision, a subcommittee of three faculty members, to include at least one tenured faculty member, shall be elected from among the CGS. The charge of this committee is to propose models for change to be voted on by the entire CGS.

4. Student members of the committee shall not be present for deliberation or voting on personnel matters and those pertaining to admission and evaluation of students or the granting of financial aid.
1.6 FINANCIAL AID (ASSISTANTSHIPS, FELLOWSHIPS, AWARDS)

The Department of the Classics complies with all rules and regulations governing graduate student appointments, including restrictions on percent appointments. Information on this subject can be found in the Graduate Student Handbook provided by the Graduate College.

1.6.1 Teaching Assistantships

Financial support for all students is subject to annual review. Renewal is subject to demonstration of acceptable performance both as graduate students, as Teaching and Research Assistants, as well as satisfactory progress toward completion of the degree. The Department imposes specific time limits for Assistantship awards:

1. Students who enter with a B.A. (or equivalent) at the MA level typically will be supported for 2 years in the MA program through teaching assistantships and tuition and fee waivers, assuming satisfactory progress and timely completion of the required MA exams (e.g., in the MA Classics degree, students should try to pass one language exam in their first year and the second language exam in their second and final year of study; MAT students are advised to pass the language exams during the first two years to allow time to complete the other requirements for the degree).

2. Students who enter with an MA typically will be supported for 4 years toward the PhD, assuming satisfactory progress and timely completion of the required PhD exams.

3. A student who completes the MA at the University of Illinois at Urbana-Champaign and continues for a Ph.D. in this Department typically will normally be provided with a total of 6 years of support for both graduate degrees, assuming satisfactory progress and time completion of the required MA and PhD exams.

Support beyond the maximum periods indicated above may at times be granted to
students, but are always subject to departmental resources and needs. Such requests are decided by the GCS.

Note that the Graduate College establishes time limits for degree completion apart from department limits on financial aid. The Graduate College time limits can be found at: http://www.grad.illinois.edu/gradhandbook/chaptervi/section05.

_TAs who resign their appointments before completing at least three-fourths of the term may be required to pay the full amount of tuition and fees for that term._ International students who leave campus must secure clearance from the Office of International Student Affairs.

### 1.6.2 Research Assistantships

These are usually paid from extra-departmental funds obtained by faculty members in support of their research. The availability of these RA positions may therefore vary from year to year depending on faculty grants. These RA-ships are negotiated between the individual faculty member and the student and are subject to the restrictions on appointments noted in 1.6 above. Faculty members typically initiate the discussions regarding potential research assistantships with graduate students whose area of research and stage in the graduate program make them good candidates to serve in this capacity. In addition, _Illinois Classical Studies_ employs an Editorial Assistant depending on the availability of funds (the editor of the journal is solely responsible for the selection of the RA).

### 1.6.3 Graduate College Funding

Funding from the Graduate College is available on a competitive basis for presentation of papers at professional meetings or for dissertation or pre-dissertation research ([http://www.grad.illinois.edu/general/travelaward](http://www.grad.illinois.edu/general/travelaward) and [https://www.grad.illinois.edu/fellowship/listing/2901](https://www.grad.illinois.edu/fellowship/listing/2901)) (for deadlines, see below [8]).
Students do not apply directly to the Graduate College for the Conference grants but rather to the Department, where a preliminary selection of applications is made by the CGS. The Department has a small regular budget to support student travel to conferences and other activities, such as summer programs (see below under 1.6.6). Requests should be submitted to the Head in consultation with students’ advisers.

1.6.4 SLCL and Graduate College Dissertation Completion Fellowships

Before their final year of dissertation writing, qualified students can compete for the SLCL and Campus Dissertation fellowships which releases them from teaching for 12 months in their final year of study. Only competitive applications are funded, and students who receive the fellowships are outstanding in terms of progress. Students must have passed their Preliminary Exam to compete (or have it scheduled the semester of the application). More information can be found by logging in at:

http://www.slcl.illinois.edu/people/student/

1.6.5 Other Opportunities

Other opportunities for funding include teaching the IFLIP courses offered every May (contingent upon sufficient enrollment) as well as hourly positions for departmental projects, organizing conferences, or requests from the community. In addition, there are tutoring opportunities: a departmental list of Latin and Greek tutors is compiled every semester and is distributed to language class instructors and community members, on request; it is also available online. Tutors set their own rates and hours; academic progress of the student, the adviser’s approval and the LPC’s assessment are required in order to be selected as tutor.
1.6.6 Awards

Each year, the Department awards the Richard T. Scanlan Teaching Assistant Fellowship (monetary award); the winner is selected by Committee on Honors and Awards. We also award a book prize to the winner of an Annual Verse Composition that takes place toward the end of the spring semester.

As the Department maintains institutional memberships with the American School of Classical Studies in Athens and the American Academy in Rome, we encourage students to participate in the respective annual summer sessions. The Department makes every effort to subsidize travel and tuition expenses for students who apply to and are accepted in these programs.
1.7 DEPARTMENTAL POLICIES

1.7.1 POLICY ON THE ASSIGNMENT OF LATIN TEACHING ASSISTANTS

The intent of the following policies is to ensure that our elementary and intermediate Latin courses have the most effective instruction possible.

1. The assignment of Teaching Assistants to Latin will be made by the Undergraduate Study Committee (excluding the graduate student member) in consultation with the department head.

2. The following factors will be considered:
   a. Teaching evaluations in previous courses
   b. Performance in graduate Latin courses and/or translation exams

3. Where possible, and consistent with item 2 above, preference will be given to students working toward an MA in the Teaching of Latin.

4. Every effort will be made to ensure continuity between the individual semesters of both first and second-year Latin.

5. Latin assignments will be made before assignments for CLCV courses.

1.7.2 CLASS SUBSTITUTION POLICY

The following policy concerning substitutions, including language courses and general education courses, applies to all faculty and graduate employees.

The Department follows LAS’ practices for absences and class coverage. These practices include:

1. Volunteering to teach for each other in cases where one has to be absent whether because of illness or, with the professor's permission, for some other reason. This
must be mutually agreed upon and, in exchange, the person who was absent should teach the same amount for the person who taught for them.

2. In the event that teaching for one another cannot be mutually agreed upon, the department will compensate the substitute for the hours spent in the classroom teaching. However, the department will not require graduate employees in any way to work for each other. Moreover, it is imperative that there not be any compensation exchanged for substituting between any employees. All absences and any arrangements made to cover the absences should be reported as soon as possible to the immediate supervisor and the department head. At a minimum, the absences should be reported prior to the start of the work day to ensure that the classes are taught and students are informed of any class changes. These practices are to coincide with the sick leave provisions in the collective bargaining agreement with the GEO.

1.7.3 OTHER POLICIES

1. The Department expects the graduate students to maintain a strong web presence through the Department’s website, by updating their profiles regularly. Students have the right to opt out of being listed, for privacy reasons.

2. Office space is arranged centrally and decided by the appropriate SLCL committee. Students will be consulted by the DGS as to their office preference, and any preferences will be taken into account to the best of the Department’s abilities to secure office space.

3. The use of the Perry photocopier is restricted to Classics graduate students and faculty; there is also a second copier in Room 4080 for the use of students and faculty.
1.8 PETITIONS

Petitions are used to request a waiver or modification of departmental or Graduate College requirements and policies, and to record information on a student’s permanent record in the Graduate College. Most petitions must be approved by the Department and then forwarded to the Graduate College for approval. Others, such as requests to enroll in an Independent Study course, are handled within the department.

Petition forms, available online by logging in at http://www.slcl.illinois.edu/people/student/, should be filled out in consultation with the adviser, who must sign the petition in the space provided and forward it to the DGS for further approval. In all cases, justifications for the requests must be clearly stated in the space provided on the petition, and all relevant documentation must be attached.
1.9 GRIEVANCES

The Department follows the Graduate College Grievance policies found at: http://www.grad.illinois.edu/gradhandbook/chapterix/section04

Academic conflict may be addressed through informal processes or through a formal grievance process. It is recommended that students first explore the option of informally resolving an academic conflict. A student who believes he or she has an academic grievance should first discuss it with his or her adviser. If discussion with the adviser is inappropriate or unfruitful, discussion with a senior faculty member, Director of Graduate Studies, or department head is recommended. A student may elect to file a formal grievance within the unit in which a problem has arisen; the grievance will be discussed by the departmental Grievance Committee. The student may also choose to file the grievance directly with the Graduate College.

1.10 LEAVE OF ABSENCE

The Department follows the Graduate College’s policy on leaves (http://www.grad.illinois.edu/leavepolicies). Remember that there are potentially negative consequences for failing to request an Academic Leave of Absence. Students who do not enroll, and who do not meet with the program and document their status with an approved Academic Leave of Absence before a period of non-enrollment begins, are considered to be Absent without Leave. The Classics Department will put an advising hold on a student who is Absent without Leave. A student who is Absent without Leave may be prevented from re-enrolling, may have additional degree requirements to complete if allowed to return, or may be subject to new degree requirements. Please note that an Academic Leave of Absence cannot be requested retroactively, cannot be used to return to good standing, and cannot be used to extend the time to degree. Note: the maximum allowed Academic Leave of
Absence is two terms during a student’s degree program (spring or fall, or two summer terms for summer only programs). These terms may be consecutive terms or terms approved individually.

Requests must be approved by the department prior to the first day of classes. To request a formal academic leave the student must complete the following before the first day of classes of the term of non-enrollment:

- Complete the written Request for Academic Leave of Absence form
- If necessary, complete a petition to request an extension of time to degree
- International students must meet with an ISSS adviser and obtain a signature on the Request for Academic Leave of Absence form
- Submit the written Request for Academic Leave of Absence form to the DGS
- Meet with her/his adviser and DGS, either by phone or in person, to review the request

The department reviews the Request for Academic Leave of Absence form and completes the following:

- Review and document the student’s current academic progress in the program by recording the academic requirements that have been completed as well as the student’s academic status
- Document the student’s remaining requirements for degree completion upon return.
- Document the length of the approved period of non-enrollment to be not more than 2 terms (spring or fall) during a student’s degree program. These may be consecutive terms or single terms approved individually
- Document the potential financial support that may be available to the student upon return to the degree program, including current department policies on financial support that exist at the time the leave is approved
- The original approved Request for Academic Leave of Absence form is placed
in the student’s academic file in the unit. A copy is given to the student.

- In addition, the department may put an advising hold on the student’s record until the return from approved Academic Leave.
- A copy of the approved form is forwarded to the Graduate College for inclusion in the student’s academic record in the college.

Return from approved Academic Leave of Absence:

- Domestic students must notify their departments of their intent to return so that departments may review and confirm their academic status at the time of return. The department may need to remove an advising hold from the student’s record. If a domestic student has not been enrolled for three consecutive terms including summer, the student must complete and receive approval of a Graduate College Application for Re-entry. The Approved Academic Leave of Absence form must be attached to the Application for Re-entry to document the approved leave terms and for the return to enrolled student status.

- International students must notify their departments of their intent to return so that departments may review and confirm their academic status at the time of return. The department may need to remove an advising hold from the student’s record. Because of student visa requirements, all international students taking leave outside the U.S. must complete and receive approval of a Graduate College Application for Re-entry. The Approved Academic Leave of Absence form must be attached to the Application for Re-entry to document the approved leave terms and for the return to enrolled student status. International students taking leave outside the U.S. should begin this process at least three months in advance to allow for document processing and visa issuance, if required.
2. REQUIREMENTS

This section lists the specific requirements for each degree offered, registration and credit hour policies and procedures.

2.1 ADMISSION REQUIREMENTS

All admission requirements are also explained on the departmental website at:
http://www.classics.illinois.edu/programs/graduate/

2.2 COURSE CREDITS

UIUC graduate courses are currently designated by a 400- or 500-level number (e.g., LAT 491, GRK 520). Courses at the 500-level are designed exclusively for graduate students. Courses offered at the 400-level are open to graduate students and to advanced undergraduate students. The number of hours assigned to 400- and 500-level courses varies. Degrees are awarded based on the total number of hours completed, not the total number of courses.

2.3 DOCTORAL PROGRAM STAGES (M.A. AND PH.D.)

The Graduate College divides all doctoral programs into three separate stages.

2.3.1 STAGE I
Graduate students are considered to be in Stage I from initial enrollment in the Graduate College to completion of the M.A. degree. New students admitted at Stage I will be advised by the Director of Graduate Studies (see above 1.4). A formal evaluation of the student’s progress takes place at the end of the first year (see below 3.3). If the student wishes to continue to Stage II, and will have completed the M.A. in Classics degree (the only one leading to the Ph.D. degree, see above 1.1) by May or August, the student applies through GradApps for promotion to Stage II by February 1st of their final M.A. year (http://www.grad.illinois.edu/admissions/apply; no new application fee required). The only new documents a student must produce in order to apply to continue from the M.A. to the Ph.D. program are an updated C.V., a clear Statement of Purpose, and a writing sample (a research paper produced during Stage I). The student must explain her/his plans of research for continuing to Stage II. Students are provisionally admitted to Stage II pending anticipated successful completion of Stage I.

2.3.2 STAGE II

A doctoral student is considered to be in Stage II from initial enrollment to the Ph.D. program to completion of all departmental requirements and exams, including passing the oral Preliminary Examination (see below 5.1). First year Ph.D. students will be advised by the Director of Graduate Studies (see above 1.4).

2.3.3 STAGE III

Stage III is the time from the completion of Stage II to passing the Final Examination (see below 5.3) and depositing an approved dissertation (more commonly known as “ABD—All But Dissertation”).
2.4 M.A. REQUIRED HOURS

2.4.1 M.A. in Classics in both Greek and Latin

1) Twenty-four hours of Greek and Latin in regular courses, including GRK 411 and LAT 411, with at least eight hours in each language and at least twelve hours at the 500 level.

2) CLCV 550 and four hours of an appropriate elective. Students who wish to do so may satisfy this requirement by writing a Master’s thesis; they should enroll in Greek/Latin 599 (Thesis Research); see 2.8 below.

3) Satisfactory examinations in Greek and Latin. See 4.1 below.

4) (Only for those students intending to continue to the Ph.D.) Reading knowledge of one of two ancillary languages: (a) German; and (b) French or Italian. Knowledge of one of these must be demonstrated at the time of admission to Stage II and the second by the end of the second year at Stage II. See 4.4 below.

2.4.2 M.A. in Classics with a specialization in either Greek or Latin

1) Twenty-four hours in Greek or Latin in regular courses, including GRK or LAT 411, with at least twelve hours at the 500 level.

2) CLCV 550 and four hours of an appropriate elective. Students who wish to do so may satisfy this requirement by writing a Master’s thesis (see below 4.2); they should enroll in Greek/Latin 599 (Thesis Research; see below 2.8).

3) Satisfactory examination in Greek or Latin (see below 4.1).

2.4.3 M.A.T. (Teaching of Latin)
1) Sixteen hours of Latin in regular courses, including LAT 411, with at least twelve hours at the 500 level.
2) CLCV 550 and four hours of education courses.
3) Eight hours of appropriate electives.

2.4.4 Professional Educator Licensure

Professional education requirements are controlled by the Foreign Language Teacher Education Program and updated as required by the Illinois State Board of Education in order to maintain accreditation. Students should consult its Director for current requirements. The following list (updated 1/2013) is provided as general guideline.

Required Coursework (in addition to Classics degree requirements)

EPSY 400 Educational Psychology
EPS 410 Philosophy of Education
SPED 205 Introduction to Special Needs (1 hour)
SPED 405 General Educator's Role in SPED (2 hours, pre-requisite SPED 205)
EDPR 442 Educational Practice in Secondary Education: Latin (8 hours)
LAT 471 Introduction to Second Language Learning and Teaching (4 hours)
LAT 475 Introduction to Communicative Language Teaching (4 hours, req. Illinois State Criminal Background Check and annual bloodborne pathogen training)
LAT 478 Topics in Secondary Language Teaching (4 hours)
CLCV 550 Introduction to the Teaching of Classics (1 unit)

Required Early Field Experience (EFE) and Student Teaching

A total of at least 84 hours of early field experience is earned in the following courses:
LAT/HUM 471 Minimum of 20 hours of EFE
LAT 475 Minimum of 28 hours of EFE
LAT 478 Minimum of 36 hours of EFE

2.5 PH.D. REQUIRED HOURS

Candidates are required to complete sixty-four graduate credit hours beyond the M.A. level.
1) Twenty-four credit hours of Greek and Latin, with at least eight hours in each language and at least twenty hours at the 500 level. These must include Greek/Latin 595, if not taken previously; Greek 511 and Latin 511; and four hours of 580 in each language.
2) CLCV 550 (if not taken previously) and four hours (or eight hours) of appropriate electives.
3) The remaining thirty-two hours may be satisfied by a combination of coursework and a minimum of twelve hours of Thesis Research.
4) Passing the qualifying examinations and the oral Preliminary Examination (see below 4.3, 5.1).
5) Passing the oral Final Examination (see below 5.3).
6) Reading knowledge of two ancillary languages: a) German b) French or Italian. Knowledge of one of these must be demonstrated at the time of admission to Stage II and the second by the end of the second year at Stage II.

2.6 MINIMUM COURSE LOAD AND REGISTRATION REQUIREMENTS

The Graduate College establishes minimum course loads for graduate students to
maintain full-stime status. These can be found at: 
http://www.grad.illinois.edu//gradhandbook/chapterii/section03. The Graduate College considers 8 hours to be the minimum credit load for determination of full-time status for students carrying 25% to 67% teaching assistantships. Students holding fellowships (such as Departmental, SLCL Humanities, or Illinois Distinguished) must maintain registration in at least 12 graduate hours during the regular semester in order to be considered full-time by the Graduate College. Remember that students with such fellowships have summer registration requirements as well.

2.7 REGISTRATION PROCEDURES

All planned coursework must be approved by the DGS before the student registers. Every semester, the DGS sets a number of days for students to come in for advising before registration begins. Students who register before consulting with their advisers may be asked to change their course registration.

Students register online for all classes at UIUC. Links to the current UIUC Course Catalog and registration instructions are available at http://registrar.illinois.edu/registration/index.html.

2.8 REGISTRATION IN GRK/LAT 599

Doctoral students may register for GRK/LAT 599 Thesis Research after a faculty member has agreed to supervise the student’s dissertation and they are ready to schedule their preliminary examinations. Once other credit requirements have been satisfied and the preliminary exams have been scheduled, international students MUST register for the required hours of 599 until the thesis is deposited, in order to comply with U.S. immigration regulations.
3. PROGRESS

This section provides important clarifications with regard to grades, academic progress, and evaluation.

3.1 GRADE POINT AVERAGE (GPA) AND POLICIES

Classics follows a Campus policy which requires a student to maintain a minimum cumulative graduate GPA of 2.75 in order to continue in an advanced degree program, and to have a cumulative graduate GPA of at least 2.75 in order to graduate (http://www.grad.illinois.edu/gradhandbook/chapterIII/section02). If a student’s GPA falls below the minimum at any time, the student will be placed on academic probation, and financial aid may be rescinded; if the student fails to improve the GPA, the student will be dismissed from the program of study. Students should remember that Classics holds its students to high standards of academic performance and that holding a GPA of 2.75 does not constitute satisfactory progress. Information concerning the grading system can be found at http://www.grad.illinois.edu/gradhandbook/chapterIII/section01.

3.2 INCOMPLETE GRADES

Incomplete grades for coursework should be requested and justified by the student after consultation with the instructor and/or DGS. The Incomplete entitles the student to additional time to complete course requirements. The instructor must report the final grade through the After Grade Roll option in the Self-Service app. The instructor may authorize such extension of time for a graduate student regardless of the level of the course. A grade of Incomplete must be replaced by a letter grade no later than 5:00 p.m. of Reading Day of the next semester in which the
student is registered or it automatically becomes an F grade. If the student does not enroll the following semester in a graded course, the incomplete grade becomes an F-by-rule after one year. Incomplete grades earned in the spring semester will not be converted to F-by-rule until the end of the following fall semester, whether or not the student registers for the summer term. A student will not be certified for a degree with an Incomplete grade in the academic record.

Students should remember that the instructor has the right to approve or not approve an Incomplete grade; if not approved, the instructor will assign a grade based on the student’s record relative to the entire body of work assigned in the class, including the final examination or paper. Therefore, it is advisable that students should plan their schedules very carefully in order to ensure that they will be able to complete successfully all course requirements by the designated deadlines.

3.3 ANNUAL REVIEWS

In accordance with a Graduate College policy on annual reviews (http://www.grad.illinois.edu/policies/annualreview) and a Graduate College policy requiring that a graduate student be making satisfactory academic progress in order to hold an assistantship, the Department of the Classics conducts an annual review of graduate students enrolled in a degree-seeking program. Additionally, an annual review helps the student progress through the graduate program by allowing timely identification of deficiencies, clarification of expectations for academic performance, and identification of opportunities for improvement. The Department of the Classics uses annual reviews not only to monitor student progress toward the degree, but also to determine summer funding, fellowship awards, TAship support, and RAship support in the coming academic year.
Timeline:

- For first year MA students, the review takes place in May, while for the rest of the students the review takes place in January.
- By January 5, the DGS sends out the Annual Review Form to all enrolled degree-seeking students in the department. The form requests information on the student’s academic accomplishments and on the completion of specific program requirements: courses; foreign language proficiency; seminar papers; and examinations.
- Students fill out the form within two to three weeks. The student’s adviser reviews the information provided by the student and provides a written evaluation of the student’s performance. The student’s adviser also sets goals for the coming academic year. These evaluations and goals are due to the DGS within 10 days.
- By January 30, the departmental Committee on Graduate Studies will meet and discuss the progress of all graduate students.
- The student is provided with a written copy of their annual review; the student and the DGS meet in order to discuss the outcome of the review.
- The DGS places the original of the review in the student’s file.
- The department provides the Graduate College with an aggregate summary of all reviews.

It should be noted that a student’s progress may be reviewed at any time. If a student is judged not to be making satisfactory progress, he or she will be notified by the Director of Graduate Studies according to the policies established by the Graduate College. Continued unsatisfactory progress may result in revocation of financial aid, change to limited status, and/or dismissal from the program.
3.4 CRITERIA FOR DETERMINING SATISFACTORY PROGRESS

Students will be considered to be making satisfactory progress if all of the following minimal criteria are met:

1. Overall GPA is consistently above the minimum (see above 3.1).
2. The student has no outstanding Incomplete grades from a previous semester, and no pattern of requesting Incomplete grades consistently and/or for without sufficient justification.
3. The student has consistently complied with departmental regulations regarding the maintenance of a full-time course load.
4. The student is not encumbered from registration by the Graduate College and has not been put on probationary or limited status by the Graduate College.
5. The student’s overall timeline for completion of the degree is commensurate with Graduate College and departmental time limits for support.
4. EXAMINATIONS AND OTHER PROGRAM REQUIREMENTS

This section provides all necessary information regarding M.A. and Ph.D. exams and other program completion requirements.

For all examinations, students should fill out the appropriate paperwork (Form: Request to Schedule M.A. or Ph.D. Exam, available at: [http://www.slcl.illinois.edu/people/student/](http://www.slcl.illinois.edu/people/student/)) and submit to the DGS for signature. For the calendar timeline of exams, see below 4.6.

4.1 M.A. EXAMINATIONS

Each M.A. Language examination (Greek and Latin) consists of two passages from the M.A. Reading List (see below 4.5) and one passage not from the M.A. Reading List. Each passage is between 80 and 120 words. The examinations are evaluated by three members of the Department, at least two of them being members of the Graduate Studies Committee. The members are appointed ad hoc by the DGS and report the recommended grade to the DGS, who is responsible for determining the final grade. The examination lasts two hours. The passing grade is B- (2.67). A student who fails the examination three times in succession will be dismissed.

4.2 M.A. THESIS OPTION

Students who wish to pursue the M.A. Thesis option (see above 2.4) must register for the appropriate thesis hours and must choose an adviser who is a member of the Graduate Faculty. In consultation with the adviser, a second reader will be chosen. If the adviser so wishes, she or he may require a formal thesis defense (which will be scheduled accordingly). For a thesis deposit, the Graduate College does not require
master’s students to be registered during the term in which they deposit. The thesis adviser is required to sign the Thesis/Dissertation Approval form (TDA); the same webpage provides relevant information on mandatory content such as the front page and other formatting requirements.

4.3 PH.D. EXAMINATIONS

Translation and History of Literature examinations are evaluated by three members of the Department, at least two of them being members of the Graduate Studies Committee. The members are appointed ad hoc by the DGS and report the recommended grade to the SLCL Graduate Office Manager; the DGS is responsible for determining the final grade. Students may take the written examinations (4.3.1-4.3.5 below) in whatever order they prefer.

*Students who fail an exam are strongly encouraged to retake the exam at the earliest opportunity. Students should note that those who fail an examination three times in succession or who fail four or more different examinations in one year will be dismissed.*

4.3.1 Greek Translation

The Ph.D. Greek translation examination consists of four passages from the Ph.D. Reading List (see below 4.5) and two passages not from the M.A. Reading List. Each passage is between 80 and 120 words. The examination lasts four hours. The passing grade is B (3.00).

4.3.2 Latin Translation

The Ph.D. Latin translation examination consists of four passages from the Ph.D. Reading List (see below 4.5) and two passages not from the M.A. Reading List. Each
passage is between 80 and 120 words. The examination lasts four hours. The passing grade is B (3.00).

### 4.3.3 History of Greek Literature

The Ph.D. History of Greek literature examination tests the student’s knowledge of genres, styles, poetic conventions, literary history, and trends in scholarship on Greek literature. Students are asked to provide short identifications for authors and terms, outline the history of specific periods in Greek literature, and trace the development of specific genres. Students are expected to be fully conversant with the works and authors listed in the Reading Lists (see below 4.5). Students should consult resources such as the *Oxford Classical Dictionary*, various histories of Greek literature (Lesky, Cambridge, Whitmarsh), and the many companions on individual authors and genres (Blackwell, Brill, Cambridge, Oxford Readings). The examination lasts three hours. The passing grade is B (3.00).

### 4.3.4 History of Latin Literature

The Ph.D. History of Latin literature examination tests the student’s knowledge of genres, styles, poetic conventions, literary history, and trends in scholarship on Latin literature. Students are asked to provide short identifications for authors and terms, outline the history of specific periods in Latin literature, and trace the development of specific genres. Students are expected to be fully conversant with the works and authors listed in the Reading Lists (see below 4.5). Students should consult resources such as the *Oxford Classical Dictionary*, various histories of Latin literature (Conte, Harrison, von Albrecht), and the many companions on individual authors and genres (Blackwell, Brill, Cambridge, Oxford Readings). The examination lasts three hours. The passing grade is B (3.00).
4.3.5 Criteria for exam grades

For M.A. translation exams and Ph.D. translation exams, each passage is graded based on the following:

- 30 points for morphology
- 30 points for syntax
- 30 points for vocabulary
- 10 points for clarity of English expression

For Ph.D. literature exams:

- IDs: 3 points each = 36 points total
- Period: 9 points for each author discussed and 5 points for clarity/structure = 32 points total. *(Note: the scheme only applies if they answer question IIa. Otherwise, assessed like the Genre essay.)*
- Genre: 32 points total, overall evaluation of essay (A, A-, B etc.) will be based on the assessment criteria which are specified in the essay question itself.

4.3.6 Special Author or Field

The Special Author or Field examination consists of essays related to issues such as the author’s biography, works, manuscript tradition, editions (including scholia), trends in scholarship. Preparation for the exam should not extend for more than a semester. The examination is evaluated by a committee appointed by the candidate’s adviser. The grade is either “Pass” or “Fail”; examinations graded “Pass” may also be marked “with Distinction” or “with High Distinction”. The examination lasts three hours.
4.4 PH.D. MODERN FOREIGN LANGUAGE REQUIREMENT

Classics Ph.D. students must demonstrate reading proficiency in TWO languages in addition to English and the languages of specialization (Greek and Latin). Students can choose between French and Italian, in addition to German. Knowledge of one of these languages must be demonstrated at the time of admission to Stage II and the second by the end of the second year at Stage II. Students have two options in completing the requirement:
a. Successful completion with a grade of B or better of two graduate courses designated as “Reading Knowledge for Graduate Students.” (Note that these courses do NOT earn graduate credit.)
b. Passing a reading proficiency exam administered departmentally and arranged when the student is ready to take the exam.

4.5 EXAM READING LISTS

4.5.1 M.A. Reading Lists

There are two M.A. Reading Lists, one for Greek and one for Latin.

4.5.2 Ph.D. Reading Lists

There are two Ph.D. Reading Lists, one for Greek and one for Latin. The Ph.D. Readings Lists presuppose the M.A. Reading Lists.
### 4.5.3 Greek Reading Lists

<table>
<thead>
<tr>
<th></th>
<th>M.A. Reading List</th>
<th>Ph.D. Reading List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homer</td>
<td><em>Iliad</em>, Books 1, 6, 9, 24</td>
<td><em>Iliad</em>, Books 2, 3, 16, 18, 21-23</td>
</tr>
<tr>
<td></td>
<td><em>Odyssey</em>, Books 9-12</td>
<td><em>Odyssey</em>, Books 1, 5, 6, 19, 21, 23</td>
</tr>
<tr>
<td>Homeric Hymns</td>
<td></td>
<td><em>Hymns</em> 2, 3, 4</td>
</tr>
<tr>
<td>Hesiod</td>
<td><em>Theogony</em></td>
<td><em>Works and Days</em></td>
</tr>
<tr>
<td>Greek Lyric</td>
<td>Archilochus, Callinus,</td>
<td>Rest of Campbell’s <em>Selection</em></td>
</tr>
<tr>
<td>Pindar</td>
<td><em>Olympian</em> 1, <em>Pythian</em> 1</td>
<td><em>Olympian</em> 2, 7, 13; <em>Pythian</em> 2, 4, 8, 10;</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Nemean</em> 5, 7; <em>Isthmian</em> 7</td>
</tr>
<tr>
<td>Bacchylides</td>
<td></td>
<td>H. Maehler, <em>Bacchylides: A Selection</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Cambridge 2004)</td>
</tr>
<tr>
<td>Aeschylus</td>
<td><em>Agamemnon</em></td>
<td><em>Libation Bearers, Eumenides, Seven</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Against Thebes</em></td>
</tr>
<tr>
<td>Sophocles</td>
<td><em>Oedipus Tyrannus; Ajax</em></td>
<td><em>Antigone; Philoctetes</em></td>
</tr>
<tr>
<td>Euripides</td>
<td><em>Medea, Hecuba</em></td>
<td><em>Hippolytus, Trojan Women, Iphigenia in Tauris, Bacchae</em></td>
</tr>
<tr>
<td>Aristophanes</td>
<td><em>Clouds</em></td>
<td><em>Lysistrata; Frogs</em></td>
</tr>
<tr>
<td>Herodotus</td>
<td>Books 1-2</td>
<td>Books 5-9</td>
</tr>
<tr>
<td>Thucydides</td>
<td>Books 1-2</td>
<td>Books 5.84-116; 6; 7</td>
</tr>
<tr>
<td>Lysias</td>
<td>1 (On the Murder of Eratosthenes)</td>
<td>7 and 12</td>
</tr>
<tr>
<td>Isocrates</td>
<td></td>
<td><em>Panegyricus</em></td>
</tr>
<tr>
<td>Andocides</td>
<td></td>
<td><em>On the Mysteries</em></td>
</tr>
<tr>
<td>Antiphon</td>
<td></td>
<td>M. Gagarin, <em>Antiphon: The Speeches</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Cambridge 1997)</td>
</tr>
<tr>
<td>Demosthenes</td>
<td>Philippic 3</td>
<td>Olynthiac 1, On the crown</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Xenophon</td>
<td>Memorabilia 1, Apology</td>
<td>Hellenica 1, Oeconomicus</td>
</tr>
<tr>
<td>Plato</td>
<td>Apology, Crito, Symposium</td>
<td>Republic 1, 10; Gorgias; Phaedrus; Protagoras</td>
</tr>
<tr>
<td>Aristotle</td>
<td>Poetics</td>
<td>Athenaijon Politeia; Ethics 1</td>
</tr>
<tr>
<td>Menander</td>
<td>Dyskolos</td>
<td>Samia</td>
</tr>
<tr>
<td>Apollonius of Rhodes</td>
<td>Argonautica 3</td>
<td>Argonautica 1 and 4</td>
</tr>
<tr>
<td>Callimachus</td>
<td>Hymn 5</td>
<td>Aetia; Hymns 1 and 2</td>
</tr>
<tr>
<td>Theocritus</td>
<td>Idyll 1</td>
<td>Idyll 2, 7, 11</td>
</tr>
<tr>
<td>Hellenistic poetry</td>
<td>Selection (N. Hopkinson, A Hellenistic Anthology [Cambridge 1988])</td>
<td></td>
</tr>
<tr>
<td>Polybius</td>
<td>Book 1</td>
<td></td>
</tr>
<tr>
<td>Longinus</td>
<td>On the Sublime</td>
<td></td>
</tr>
<tr>
<td>Dio Chrysostom</td>
<td>Oration 7</td>
<td></td>
</tr>
<tr>
<td>Lucian</td>
<td>True Histories; Timon</td>
<td></td>
</tr>
<tr>
<td>Plutarch</td>
<td>Alexander</td>
<td>Antony; How to Study Poetry</td>
</tr>
<tr>
<td>Longus</td>
<td>Daphnis and Chloe, Book 1</td>
<td></td>
</tr>
<tr>
<td>Achilles Tatius</td>
<td></td>
<td>Leucippe and Clitophon, Book 1</td>
</tr>
<tr>
<td>Imperial poetry</td>
<td></td>
<td>Selections (N. Hopkinson, Greek Poetry of the Imperial Period (Cambridge 1994))</td>
</tr>
</tbody>
</table>

### 4.5.4 Latin Reading Lists

<table>
<thead>
<tr>
<th>Early Latin</th>
<th>Courtney, Archaic Latin Prose (1999)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ennius</td>
<td>Annales Books 1 and 7 (Skutsch)</td>
</tr>
<tr>
<td>Plautus</td>
<td>Menaechmi, Miles Gloriosus</td>
</tr>
<tr>
<td>Terence</td>
<td>Eunuchus</td>
</tr>
<tr>
<td>Lucretius</td>
<td>Books 1 and 3</td>
</tr>
<tr>
<td>Catullus</td>
<td>Book 5</td>
</tr>
<tr>
<td>Horace</td>
<td>Odes 3 and 4; Carmen Saeculare;</td>
</tr>
<tr>
<td></td>
<td>Ars Poetica</td>
</tr>
</tbody>
</table>
Virgil  
*Eclogues; Georgics 4; Aeneid 1, 2, 4, 6, 7, 12*  
*Georgics 1-3; Aeneid 3, 5, 8-11*

Propertius  
Book 1  
Book 4

Tibullus  
Book 1

Ovid  
*Amores 1; Metamorphoses 6, 8, 13-15; Ars 1; Heroides*  
*Fasti 1 and 4; Tristia 1, Epistulae ex Ponto 1 (Knox, Cambridge 1995)*  
*Metamorphoses 1, 5, 10*

Persius  
Prologue; *Satire 1*

Lucan  
Book 1  
Book 6

Valerius Flaccus  
Book 7

Silius Italicus  
Book 1

Statius  
*Silvae 2; Thebaid 1*  
*Thebaid 5 and 12; Achilleid*

Juvenal  
*Satires (Braund, Cambridge 1996)*  
*Satires 6 and 10 (Shackleton Bailey, Cambridge 1980)*

Martial  
*Selections (Watson and Watson, Cambridge 2003)*

Ausonius  
*Mosella*

Prudentius  
*Psychomachia*

Caesar  
*B.C. 1; B.G. 1*  
*B.G. 7*

Cicero  
*In Catilinam 1-4; Pro Archia; Pro Caelio; Select Letters*  
*De oratore 3; Pro Milone; Philippiks 1-2; De senectute; Pro Sexto Roscio; de re publica. 6 (Shackleton Bailey, Cambridge 1980)*

Sallust  
*Bellum Catilinae*  
*Bellum Iugurthinum*

Livy  
Book 1 and 6  
Books 21, 22, 30, 39

Petronius  
*Cena Trimalchionis*  
Rest of the *Satyricon*

Quintilian  
Book 10.1.1-131
Seneca  
*Thyestes*  
*Phaedra; De ira; De otio;*  
*Epistulæ Morales* 5, 7-9, 10, 12, 18, 47, 70, 71, 88, 91; *Apocolocyntosis*

Suetonius  
*Augustus*  
*Claudius, Nero*

Pliny  
50 Letters  
(Sherwin-White 1967)

Tacitus  
*Agricola; Annales* 1 and 4  
*Annales* 11-15; *Histories* 1 and 2; *Dialogus*

Apuleius  
*Metamorphoses* 4, 28-6.24

Augustine  
*Confessions* 8

Jerome  
Select Letters (Loeb)

Medieval Latin  
Sidwell (Cambridge 1995)

### 4.6 EXAM DATES

*M.A. exams begin at 10 am; PhD exams begin at 1 pm*

Students must submit the Request to Schedule Exam form to the DGS on the date specified by the DGS in the email circulating 4 weeks before the exam date.

a. August: on Wednesday before classes begin

b. November: on Wednesday before Thanksgiving break

c. April: on the second or third Wednesday of the month (depending on CAMWS and other conferences)

d. June: on the third Wednesday of the month

- Foreign Language exam: scheduled with the DGS when student is ready.
- Special Author exam: scheduled with the student’s adviser; the student must submit the form to the DGS two weeks before the exam.
5. THE DISSERTATION

This section provides all necessary information regarding the preliminary and final examinations which lead to completion of Stages II and III of the doctoral program.

5.1 PH.D. PRELIMINARY EXAMINATION

(DISSERTATION PROPOSAL)

The Graduate College requires that each doctoral student undergo an examination or some other review of progress at the end of Stage II of the doctoral program (i.e., when coursework requirements have been fulfilled). The Preliminary Examination is an oral examination (commonly known as the Dissertation Proposal Defense) administered by the examination committee appointed by the Dean of the Graduate College.

It is very important to note that the student must be registered for the semester in which he/she sits for the Preliminary Examination.

At a suitable time before the Preliminary Examination, students will choose a Director of Dissertation Research who will serve on the Preliminary Examination Committee. Once a student has determined a potential dissertation topic, and a faculty member has tentatively agreed to direct the dissertation, the student will confer with the adviser in order to identify potential members of the Preliminary Examination and Dissertation committees.

The Graduate College specifies the following requirements for the formation of the Examination Committee and the Dissertation Committee:
a. The committee must have at least 4 faculty members.
b. At least three of the committee members must be current members of the Graduate Faculty.
c. At least two members of the committee must be tenured.
d. The Chair of the committee must be a member of the Graduate Faculty.

The members of the Examination Committee may serve on the Dissertation Committee, but the composition may also change. Typically, the adviser serves as the Chair of the Examination Committee and then as the Dissertation director, but these three roles may also be played by different faculty members.

The exam should be scheduled at least 15 working days (three weeks) before the proposed date. Final version of the proposal must be distributed to all committee members at least 10 working days (two weeks) before the proposed defense date.

The proposal itself should be about 20-35 double-spaced pages in length and should include the project outline (with specific examples, when applicable, and discussion of relevant passages from the authors examined), a plan of research and a timetable, as well as a working bibliography.

The committee evaluates the project’s intellectual value, depth, and feasibility. The defense lasts about two hours. Following the proposal defense, the committee chooses to:

1. Pass the candidate.
2. Fail the candidate. If a second attempt is given, a new committee must be appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee.
3. Defer the decision. If this option is chosen, the same committee must re-
examine the student, and the second exam *must* occur within 180 calendar
days of the date of first exam, and the outcome of the second exam must be
pass or fail.

Note that after a fail result, a student will only be allowed to take the preliminary
examination one additional time while working toward the completion of any one
program of study.

Upon successful completion of the Preliminary Examination, the student proceeds to
Stage III (also known as ABD), assuming that all other program requirements have
been fulfilled.

### 5.2 THE DISSERTATION COMMITTEE

As noted above, the members of the Examination Committee may also serve as the
Dissertation Committee, but this is not mandatory. The Director of Dissertation
Research usually also serves as the Chair of the Dissertation Committee. If a member
of another department or unit is the Director of Dissertation Research, a member of
the Classics faculty will be appointed Chair of the Dissertation Committee. In
consultation with the Director of Graduate Studies, a student may change his/her
Director of Dissertation Research at any time. Students are encouraged to consult
with other members of the faculty in the preparation of the dissertation.

The Chair of the Final Examination Committee must be a member of the Graduate
Faculty. The Final Examination Committee must be composed of at least four voting
members, including three current members of the Graduate Faculty and at least two
tenured members of the faculty. The committee should include faculty members
from more than one area of specialization in order to provide diversity in viewpoint,
methodology, or academic discipline. Non-voting members, such as an external
reader, a member of the faculty who is off campus, or others who can make a significant contribution to the research, may be appointed.

5.3 PH.D. FINAL EXAMINATION (DISSERTATION DEFENSE)

The Final Examination (commonly known as “Dissertation Defense”) is an oral evaluation administered by the Dissertation Committee, appointed by the Dean of the Graduate College. The committee decides on the Ph.D. candidate’s ability to conduct advanced research as demonstrated by a completed Ph.D. thesis.

The defense should be scheduled at least 15 working days (three weeks) before the proposed date. A finished copy of the final version of the dissertation, approved by the Dissertation Director, should be in the hands of all committee members at least 30 working days (one month) before the proposed defense date.

The defense lasts about two hours. Upon completion of the defense, the Committee determines to:

1. Pass the candidate with no revisions required. In this case, the committee may sign the Thesis/Dissertation Approval form after the completion of the examination and give it to the student.
2. Pass the candidate pending revision of the dissertation; the candidate will receive the signed Thesis/Dissertation Approval form when the prescribed revisions have been completed.
3. Fail the candidate. If another opportunity is granted, a new committee must be appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee. After a fail
result, a student will only be allowed to take the final examination one additional time while working toward the completion of any one program of study.

It should be noted that a Ph.D. candidate must be registered for the semester in which the final examination (dissertation defense) takes place, even in the rare case that the defense is held during the summer. Petitions for registration in absentia for the term in which the final examination is held will be accepted from students who have passed the preliminary examination, completed the credit requirement, and who have left campus and are making no use of University facilities. The Graduate College will ordinarily approve these petitions for students who fulfill all of the above conditions. For more information, see Section Chapter II C4 of the Graduate College Handbook.

The Graduate College does not require students to be registered at the time of deposit. A thesis will not be accepted for deposit until all required materials have been submitted and all corrections requested by the Graduate College Thesis Office have been made.

For dissertation formatting, please consult the guidelines at:
http://www.grad.illinois.edu/graduate-college-thesis-requirements
6. COLLEGIALITY AND PROFESSIONAL BEHAVIOR

Every semester the Department of the Classics organizes a series of lectures, conferences, workshops, symposia, in which the participation of the graduate students is vital, especially for the development of the students professional life. All students are expected to attend these events. In addition to the weekly Friday lectures and colloquia, the Department has a strong relationship with the local chapter of the Archaeological Institute of America (AIA), and we support their lecture series (2-3 per semester, usually on Sundays). All lectures provide Department members with an important opportunity to learn first-hand about scholarship and creative work in the profession as a whole, as well as to meet colleagues from the US and abroad. Finally, the Department fosters a healthy environment for collegiality, collaboration, and amicable relations, and graduate students are expected to adhere to such standards by communicating, working together with their peers in a civilized manner, and sharing the office space in the Department provided to graduate students as available.

The Department abides by the Society for Classical Studies’ Statement on Professional Ethics (http://apaclassics.org/index.php/about_the_APA/governance/apa_statement_on_professional_ethics) and holds annual information sessions for incoming students.

TAs are expected to abide by the departmental policy on dating/romantic relationships, as described in the Latin Teaching Handbook. We also abide by the Office of Equal Opportunity and Access policy on a harassment-free working environment (http://diversity.illinois.edu/sexualharassment.html)
• Do not date, or attempt to date, your current students. An instructor who makes an advance on one of his or her students may be charged with harassment. (It is rarely clear – to the student – that no adverse consequences will follow refusal.) Romantic relationships that begin after a student-teacher relationship has terminated are not of concern to the university, although there are FERPA rules against using undisclosed information, e.g., contact information, obtained in your capacity as a university employee for this purpose.

• From the Office of Equal Opportunity and Access (http://oeoa.illinois.edu/sexualharassment.html):

• “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes “quid pro quo” sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s status as a student or employee or (2) submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual.”

• “Quid pro quo harassment may occur when a student or employee is led to believe that he or she must submit to unwelcome sexual conduct in order to participate in a University program or activity. This type of sexual harassment also occurs whenever a faculty member, graduate assistant, or anyone in a position to affect a student’s academic life, causes a student to believe that the person will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. Likewise, this type of sexual harassment occurs when a supervisor or another person in a position to affect a person’s employment causes the employee to believe that they, the supervisor or other person in position of authority, will make an employment decision based on whether or not the employee submits to unwelcome sexual
7. GRADUATE STUDENT REPRESENTATIVES

7.1 STRUCTURE AND DUTIES

One representative is elected from Stage I and one from Stage II (or III). They participate in CGS (see above 1.5). The Stage II (or III) representative also participates in the Committee on Appeals.

7.2 ELECTIONS

Graduate students must vote to elect the academic year’s representatives by the end of August every year. The previous year’s officers are responsible for conducting the elections. The results are communicated to the DGS.

8. IMPORTANT DEADLINES AND DATES

Exact deadlines will be announced via email and posted on the SLCL Student Office website (http://www.slcl.illinois.edu/people/student/) and the Graduate College website (http://www.grad.illinois.edu/general/calendar/current).

The following deadlines are approximate. Please note that department deadlines may be 4 or more weeks earlier than those of the Graduate College in order to accommodate review at the Department and School levels.

- Beginning of the semester: Dissertation Travel Grant applications
- September: Conference Travel Grant applications
• November: On-Campus Dissertation Research Grant applications
• February: Dissertation Travel Grant applications
• February: SLCL Dissertation Completion Fellowship
• April: Graduate College Dissertation Completion Fellowship