These materials are intended for the use of graduate students, and represent codification of departmental regulations and practices as they relate to various policies which concern graduate students. Included, where appropriate, are the regulations of the Graduate College, particularly those relating to scheduling work, examinations, etc.

Students are always welcome in the office of the Chair, the office of the Director of Graduate Studies, and in room 210 Jefferson Building to discuss any matter relating to the department, including ways of making this handbook more useful.

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ADMISSION TO THE DEPARTMENT

Admission may be for:

1. M.A. degree without thesis in either Greek, Latin or Classics.
2. Ph.D. degree in Classics.

Admission is approved by the Admissions Committee, i.e., the entire tenured and non-tenured faculty of the Department. The Admissions Committee ranks the newly admitted students for teaching assistantships and research assistantships within the Department.

In evaluating a student, the Department considers the student’s undergraduate work, letters of recommendation from professors, and GRE scores. The Department prefers that GRE examinations (verbal plus quantitative) total 302 or better, and that grade point averages be 3.0 or better for undergraduate work from schools whose grading policies are much like those of The University of Iowa. The grade point average in strictly Classics courses should be 3.0 or better. Students whose grade point average is lower than 3.0 and who do not have combined GRE scores of 302 or better will still be considered on the basis of excellent letters of recommendation, or if there were extenuating circumstances, if strong evidence exists of both ability and commitment other than grades, or if their undergraduate performance improved during their last two years.

Students should have had three years of undergraduate work in one of the two languages (Latin or Greek) and two years in the other. Candidates for admission are expected to supply a list of the Greek and Latin works they have read. The list should specify the number of lines or the portions of works read.

ADVISING STUDENTS

When students first come to the Department, they report to the Director of Graduate Studies (DGS), who is their advisor. They may wish to discuss the research interests of the Department, the nature of the courses, and the programs offered. Students should also discuss their schedule and the schedule for fulfilling the requirements for the degree sought.

Students will receive a Graduate Student Checklist that outlines degree requirements year by year. This Checklist acts as a contract between the student and the DGS/Department about the student’s expected course of study. It should be brought to appointments with the DGS, which will occur each semester, so that fulfilled requirements may be checked off, and the student’s progress may be evaluated. The DGS also keeps a copy of the Checklist for each student.

The student may consult with the DGS about responsibilities within the Department, whether involving his or her work or other professional obligations.
The Department admits both students who request financial aid in the Department and those who do not. The Department provides the following kinds of support, which may be offered in combination:

1. **TEACHING ASSISTANTSHIPS**
   These may be up to half-time appointments. These levels are subject to variation depending upon the funds available to the Department and whatever other support may be provided, e.g., fellowships. Each Fall and Spring semester, a teaching assistant will usually teach three discussion sections of a large lecture course or a section of Latin and an online course. The specific assignments are made by the Chair.

2. **RESEARCH ASSISTANTSHIPS**
   Research assistants usually are assigned to work on the Department’s journal, *Syllecta Classica*. If funds are available, students awarded research appointments for the summer will be assigned by the Chair to work in close conjunction with a particular faculty member.

3. **OTHER FINANCIAL AID**
   Teaching and Research Assistantships in other departments, internal fellowships and awards, and external grants and fellowships can be found at: [https://www.grad.uiowa.edu/funding](https://www.grad.uiowa.edu/funding).

   Contact the Chair or Director of Graduate Studies prior to applying for fellowships or any other funding outside of the Department.

Students who are on appointment are generally asked in January each year whether or not they wish to be considered for appointment for the next year. A preliminary review of their performance both as students and as assistants results in rankings by the Department and the announcement of appointments by April 15th. In the event of questions as to performance, decision of the appointment may be delayed. While it is the hope to continue all of the appointees of the previous year whose teaching or research performance has been adequate and who are making appropriate progress towards their degree, students whose performance as a student or assistant is substandard may not have their appointments renewed.

Teaching and Research Assistantships are made on the basis of nine months. Appointments in the Classics Department are generally made for MAs for two years, and for PhDs, six years. Beyond that point, the opportunity for graduate student support by the Department is minimal.

All candidates for appointments must have their applications processed through the departmental office. Upon arrival, each appointee should complete a withholding statement through the employee self-service website and show proof of citizenship or resident alien status by completing an I-9 form with the departmental administrator. The University Payroll office will not process a paycheck until these procedures are completed. Paychecks are generally deposited into your account in a local financial institution. Payments are divided into ten equal amounts, five each semester; the first payment is September 1 and the last one June 1.
PROFESSIONAL DEVELOPMENT & REMAINING IN GOOD STANDING

Ongoing financial aid is dependent upon maintaining a 3.0 GPA, the minimum for remaining in good standing. The Department’s policy concerning Remaining in Good Standing accords with that expressed in the Graduate College’s Student Handbook:

A doctoral student on regular status shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student’s UI Cumulative GPA falls below 3.00. A student regains good academic standing when his or her UI Cumulative GPA returns to 3.00. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at this University, the student’s UI Cumulative GPA remains below 3.00, the student will be dropped from the degree program and denied permission to re-register within any Graduate College doctoral degree program. The student may apply for and be accepted into a non-doctoral degree or certificate program.

Failure to pass the graduate exams within proper time limits may also result in a candidate’s dismissal from the program.

In making appointments or renewing them, the Department considers not only the academic record of the students but also their professional development and sense of responsibility towards the field of Classics and the Department. Professional development includes the wider sense of responsibility and accountability that is expected of graduate students, who are learning how to become professionals in the field of Classics. While this is not an exhaustive list, examples of professional behavior include:

- not intruding on the office space of others with possessions or noise, maintaining your own office space
- with reasonable cleanliness, and working cooperatively with your fellow graduate students.
- communicating in a timely manner with the DGS, your professors (both in seminar work and in TA and RA settings) and the departmental administrator
- responding promptly (i.e., the same day) to emails (whether from professors or students)
- completing assigned TA and RA work in a timely and professional manner
- attending all department-sponsored lectures (unless the student is teaching at that time).

If you are ill or cannot teach your own course, you must notify the course supervisor, the DEO, and the departmental administrator. In addition, you must make arrangements for a substitute to teach the course. If you are unable to attend a course that you are taking, you must notify the professor in charge. If you are unable to attend a department lecture or function, you should notify the DGS.

Students should accept primary responsibility for developing a career following the completion of the doctoral degree. The student should seek guidance from available resources, including the research advisor, career counseling services, the dissertation committee, and any other mentors. Even in your activities as a student, you are a professional member of the Department, and your conduct should reflect that standing.
DEGREE REQUIREMENTS & PROCEDURES

For a year-by-year list of degree requirements in the Department of Classics, see the Graduate Checklist which was given to you when you began the program.

The Graduate College website (http://www.grad.uiowa.edu) has available a “Manual of Rules and Regulations” which explains the requirements which have been established by the University. The website provides additional instructions for such matters as the requirements for theses. It also posts the deadlines for application for degrees, and submission of theses. All degree-granting departments and programs must adhere to the requirements of the Graduate College, although they may have requirements more (but not less) stringent.

THE M.A. IN GREEK, LATIN OR CLASSICS

None of the M.A. degrees requires a thesis. A minimum of 30 semester hours of courses numbered 3000 and above is required. Candidates in Latin who have had no Greek, or in Greek who have had no Latin, are expected to include at least elementary Greek or Latin (or Accelerated Latin, if available) in their program.

• THE M.A. IN GREEK REQUIRES:
  CLSG:4076 Greek Composition (3 s.h.)
  CLSG:5001 Archaic Greek Literature (3 s.h.)
  CLSG:5002 Classical and Hellenistic Lit (3 s.h.)
  CLSA:5010 Proseminar (1 s.h., usually taken during the first year)

• THE M.A. IN LATIN REQUIRES:
  CLSL:4076 Latin Composition (3 s.h.)
  CLSL:5001 Republican Literature (3 s.h.)
  CLSL:5002 Imperial Literature (3 s.h.)
  CLSA:5010 Proseminar (1 s.h., usually taken during the first year)

• THE M.A. IN CLASSICS REQUIRES:
  CLSG:5001 Archaic Greek Literature (3 s.h.)
  CLSG:5002 Classical and Hellenistic Lit (3 s.h.)
  CLSL:5001 Republican Literature (3 s.h.)
  CLSL:5002 Imperial Literature (3 s.h.)
  either CLSG:4076 Greek Composition (3 s.h.) or CLSL:4076 Latin Composition (3 s.h.)
  CLSA:5010 Proseminar (1 s.h., usually taken during the first year)

The composition course may be satisfied by examination if the student has recently taken a graduate level composition course.

If a student wishes to take an undergraduate course for credit towards the degree, he or she may only do so after consultation with and the approval of the DGS.

A sight reading examination in the major language (in the case of Classics, a sight reading examination in both languages), must be taken before the M.A. comprehensive examination (the “Second-Year Examination”).

A Plan of Study approved by the DGS and the Department Chair must be filed before mid-term (the Graduate College establishes the deadlines each semester) of the semester or session in which the degree is expected. It is the student’s responsibility to meet with the DGS to prepare the paperwork before midterm of the semester in which the degree is expected. The student must also work with the DGS to file for a comprehensive examination.

The M.A. comprehensive examination in Greek or Latin consists of a written examination on the history and literature of the language in question (2 hours in length).

The M.A. comprehensive examination in Classics consists of a written examination on Greek and Roman Literature and History (4 hours).
THE PH.D. IN CLASSICS

A student may be admitted to the Ph.D. program upon completion of a satisfactory B.A. or M.A. degree. Although the doctorate is granted primarily upon the basis of achievement rather than upon the accumulation of semester hours of credit, a total of 72 hours (including any transfer credits approved by the DGS) are required.

REQUIRED COURSES:
- CLSG:5001 Archaic Greek Literature (3 s.h.)
- CLSG:5002 Classical and Hellenistic Literature (3 s.h.)
- CLSL:5001 Republican Literature (3 s.h.)
- CLSL:5002 Imperial Literature (3 s.h.)
- CLSG:4076 Greek Composition (3 s.h.)
- CLSL:4076 Latin Composition (3 s.h.)

The first four courses listed are usually taken in the student’s first and second years in residence. Students must pass the composition courses with a grade of B or better. The composition course(s) may be satisfied by examination if the student has recently taken a graduate level composition course. If a student wishes to take an undergraduate course for credit towards the degree, he or she may only do so after consultation with and the approval of the DGS.

REQUIRED EXAMINATIONS:
(Examples of previous exams are available in the departmental library.)

Years 1 and 2
- Sight-reading examination in Greek prose and poetry – 4 hours written.
- Sight-reading examination in Latin prose and poetry – 4 hours written.

In line with the Survey Course being offered that year (Greek or Latin), one of these examinations is generally taken by the end of the first year of graduate study. The second is generally taken by the end of the second year of graduate study. Both must be passed by the end of the third year. The exams may be taken twice.

- French or German competence

This may be satisfied either by taking courses1 or by taking a one-hour departmental exam.

- Second-year examination – 4 hours.
  This examination is based on the reading list of Greek and Roman History and Literature that is provided on page 10. It includes an ID section and essay section.

Years 3 and 4
- In the third and fourth years the student chooses an author or genre in Latin and in Greek and works with a faculty advisor to complete a course of study in the original text(s) and secondary readings. Exams (4 hours) are composed by the faculty member advising the student.

- French or German competence

This may be satisfied either by taking courses1 or by taking a one-hour departmental exam. (Generally the second of the modern language exams should be completed by the end of the third year.)

- Greek and Latin Reading List Exams (each 3 hours written). Based on reading lists on page 11.

1 Completion of a French or German reading course for graduate students or two semesters of Intensive French or German also fulfills our departmental requirement.
A student who fails one or more of any of the examinations listed above will be allowed to retake the examination(s) once.

When all the above exams have been completed, the student should consult with the dissertation advisor concerning the prospectus and the composition of the dissertation committee.

The student must work with the DGS to file for a comprehensive examination. Students who have not passed all exams by the end of the fourth year must continue to register for seminars until all exams are successfully completed.

Graduate students may take 6 semester hours instead of the usual 9 during the semester prior to comprehensive examinations. This option can be exercised only once.

**THE DISSERTATION PROSPECTUS AND PROGRESS ON THE DISSERTATION**

The dissertation prospectus should be submitted for the Department’s approval no later than August 15th in the summer after the student passes all examinations, including both special author exams, and the Fourth-Year Examination. The proposal should be no more than ten pages in length, and should include a statement of the thesis, an explanation of the need for the thesis (how it fits into the scholarly discussion on the topic), a tentative outline of chapters, and a bibliography. It will be reviewed by the full faculty, and their decision will be returned to the student through the dissertation director.

It is assumed that the student will confer with his or her dissertation director often about progress. Acceptable progress on the dissertation requires turning in substantial written drafts each and every semester, beginning with the first semester. Confirmation from the dissertation director that written drafts have been submitted each semester will be the primary criterion for judging “adequate progress toward degree,” and thus continuing financial support. The dissertation should be completed by the end of the student’s sixth year.

**THE FINAL ORAL AND DEFENSE OF THESIS**

The oral dissertation defense will be arranged by the candidate in conjunction with his or her dissertation director. It is the student’s responsibility to handle the arrangements for the defense. The candidate must also, in consultation with her/his director, choose the dissertation committee, consisting of a minimum of four members of the Classics Department and one other approved faculty member. It is the responsibility of the candidate to submit all written work to the members of the Committee in good time, to arrange a suitable date and time for the oral defense, and to work out any issues that are brought up in the oral defense before submission of the final draft to the Graduate College.

A request for this examination must be filed by the candidate and the DGS, with the approval of the Chair, at least three weeks before the date of the examination. The forms are available on the Graduate College website.

The Ph.D. should be conferred within 2 years after the completion of comprehensives. Appeals may be made to extend the 6-year maximum of total graduate study.
A WORD ABOUT EXAMINATIONS

Special author/field exams are taken at any time during years 3 and 4 with the agreement of the supervising professor. Modern language exams may be taken in spring or fall with the approval of the DGS. All other departmental examinations for graduate students are given in the spring semester, usually in the first week of April.

On all examinations, whether for the M.A. or Ph.D. degree, a majority of negative votes by the examining members is sufficient to fail the candidate. Examinations, whether sight examinations or comprehensive examinations, if failed once, may be attempted a second time.

The student’s second attempt at the second-year exam will have one of three results: pass, pass without continuation, and fail.

1. An evaluation of “pass” satisfies the MA final exam requirement, and the student is promoted to the Ph.D. program.
2. An evaluation of “pass without continuation” satisfies the MA final exam requirement, but the student is not promoted to the PhD program.
3. An evaluation of “fail” does not satisfy the MA final exam requirement, and the student is not eligible to receive a master’s degree nor is the student promoted to the PhD program.

OTHER REGULATIONS

1. Students whom the Graduate College has admitted to ABD status must register for post-comprehensive credit until the degree is awarded. The student must request that a short hours form be completed by the DGS during the week before classes begin for fall semester every year until the degree is granted.

2. A copy of the thesis in the form specified by the Graduate College rules must be deposited for Graduate College approval by a date set by the Graduate College. When the thesis examination, i.e., the final oral, is held, the student defends the thesis and may receive criticism concerning it, including precise requirements for revision or amendment. Graduate College regulations indicate that copies of the thesis are to be available for the thesis committee at least two weeks before the scheduled date of the Final Examination.

MISCELLANEOUS

DEPARTMENTAL OFFICE

The departmental office and the departmental administrator are available during the working day for the necessary business services of the Department. They are not available for personal services to graduate students, nor will the departmental administrator dispense supplies for personal use of graduate students. If official correspondence is undertaken, the template for departmental stationery may be used. The latter is to be used only for academic or university-related correspondence.

OFFICE SPACE & KEYS

The Department does its best to provide office space for all its graduate students. It is therefore incumbent on all students to respect the space, equipment and supplies assigned to or used by others in this shared office space. In particular, consideration in the use of private radios or other noise-producing equipment is essential. Each computer is equipped with a set of headphones so as not to disturb others when listening to audio. The office is your work place.
Each graduate student will have keys to the building, the floor, their office, the copy/mail room, and the library. Each student is responsible for the keys and must return them to the departmental administrator before leaving the Department. Under no circumstances are keys to be given or lent to other persons. If keys are lost, report it immediately to the departmental administrator. One replacement set will be given for free; thereafter a charge is imposed prior to issuance of replacements.

HOURS

During the regular academic sessions the Jefferson Building is open Monday through Thursday from 6:30 a.m. until 10 p.m. and from 6:30 a.m. until 5:30 p.m. on Friday and Saturday. At all other times, entrance doors are to be kept locked. This means that persons with keys are not to permit admission to persons without keys (unless prior arrangements have been made with a faculty member for the supervision of extra-time activities). Any question as to room or building use and key assignment can be directed to the Chair.

The second floor of the Jefferson Building is open from 7:30 am to 4:30 pm Monday through Friday, unless otherwise posted. Office hours must be held within this time frame, and any appointment with students should be made within the time frame as well.

SUMMER ABSENCE

Students absent during a summer or some other limited time period may wish to keep personal materials, e.g., books, notebooks, records, supplies, etc., in the office space assigned. Although this may be done, the Department cannot and does not assume financial or other responsibility for any consequences arising out of such practice. The secretary, if notified, will forward first-class mail.

OFFICIAL TRAVEL

The Department has some discretionary funds for certain kinds of travel arrangements for graduate students.

A student who has had a paper accepted at a regional or national conference may receive financial assistance for travel to the conference. Student Government also has support. Please check with your graduate student body representative, and with the DGS for advice on additional support.

A student who has successfully completed all comprehensive exams and is making reasonable progress (as determined by the thesis advisor) may receive assistance to attend one SCS meeting in the year the student is going for job interviews.

OFFICE SUPPLIES AND COPYING

Graduate students may use a reasonable amount of paper and pencils, examination booklets, and grade books as they are needed from the supply room, but the supplies of the Department are limited and students are requested to make judicious use of these supplies. The Department does not support copying for personal use, or for graduate seminars. The Director of Latin Studies will advise on the proper use of copying, and the extent permitted for teaching assistants.

GRADUATE AND PROFESSIONAL ORGANIZATIONS

Each year the graduate students elect a representative. This representative attends faculty meetings and acts as a liaison between students and faculty. When the faculty deems it appropriate, the representative may be asked to assist on hiring or admissions committee work, or on other departmental committees.

Membership in professional organizations such as SCS, AIA, CAMWS is not required by the Department, but it is encouraged. The graduate student should be aware that the placement service sponsored by the national organization SCS does require membership in that organization. Any student wishing to be interviewed at the SCS must be a member in order to have their CV distributed to hiring departments, or to have an interview scheduled.

All graduate students are encouraged to attend conferences. It is assumed that, unless teaching duties interfere, all students will attend all lectures sponsored by the Classics Department.
READING LIST FOR THE SECOND-YEAR GRADUATE EXAMINATION IN GREEK AND ROMAN LITERATURE AND HISTORY


PH.D. READING LIST IN GREEK AND LATIN

Greek

Aeschylus - Agamemnon
Apollonius - Argonautica III
Aristophanes - Clouds, Frogs
Aristotle - Poetics
Callimachus - Hymn I, Epigrams
Demosthenes - First Philippic, On the Crown
Euripides - Alcestis, Bacchae, Hippolytus, Medea
Herodotus - Book I, V I & VII
Homer - Iliad 1-9, 16, 18, 24; Odyssey I-12
Lyric Poetry - Campbell, Greek Lyric Poetry: A Selection
Lysias - Against Eratosthenes, For the Cripple
Menander - Dyskolos
Pindar - Pythian I
Plato - Apology, Crito, Republic I, Symposium
Sophocles - Antigone, Oedipus Tyrannus, Oedipus Coloneus
Theocritus - Idylls I, 2, 11, 16
Thucydides - Books I, II & VII
Xenophon - Anabasis I-II

LATIN

Caesar - De bello Gallico, book 7, The Civil War
Catullus
Cicero - In Catilinam I, Pro Archia, Pro Caelio, De Officiis I, Tusculans V, Letters in Stockton
Horace - Odes, Carmen saeculare, Satires I, Epode 16
Juvenal - I, III, VI & XV
Livy - Books I, XXI & XXII
Lucan - Book II
Lucretius - Books I-II
Ovid - Amores I-II, Metamorphoses I & VII
Plautus - Miles gloriosus, Menaechmi
Propertius - Book I
Sallust - Bellum Catilinae
Seneca - Troades, De clementia
Tacitus - Annales I-II
Terence - Adelphoe, Phormio
Vergil - Eclogues I, 4, 9 & 10, Aeneid, Georgics IV
GREEK LITERATURE

Homer
E. Morris, B. Powell (edd.), A New Companion to Homer (Leiden 1997)

Early Greek Poetry
B. Gentili, Poetry and its Public in Ancient Greece: From Homer to the Fifth Century (Baltimore 1988)
J. Herington, Poetry into Drama: Early Tragedy and the Greek Poetic Tradition (Berkeley 1985)

Pindar
W. H. Race, Pindar (Boston 1986)

Herodotus
(and other papers in same volume)

Thucydides
S. Hornblower, Thucydides, 2nd ed. (London 1994)

Greek Tragedy
A. Lesky, Greek Tragedy (London 1978, third edition)
The Cambridge Companion to Greek Tragedy, ed. P. Easterling (1997), especially ch. 5 (E. Hall, “The Sociology of Athenian Tragedy”), and ch. 7 (P.E. Easterling, “Form and Performance”)

Greek (and Roman) Comedy

Xenophon
J. K. Anderson, Xenophon (New York 1974)

Plato

Aristotle

Demosthenes

Lysias

Hellenistic Poetry
G. O. Hutchinson, Hellenistic Poetry (Oxford 1988)
ROMAN LITERATURE

Comedy
W. G. Arnott, Menander, Plautus and Terence (Oxford 1975)
E. W. Handley, Menander and Plautus: A Study in Comparison (London 1968)

Lucretius
J. H. Nichols, Jr., Epicurean Political Philosophy: The De Rerum Natura of Lucretius (Ithaca 1972), 25-94

Catullus
K. Quinn, Catullus: an Interpretation (New York 1973)

Cicero
M. L. Colish, The Stoic Tradition from Antiquity to the Early Middle Ages, Vol I (Leiden 1985) 141-152
D. L. Stockton, Cicero: A Political Biography (Oxford 1971)

Sallust

Caesar
F. E. Adcock, Caesar as Man of Letters (reprint, Hamden, Conn. 1969)

Vergil

Horace
E. Fränkel, Horace (Oxford 1957)
S. Commager, The Odes of Horace: a Critical Study (New Haven 1962)

Propertius
M. Hubbard, Propertius (New York 1975)

Ovid
P. Green, Ovid: The Erotic Poems, Introduction (Penguin 1982)
Amores, ed. McKeown (Liverpool 1987), Introduction
B. W. Boyd, Ovid’s Literary Loves: Influence and Innovation in the Amores (Ann Arbor 1997)

Livy
P. Walsh, Livy (Oxford 1974)

Seneca
A. L. Motto, Seneca (New York 1973) pp. 49-81
E. Fantham, Seneca’s Troades (Princeton 1982) pp. 50-92

Lucan
De bello civili, ed. E. Fantham (Cambridge 1992), Introduction

Juvenal
M. Coffey, Roman Satire (London 1976)

Tacitus

Greek and Roman History
Murray, Oswyn, Early Greece (Harvard University Press 1993)
David Potter, Ancient Rome: a New History (Thames and Hudson 2009)
PH.D. COURSE REQUIREMENTS

1. CLSG: 5001 Archaic Greek Literature and CLSG:5002 Classical and Hellenistic Literature (6 s.h.)
2. CLSL:5001 Republican Literature and CLSL:5002 Imperial Literature (6 s.h.)
3. CLSG:4076 Greek composition (3 s.h. or equivalent)
4. CLSL:4076 Latin Composition (3 s.h. or equivalent)
5. 6 semester hours (2 courses) of any graduate-level course in ancient art, religion, or another field related to Classics
6. An additional 48 hours from departmental offerings at the graduate seminar level (5000 and above) are needed to meet the Graduate College minimum of 72 semester hours.