

**DEPARTMENT OF CLASSICAL STUDIES:
REGULATIONS AND PROCEDURES AFFECTING GRADUATE STUDENTS**

- I. Application to the Graduate Program and Criteria for Admission:
- A. Application Information:
1. Application is normally made online through the Graduate School. The link may be found at <http://gradschool.missouri.edu>.
 2. In addition to the online form, a completed application requires the following documents, which should be sent (by regular mail or email) to the department:
 - a. an official transcript of all undergraduate and graduate courses
 - b. a copy of Graduate Record Examination (GRE) results
 - c. a 500 word statement of interest
 - d. 3 letters of recommendation
 - e. a 10-20 page writing sample in the field of Classical Studies
 3. Application Deadlines:
 - a. April 1: applications for the fall semester
 - b. November 1: applications for the spring semester
 - c. February 1: applications for the fall semester to be considered for financial support (graduate research and teaching fellowships or assistantships). To be considered for financial support, a completed application for admission and an application for financial aid (<http://classics.missouri.edu/grad/TAapplication.doc>) are required. For information on Graduate School fellowships, see <http://gradschool.missouri.edu/financial/assistantships-fellowships/fellowships/internal/>.
 4. The department sends offers of admissions for the fall semester by April 15, and by November 15 for the spring semester.
- B. Admission Criteria:
- A. 3.0 GPA (on a 4.0 scale) in Classics and Classical language courses and a reading knowledge of at least Greek or Latin at the 7000 course number level (3-4 years of undergraduate language) are generally required.
 - B. Admission will be based on the applicant's academic record, the nature of his/her interest, and potential to succeed in the field of Classical Studies and in the department of Classical Studies at the University of Missouri-Columbia.
- II. Transfer Credits:
- A. The DGS (Director of Graduate Studies) recommends, with input from the faculty at large, which courses taken elsewhere are eligible for transfer credit. The Graduate Dean approves the transfer credit(s).
 - B. Candidates for the MA degree must complete at least 21 semester hours in Greek, Latin, and Classics courses in the department. No more than 6 of the minimum 30 hours required for an MA degree may be transferred from another program.
 - C. Candidates for the PhD degree must complete at least 21 semester hours in Greek, Latin, and Classics courses in the department. No more than 30 of the minimum 72 hours required for a PhD degree may be transferred from another program.
- III. MA Degree: Credit Hour Requirements
- A. A minimum of 30 credit hours of coursework is required.
 - B. A minimum of 24 credit hours must be in courses taken in residence at MU.
 - C. A minimum of 21 credit hours must be in courses taken in the department, the selection of which is determined by the type of MA degree sought:
 1. MA in Greek (terminal): Greek and Classics.
 2. MA in Latin (terminal): Latin and Classics.
 3. MA in Classical Languages:
 - a. Non-terminal (for PhD-bound students): Greek, Latin, and Classics
 - b. Terminal: Greek, Latin, and Classics with a minimum of 9 credit hours taken in each language.
 - D. A minimum of 12 credit hours must be in courses at the 8000-level or above in Greek, Latin, Classics, and related fields. Students pursuing the terminal MA degree in Classical Languages must take a

Regulations And Procedures Affecting Graduate Students

- minimum of 3 of these credit hours in each language.
- E. A minimum of 6 credit hours must be in related courses outside of the department, such as Ancient History, Anthropology, Classical Archaeology, Linguistics, Philosophy, English, and Religious Studies. Note that an Ancient Studies minor at the MA level requires a minimum of 9 credit hours in two related departments.
 - F. Classics 7000 (“Introduction to Graduate Study in Classics”) is required and is normally taken in the first semester of graduate work.
 - G. A minimum of 3 credit hours must be in one of the department’s “Rough Guide” courses, which is determined by the type of MA degree sought: candidates for the MA in Greek are required to take Greek 8010 (“Greek Rough Guide”); candidates for the MA in Latin are required to take Latin 8100 (“Latin Rough Guide”); and candidates for the terminal MA in Classical Languages are required to take either Greek 8010 or Latin 8100.
 - H. A minimum of 3 credit hours must be in one of the department’s “Proseminar in Texts” (a.k.a “Boot Camp”) courses, which is determined by the type of MA degree sought: candidates for the MA in Greek are required to take Greek 8000 (“Proseminar in Greek Texts”); candidates for the MA in Latin are required to take Latin 8000 (“Proseminar in Latin Texts”); and candidates for the terminal MA in Classical Languages are required to take either Greek 8000 or Latin 8000.
 - I. A maximum of 6 credit hours is allowed for MA thesis research (Classics 8090: MA Research and Thesis in Classics).
 - J. A maximum of 9 credit hours is allowed for independent research and readings courses (Classics/Greek/Latin 7960: Special Readings; Classics 8085: Directed Readings in Classics).
- IV. MA Degree: Other Requirements
- A. Composition: proficiency in Greek or Latin composition must be demonstrated by coursework or examination. Candidates for the MA in Greek or in Latin must fulfill this requirement in their major language; candidates for the terminal MA in Classical Languages may fulfill this requirement in either language.
 - B. Foreign Language: reading knowledge in one modern foreign language (German, French, and Italian are preferred) must be demonstrated by the beginning of a student’s second year of graduate study. The requirement may be satisfied in one of three ways:
 - 1. The candidate’s advisor administers a test consisting of the written translation of a passage or passages in the language to be tested chosen from books or articles on topics related to classical studies.
 - 2. The candidate takes an ETS Foreign Language Examination. A score indicating the appropriate course level is considered passing.
 - 3. The candidate passes a course at the level of French 4070 or German 4070 (or the equivalent) with a grade of B or higher.
 - C. Completion and Submission of Forms:
 - 1. Form M-1 (“Plan of Study”) must be filed not later than the beginning of the session in which the student expects to receive a degree (normally, the beginning of the second year of graduate study). This form should contain the whole graduate program submitted for the degree.
 - 2. If a student wishes to write a thesis, form M-2 (“Request for Thesis Committee”) must be filed not later than the beginning of the session in which the student expects to receive a degree (normally, the beginning of the second year of graduate study). This form should indicate the members of the student’s thesis committee.
 - 3. Form M-3 (“Report of the Master’s Examining Committee”) must be filed after the student has taken the Final (Oral) Examination (normally, at the end of the second year of graduate study). This form indicates whether the student has passed or failed the examination.
 - 4. At the end of each academic year students will be asked to submit an updated Curriculum Vitae (CV) to the Director of Graduate Studies.
- V. MA Degree: Written Examinations:
- A. Candidates must take written translation examinations (which double as the PhD qualifying examinations: see section XII below) drawn from major authors and genres and from their own coursework. These examinations may be administered once a semester.
 - B. Candidates for the MA in Greek or in Latin will be examined only in their major language; candidates for

Regulations And Procedures Affecting Graduate Students

- the terminal MA in Classical Languages will take a separate written examination on each language.
- C. In advance of the examination a list of authors/works read in coursework must be submitted to the Director of Graduate Studies.
 - D. Format:
 - 1. The examination consists of 8 passages, 4 in prose and 4 in poetry.
 - 2. A total of 5 passages must be translated, at least 2 in prose and at least 2 in poetry.
 - 3. The examinee may translate 2 passages from his/her submitted list of authors/works, but only 1 such passage from each category (i.e. prose and poetry).
 - 4. The examinee may use a dictionary of his/her choice.
 - 5. The maximum time for each written examination is 4 hours.
 - E. A testing committee of departmental faculty members will be appointed with responsibility for the examination.
 - F. A candidate must pass the written examination(s) before taking the final oral examination. If a candidate fails to pass one or both of the written examinations, the candidate and testing committee will discuss options (including remedial work) and set a date for repeating the examination. Failing the examination(s) for the second time terminates candidacy for the MA. But candidates for the MA in Classical Languages who successfully complete one of the written exams (Greek or Latin), but not both may elect to receive a terminal MA in Greek or Latin and so proceed to the oral MA examination.
- VI. MA Degree: Final (Oral) Examination (Non-Thesis Option)
- A. The candidate must take a final (oral) examination, which allows the candidate to demonstrate mastery of fundamental principles of work included in the candidate's course of study.
 - B. Examining Committee:
 - 1. The examining committee will consist of three members from the department. If the candidate is taking a minor, the minor advisor will be a member of the committee and will participate in the final oral examination.
 - 2. The candidate should select the members of the committee in consultation with the Director of Graduate Studies not later than the beginning of the semester in which the examination is to be taken. If the candidate does not select a committee, one will be appointed by the Director of Graduate Studies.
 - C. In advance of the examination a portfolio of written work, consisting of seminar papers and the like, must be compiled and presented to the committee. The portfolio will be evaluated in terms of style, depth, and originality of content. When feasible, this portfolio may also be submitted to a faculty member outside of the department or outside of the university.
 - D. Questions are based on coursework, the portfolio, and future academic interests and goals.
 - E. The time for the examination will not exceed 3 hours.
 - F. A report of the examination results (M-3 form) must be signed by the committee members and sent to the Graduate Office.
- VII. MA Degree: Thesis and Final (Oral) Examination
- A. Form M-2 ("Request for Thesis Committee") must be filed not later than the beginning of the session in which the student expects to receive a degree (normally, the beginning of the second year of graduate study). This form should indicate the members of the student's thesis committee.
 - B. The thesis committee must consist of three members, an advisor (from the department), a second reader (from the department), and a third reader (from outside the department).
 - C. The thesis topic must be approved by the candidate's advisor.
 - D. A maximum of 6 credit hours is allowed for thesis research.
 - E. Submission Timetable:
 - 1. A draft of the thesis must be submitted to the advisor at least 2 months before the final draft is due.
 - 2. Once approved by a second reader in the department, the thesis is submitted to a third reader from outside the department.
 - 3. Upon approval of the thesis by the entire committee, the thesis is submitted to the Graduate Dean and the final (oral) examination is scheduled.
 - F. The final (oral) examination is a defense of the candidate's thesis, but may also include general questions in fields related to the thesis.
 - G. The time for the examination will not exceed 3 hours.

Regulations And Procedures Affecting Graduate Students

- H. A report of the examination results (M-3 form) must be signed by the three committee members and be sent to the Graduate Office.
- I. The committee may recommend that a short thesis abstract (no more than 150 words) be included in *Dissertation Abstracts*.

VIII. PhD in Classical Studies: Admission Requirements

- A. An MA degree from MU or an accredited university in Greek, Latin, or Classics, or the equivalent, and
- B. A minimum of 30 credit hours of graduate coursework, with a minimum of 21 hours in the language(s) providing a good reading knowledge of Greek and Latin, and a minimum of 6 hours in related fields outside the department, and
- C. Reading knowledge of a modern foreign language (German, French, and Italian are preferred).

IX. PhD Degree: Credit Hour Requirements

- A. A minimum of 72 credit hours of coursework (inclusive of credit hours from the MA) is required.
- B. A minimum of 21 credit hours (exclusive of credit hours from the MA) must be in courses taken in the department (exclusive of dissertation research).
- C. A minimum of 15 credit hours (inclusive of credit hours from the MA) must be in courses at the 8000-level or above in Greek, Latin, Classics and related fields (exclusive of research and independent readings courses).
- D. A minimum of 12 credit hours (inclusive of credit hours from the MA, if applicable) must be in courses outside of the department in the candidate's area of concentration or minor field. Suggested areas include ancient religions, classical archaeology, the classical tradition, folklore, history, oral literature, and rhetoric. Also available is a structured minor in Ancient Studies at the PhD level, which requires 24 credit hours of coursework in two related departments, with at least one course at the 8000 level or above in each of the two departments. The candidate and Doctoral Program Committee advisor may develop other areas of concentration that reflect the candidate's strengths and interests.
- E. A minimum of 8 credit hours of dissertation research is required (Classics 9090: PhD Research and Thesis).
- F. Both "Rough Guide" courses in the department must be taken, Greek 8010 ("Greek Rough Guide") and Latin 8100 ("Latin Rough Guide"), for a total of 6 credit hours (inclusive of credit hours from the MA).
- G. Both "Proseminar in Texts" (a.k.a "Boot Camp") courses in the department must be taken, Greek 8000 ("Proseminar in Greek Texts") and Latin 8000 ("Proseminar in Latin Texts"), for a total of 6 credit hours (inclusive of credit hours from the MA).
- H. A maximum of 9 credit hours is allowed for independent research and readings courses (exclusive of dissertation research).

X. PhD Degree: Other Requirements

- A. Composition: proficiency in Greek and Latin composition must be demonstrated by coursework (Greek 7500: Greek Stylistics; Latin 7500: Latin Stylistics) or examination. Work taken at the MA level may satisfy this requirement.
- B. History and Archaeology: at least one graduate course in ancient history and one graduate course in classical archaeology must be taken. Work taken at the MA level may satisfy this requirement, subject to the approval of the Doctoral Program Committee.
- C. Foreign Language: reading knowledge in a second modern foreign language (German, French, and Italian are preferred) must be demonstrated by the beginning of a student's second year of PhD study. The requirement may be satisfied in any one of the three ways enumerated in section IV.B above.
- D. Residency Requirements:
 - 1. Candidates are expected to complete their PhD work within 5 years of passing the comprehensive examination. If a candidate needs an extension, the DPC advisor shall submit to the Graduate School a request for an extension. This request must be endorsed by the Director of Graduate Studies.
 - 2. A student must complete at least two 9-hour semesters or three 6-hour semesters in an 18-month period at MU.
- E. Completion and Submission of Forms:
 - 1. Form D-1 ("Qualifying Examination Results and Doctoral Committee Approval") must be filed

Regulations And Procedures Affecting Graduate Students

after the PhD qualifying examinations have been taken and not later than the second semester of PhD study. This form should indicate the results of the PhD qualifying examinations.

2. Form D-2 ("Plan of Study") must be filed after the D-1 has been filed and not later than the third semester of PhD study. This form should indicate any transfer credits recommended by the committee, credits from courses already taken at MU, and credits from courses yet to be taken (i.e. proposed course of study).
3. Form D-3 ("Doctoral Comprehensive Examination Results") must be filed within one month of the completion of the Comprehensive Examination. This form indicates whether the student has passed or failed the examination.
4. Form D-4 ("Report of the Dissertation Defense") must be filed upon completion of the Final (Oral) Examination (i.e. dissertation defense). This form indicates whether the student has passed or failed the defense.
5. At the end of each academic year students will be asked to submit an updated Curriculum Vitae (CV) to the Director of Graduate Studies.

XI. PhD Degree: The Doctoral Program Committee (DPC)

- A. The candidate selects an advisor and Doctoral Program Committee in consultation with the Director of Graduate Studies and obtains the consent of the advisor and committee members. The advisor must be a member of the Doctoral Faculty and the Department of Classical Studies. The rest of the committee must be composed of at least three members of the Department of Classical Studies and at least one member from a doctoral program outside of the department. In consultation with the advisor, a candidate may add a second member from a doctoral program outside of the department to form a committee of 6 members.
- B. The candidate is required to select an advisor and committee by the end of the first semester of PhD work. The candidate will then be interviewed by the advisor and the committee to discuss the candidate's background and interests and set up a preliminary course of study.
- C. The regulations of the Graduate School, as presented in the Graduate Catalogue, state that the Doctoral Program Committee must be recommended by the student's advisor and appointed by the Graduate Dean "before one year has elapsed following the student's first registration for courses to be included in the doctoral plan of study."
- D. The Doctoral Program Committee oversees the fulfillment of all requirements for the PhD degree, including PhD qualifying examinations, plan of study, the Comprehensive Examination, and the dissertation. Upon petition by the candidate and in consultation with the Director of Graduate Studies, the committee may exempt a candidate from one or more departmental requirements.

XII. PhD Degree: Qualifying Examinations

- A. Transferred and Non-transferred MAs:
 1. PhD students who transfer their MA are required to take the PhD qualifying examinations.
 2. The MA written examinations serve as the PhD qualifying examinations for students who continue on to the PhD. Students are required to continue on to the PhD within a year of completing their MA at MU. Students who wait longer than a year may be required to provide additional evidence of their proficiency in Latin and Greek.
- B. The regulations pertaining to the PhD qualifying examinations are the same as those pertaining to the MA written examinations (enumerated in section V above), except for the following:
 1. PhD candidates must be examined in both Greek and Latin. Results are reported to the Graduate School on the D-1 form.
 2. Failure to pass the Greek examination after two attempts or the Latin examination after two attempts terminates the student's candidacy for the PhD.
 3. After successful completion of the examinations, the candidate meets with the Doctoral Program Committee to plan the remainder of his/her course of study. The results of the planning meeting are reported to the Graduate School on the D-2 form.

XIII. PhD Degree: Comprehensive Examination

- A. Timetable:
 1. The examination is taken in the final semester of (or soon after the completion of) all coursework required for the PhD.

Regulations And Procedures Affecting Graduate Students

2. The examination must be completed at least 7 months before the final (oral) examination (i.e. dissertation defense).
 3. The Graduate School requires that the examination, including its written and oral sections, be completed within one month.
- B. Written Section:
1. The written parts of the examination are arranged and supervised by the candidate's advisor. The written questions are prepared and graded by the Doctoral Program Committee.
 2. There are four written examinations:
 - a. Greek Literature and Culture,
 - b. Latin Literature and Culture,
 - c. Special Area, Topic, or Author, and
 - d. Area of concentration or minor field.
 3. With the approval of the candidate's advisor and committee, the candidate may be exempted from the area of concentration or minor field examination in one of three ways:
 - a. Extra course work (minimum 6 credit hours) beyond the required 12 may be substituted for the written examination in the area of concentration or minor field. The candidate is strongly urged to take at least 3 of these extra credit hours at the seminar level (8000 or above).
 - b. In lieu of an examination, a portfolio of papers written for courses taken in the minor field or area of concentration may be submitted to the Doctoral Program Committee by a candidate who has completed a minimum of 12 hours in the minor or area. The committee then rules on the requested exemption.
 - c. Candidates who complete an Ancient Studies minor consisting of at least 24 credit hours of approved coursework in two related departments (see Graduate Catalogue) other than Classical Studies (with at least one course at the level of 8000 or above in each of the two related departments) are automatically excused from the examination in the minor field.
- C. Oral Section:
1. The oral comprehensive is taken after the candidate passes the written examinations.
 2. In advance of the oral comprehensive the candidate must submit to the committee a portfolio of written work consisting of seminar papers, articles, conference papers, and the like, dealing with topics within the field of classical studies. The committee will evaluate and discuss the portfolio at the time of the oral examination.
 3. In addition to testing the candidate's knowledge of the field of classical studies and the minor field or area of concentration, the oral comprehensive will involve discussion and preliminary approval of the dissertation topic.
- D. Grading and Reporting:
1. If all but one member of the Doctoral Program Committee vote pass, the student passes.
 2. If a failure is reported, the Doctoral Program Committee suggests remedial work.
 3. A second failure automatically terminates the student's PhD candidacy.
 4. The examination results must be reported on the D-3 form ("Doctoral Comprehensive Examination Results") and submitted to the Graduate Dean not more than 30 days after the examination has ended.

XIV. PhD Degree: Continuing Registration

- A. After passing the Comprehensive Examination, the student must maintain continuous enrollment by enrolling in Classics 9090 ("PhD Research & Thesis") for 2 credit hours each Fall semester, 2 credit hours each Spring semester, and 1 credit hour each Summer semester.
- B. Candidacy is terminated if the student does not maintain such continuous enrollment. Candidacy may be reinstated if the student pays the registration fees owed and completes requirements specified by the Doctoral Program Committee.

XV. PhD Degree: Dissertation

- A. Within one month of the completion of the Comprehensive Examination or at the beginning of the Fall semester, if the examination is taken in May, the candidate will meet with the Doctoral Program Committee to obtain formal approval of the dissertation topic, unless such approval is granted at the time of the Oral Comprehensive Examination.
- B. The candidate obtains the Graduate School regulations for the preparation of dissertation.

Regulations And Procedures Affecting Graduate Students

- C. Three members of the candidate's Doctoral Program Committee (the dissertation supervisor, one member from the department, and the outside member of the committee) declare that the dissertation is ready for defense and submit the dissertation to the Graduate Dean on or before the official deadline for the candidate's anticipated graduation date.
- D. The other members of the committee then read the dissertation.
- E. An abstract of not more than 350 words and a brief biographical sketch in paragraph form are to be submitted with the dissertation.

XVI. PhD Degree: Final (Oral) Examination (= Dissertation Defense)

- A. The Graduate Dean approves the format of the dissertation typescript and sanctions the Final Oral Examination.
- B. The candidate must be enrolled at the time of the examination. The examination is not administered when MU is not in session.
- C. The examination is an oral defense of the dissertation. As much time will be given to the examination as is necessary.
- D. All members of the Doctoral Program Committee participate in the examination. The examination is also open to the general faculty.
- E. Form D-4 ("Report of the Dissertation Defense"), the approval page, and the original, unbound dissertation are sent to the Graduate School within 30 days after the examination has been successfully completed.

XVII. Maximum Registration-Work Load

- A. A student is allowed to enroll for a maximum of 16 credit hours per semester (8 in the Summer semester).
- B. For graduate teaching assistants and graduate instructors, the combined credit hours of courses they take and for which they are instructors or assistants cannot exceed 18 per semester.
- C. 9 credit hours (4 in the summer) is considered full-time for graduate students.
- D. MA or PhD candidates who are receiving support from the department in the form of assistantships or fellowships and have not completed their formal course work are expected to register for at least one course in the department in each of the semesters during which they are receiving support (Summer semester excluded).

XVIII. Undergraduate Enrollment in Graduate Courses (Dual Enrollment)

- A. Students at MU within 15 credit hours of graduation may enroll concurrently for graduate courses.
- B. Students must be in the upper half of their class and secure the approval of the Dean.

XIX. Annual Review and Good Standing

- A. Each active student undergoes an annual evaluation.
- B. The Classical Studies Faculty evaluates each student's achievements, progress toward a degree, coursework, and teaching duties during a year to assign teaching assistantships for the following year and to determine "good standing".
- C. "Good standing" reflects satisfactory performance in classes, continuing progress toward fulfillment of degree requirements, and positive contribution to the intellectual life of the department.
- D. A student who is not determined to be in "good standing" will receive a written recommendation to help him/her regain that status. Failing to maintain "good standing" after two years may lead to termination of candidacy for unsatisfactory performance.

XX. Graduate Student Appeals

- A. MA or PhD candidates or graduate assistants who have been terminated for unsatisfactory performance have the right to appeal to the departmental Graduate Student Appeals committee (GSA).
- B. The GSA committee is composed of the Director of Graduate Studies and two additional regular departmental faculty members appointed on a rotating basis, with no member serving for more than one semester in a row.
- C. If not currently serving as a member of the GSA committee, the departmental supervisor of graduate assistants may be asked to serve in a non-voting *ex officio* capacity.
- D. Any graduate student making an appeal also has the right to request that his/her departmental advisor be present at GSA committee meetings.

Regulations And Procedures Affecting Graduate Students

- E. Appeals of a decision of the GSA committee may be made to the department as a whole, whose decision shall be final.

XXI. Criteria for Financial Aid

- A. Students receiving graduate assistantships in the department must meet the following minimum criteria:
 - 1. A GPA (on a 4.0 scale) of at least 3.5.
 - 2. Normally, a minimum score of 600, or a minimum ranking in the 80th percentile, on the verbal section of the GRE. Lower scores or percentiles will be evaluated in conjunction with the candidate's academic records, other GRE tests, letters of recommendations, and teaching experience.
 - 3. Enrollment in a minimum of 9 credit hours per semester at MU (with the exception of ABD students), at least 6 of which must be in the department, unless exemptions are granted by the department on a case by case basis.
 - 4. Satisfactory progress toward the degree as evinced by departmental evaluations and academic records.
- B. Departmental support is normally limited to 2 years for MA candidates and to 4 years (exclusive of the MA) for a total of 6 years for PhD candidates. Exceptions to this rule may be made by the department on a case by case basis.
- C. Termination of Graduate Assistantships:
 - 1. Grounds for the termination of graduate assistantships include:
 - a. Unsatisfactory academic performance resulting in academic probation.
 - b. Failure to perform assigned teaching duties satisfactorily.
 - c. Budgetary exigencies.
 - 2. Grace Period: A grace period of one semester may be allowed in extenuating circumstances, such as serious illness, family emergency, pregnancy, or the like.
 - 3. Terminations of assistantships may be appealed to a departmental Graduate Student Appeals Committee (GSA). See section XX above.

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