

DEPARTMENT OF CLASSICS  
UNIVERSITY OF CALIFORNIA  
BERKELEY

Classics M.A. and Ph.D.  
Regulations

Classical Archaeology M.A. and Ph.D.  
Regulations

Graduate Student Appeals Procedure

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## **M.A. Requirements**

The Master of Arts degree in Classics, a Plan II degree (24 units and a comprehensive examination), is taken with either Greek or Latin emphasis. Students are admitted for the M.A. only as a step toward the Ph.D. Students are expected to have completed before admission at least the equivalent of the undergraduate major in Classical Languages and are strongly urged to supplement these minimum requirements with two or three additional senior reading courses in Greek or Latin and with courses in Intermediate or Advanced Prose Composition. It is also recommended that students acquire an adequate reading knowledge of German and/or French or Italian before admission if possible.

### **1. Unit and course requirements: 24 units distributed as follows:**

1.1. (4 units) either the Proseminar (Classics 200) or Approaches to Literature (Classics 203). Exemption from this requirement may be authorized by the Graduate Advisor (GA) only when a student has taken a course equivalent to either Classics 200 or Classics 203 elsewhere. If exemption is granted, then 4 additional units are required under 1.2 or 1.3.

1.2. (4 units) a seminar in the Classics Department, in a Greek subject for the Greek emphasis or in a Latin subject for the Latin emphasis.

1.3. (4 units) an additional seminar in Classics or a closely-related field.

1.4. 12 units in upper division courses in Greek, Latin, or closely-related fields or in graduate courses in Classics or in closely-related fields.

1.5. DEFINITION: "Graduate course" includes all courses numbered in the 200-series; "seminar" includes graduate courses other than those numbered 200, 201, 202, 203, 204, 250, 260, 298, 299. Courses in the 300-series do not count as "graduate courses" or "seminars" for the purposes of these requirements.

1.6. Students should note that Classics 200 and Classics 203 are both required for the Ph.D. (see Ph.D. regulations 7.2.2), and it is recommended that these courses be taken as early in one's graduate career as possible.

### **2. Demonstration of competence in specific disciplines**

2.1. Translation, literature, and history:

2.1.1. EITHER for the Greek emphasis:

- a. Greek translation: 3-hour exam.
- b. Greek literature: 3-hour exam.
- c. Greek history: 3-hour exam.

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2.1.2. OR for the Latin emphasis:

- a. Latin translation: 3-hour exam.
- b. Latin literature: 3-hour exam.
- c. Roman history: 3-hour exam.

2.1.3. The comprehensive examination consists of the set of exams in translation, literature, and history. In the interest of rapid progress through the program, students may take individual exams as soon as they feel ready to do so. In the event that any of the exams are failed only the failed exams have to be retaken.

2.1.4. At the beginning of the semester in which the student intends to complete the last of these exams (or equivalent coursework), the student must notify the GA of impending completion of M.A. requirements; the GA will then notify Graduate Division of the student's advancement to candidacy for the M.A.

2.1.5. Substitution of coursework for history exam: any student may satisfy the M.A. requirement in history by coursework substitution, namely by taking History 105 (or equivalent) and one seminar in Greek history, or two seminars in Greek history (for the M.A. with Greek emphasis), or History 106 (or equivalent) and one seminar in Roman history, or two seminars in Roman history (for the M.A. with Latin emphasis). The qualifying seminars must be given in the Classics Department or (with approval of the GA) the History Department, and the student must submit research reports on historical topics. The student must earn a grade of at least A- in any course applied to this substitution. Where the emphasis of a seminar is ambiguous the course must be approved for substitution by the GA in consultation with the instructor.

2.2. Composition: Competence must be demonstrated either

2.2.1. by passing a take-home exam in prose composition in Greek (for the M.A. with Greek emphasis) or in Latin (for the M.A. with Latin emphasis), with a proficiency equivalent to the standard of the grade B (composition exams are administered by the Ph.D. committee), or

2.2.2. by completing with at least a grade of B Classics 250 (for the M.A. with Greek emphasis) or 260 (for the M.A. with Latin emphasis).

2.3 German or French or Italian: One-hour-fifteen-minute exam to test reading ability (a passage of 500 words with the use of a dictionary or of 300 words without a dictionary). This exam must be attempted by the end of the third semester in the M.A. program and if not passed at that time must be repeated in every subsequent semester until passed. (It is strongly recommended that students who enter the program without knowledge of any of the three languages attempt to achieve competency in German first.)

### **3. Timing and Review**

3.1. The M.A. requirements in coursework and exams should normally be fulfilled by the end of the second year (four semesters). Failure to complete the M.A. by the end of the third year will be considered evidence of inadequate progress and is likely to lead to academic probation or denial of permission to proceed to the Ph.D.

3.2. Reviews. Provisions for review of students at regular intervals during their M.A. program are described in the section “Advising and Reviews” (17 below).

### **4. Advising.**

Each student receives guidance from the Graduate Advisor and also from a Personal Advisor. See the section “Advising and Reviews” (16 below).

### **5. Advancement to the Ph.D.**

Admission to the M.A. program does not guarantee advancement to the Ph.D. program (see Ph.D. regulations 6.3 and 17.3 below). A student who earns an M.A. with Greek or Latin emphasis cannot be advanced to the Ph.D. program unless competence has been demonstrated in the non-emphasized language at least equivalent to that required to complete the undergraduate major in Classical Languages. The student has the right to demonstrate such competence by taking an exam (e.g. the M.A. translation exam in the non-emphasized language).

## **Ph.D. Requirements**

The program of studies which leads to the degree of Doctor of Philosophy in Classics at Berkeley is designed to give a thorough preparation in the fundamentals of classical scholarship while encouraging the pursuit of intellectual enquiry and the development of original research according to the capacity and interests of the individual student. The examination and course requirements which every student must satisfy before being advanced to candidacy to write a dissertation are intended to ensure attainment, up to at least the minimum level essential for a Classical scholar, of specific skills and all-round competence in the languages (ancient and modern), in the history, literature, and culture of ancient Greece and Rome, in the fundamental techniques of scholarship, and in the ability to sustain informed and penetrating discussion; the dissertation is intended to demonstrate the student's ability to make a successfully independent and original contribution to research.

In addition the program has a practical professional aim. The holder of a Berkeley Ph.D. in Classics should be able to teach any lower division course in Greek or Latin, any upper division course in the language of special emphasis, and graduate courses in at least one area in the language of special emphasis and/or in an area common to both languages. This is the minimal aim, but all will be encouraged to go beyond it.

Students are expected to complete their oral qualifying examination and advance to candidacy by the 10<sup>th</sup> semester and complete their degree within 14 semesters or seven years.

### **6. Entry into the Program**

6.1 Students new to UC Berkeley who have an M.A. in Greek, Latin or Classics or equivalent preparation may be admitted to the Ph.D. program by the departmental admissions committee.

6.2. Enrolled Berkeley graduate students wishing to transfer to Classics from another major are required to present their request to the same committee, which will consider the candidate in the context of the pool of new applicants evaluated each January.

6.3. Students in the UC Berkeley M.A. program will be reviewed, upon completion of their M.A. examinations and course requirements, to determine whether or not they may proceed to the Ph.D. For details, see 17.3 below under "Advising and Reviews."

### **7. Unit and Course Requirements**

#### *7.1. Unit Requirement*

The doctoral degree program will ordinarily involve completion, with a satisfactory grade ("B" or higher), of at least 64 units of course work between the beginning of the M.A. program and advancement to candidacy (for new students entering the program directly the GA may grant credit for equivalent courses completed satisfactorily

elsewhere). The following paragraphs specify requirements that ensure a requisite degree of breadth and range in the student's preparation.

## 7.2. *Graduate seminars*

7.2.1. **DEFINITION:** Most Classics seminars (and some seminars in related departments) may be taken in one of two different ways:

1) as "P" seminars, with the requirement of a final paper (or an equivalent workload, such as a final examination, as designated by the instructor) to be presented to the instructor and assessed as part of the final grade. P-seminars carry 4 units, with a regular letter grade.

2) as "X" seminars, requiring full participation in the course but no paper (or equivalent as described under 1) above). X-seminars carry 2 units, and are normally taken for an S/U grade only, except that arrangement may be made with the instructor beforehand, at the instructor's discretion, for a letter grade to be given. Where the regulations below refer to "P-seminars, or the equivalent number of X-seminars," one P-seminar = two X-seminars.

7.2.2. **Proseminars.** Every student must complete satisfactorily Classics 200, the Proseminar, and Classics 203, Approaches to Literature. Exemption from either of these may be authorized by the GA only when a student has taken an equivalent course elsewhere; instead of Classics 203, a student may take an equivalent course in another department, but such equivalent shall not count toward the seminar requirement under 7.2.3 below. Classics 200 and Classics 203 will be offered in alternate years and students are encouraged to take each course the first time they have the opportunity (during the M.A. years, if applicable).

7.2.3. **Total seminar units.** Every student must complete satisfactorily at least 40 units (10 graduate level P-seminars, or an equivalent mixture of P- and X-seminars), in Classics (or, occasionally, in an approved related field) in the 200 series. Courses numbered 200, 250, 260, 298, 299 do not count for this purpose; the survey courses (Classics 201 and 202) and Classics 203 [but not a non-Classics equivalent of 203] do count toward this total but not toward any of the following requirements.

7.2.4. at least 5 P-seminars must be completed with a grade of A- or higher.

7.2.5. **Language distribution.** At least 16 units shall be completed satisfactorily in Greek subjects, and at least 16 units shall be completed satisfactorily in Latin subjects: of these one P-seminar in a Greek subject (4 units) and one P-seminar in a Latin subject (4 units) must be taken in the Classics Dept.; for the remaining 12 units in each area any combination of P- and X- seminars is permitted, and any one course (4 units) chosen from among 201A, 201B or 250 may be counted toward the Greek total, and any one course (4 units) chosen from among 202A, 202B or 260 may be counted toward the Latin total.

7.2.6. **Breadth.** At least five P-seminars shall be completed satisfactorily in at least three of the following six fields, with at least two in a single field: (1) archaeology/art history, (2) history, (3) linguistics, (4) literature, (5) papyrology/epigraphy/ paleography, and (6) philosophy.

7.2.7. NOTE: Units in 300-level courses and in 601 and 602 do not count toward residency or degree requirements; there is no limit on the total number of the 600 level units, but no more than 8 such units are allowed in any one semester.

## 8. Demonstration of competence in specific disciplines

8.1. **Greek translation exam.** The examination is in two parts:

- 1) a 2-hour exam of unseen passages;
- 2) a 3-hour exam of prescribed texts. The passages are taken from a selection of texts comprising the Common List (as drawn up and published by the Department from time to time: see Appendix).

8.2. **Latin translation exam.** The examination is in two parts:

- 1) a 2-hour exam of unseen passages;
- 2) a 3-hour exam of prescribed texts. The passages are taken from a selection of texts comprising the Common List (see Appendix).

8.3. NOTE: The four parts of the above translation examinations are separable and may be attempted in any order or combination.

8.4. **Greek and Latin Prose Composition.** Competence must be demonstrated in each language, either 1) by passing the take-home exam set by the Ph.D. Committee, or 2) by completing the Advanced Prose Composition Course (250 or 260) with a grade of at least A-.

NOTE: Continuing Berkeley students may already have satisfied this requirement in one language in earning the M.A.

8.5. **German** and *either French or Italian* reading ability. One-hour-fifteen-minute translation examinations are set in each language (a passage of 500 words for translation with the use of a dictionary, or 300 words without a dictionary).

NOTES: 1) These examinations are set and judged by the M.A. Committee. 2) Continuing Berkeley students will already have satisfied this requirement in at least one language in earning the M.A.

## 8.6. Time-table for completing exams

8.6.1. It is strongly recommended that students attempt the language exams in one ancient language during the first year after advancement or admission to the Ph.D. program, and the exams in the other language the following year.



8.6.2. New students entering the Ph.D. program directly must attempt the examination in their first modern language no later than the second enrolled semester in the Ph.D. program. For all students, the examination in the second modern foreign language must be attempted for the first time no later than the third enrolled semester in the Ph.D. program.

8.6.3 Failure to pass any one or more of the required exams by the end of the sixth enrolled semester following advancement from the M.A. to the Ph.D. program, or by the end of the eighth semester for those who enter with an M.A., will normally be interpreted as inadequate progress and may result in a warning, with the possibility that the student may later be placed on academic probation.

## **9. Individual Reading List and Statement of Intended Research**

9.1. By the beginning of the third semester after completion of the M.A. (or after admission for those admitted with an M.A.), students must have constructed an Individual Reading List in consultation either with their Personal Advisor or with another suitable faculty member. The List must total not less than 300 pages of Oxford Text (or equivalent). (1000 lines of verse is to be taken as the equivalent of 33 pages of prose.) For the sake of individual flexibility, however, no restriction is imposed on the number of authors covered, nor on the proportion of Greek to Latin. After approval by the GA, the List will form part of the student's file, and progress on completing it will be monitored by the GA and by the faculty member originally consulted. The List will be presented to the student's Oral Examination Committee when the committee is constituted. Changes to the list may be made up until that time. The list will be taken into account by the Committee in their conduct of the examination.

9.2. Every student will submit, not later than the beginning of the third semester after completing the M.A. (or after admission for those admitted with an M.A.), a short "Statement of Intended Research" [SIR] of no more than 5 pages (including bibliography), outlining the general topic, approach and main primary and secondary readings that the student has in mind for the dissertation. This SIR will normally be submitted in conjunction with the student's Individual Reading List. The student shall choose a committee of three faculty (at least two of them members of the Classics Department) to review and approve the SIR: this process of review shall include a meeting (no longer than one hour) to discuss the SIR and the student's plans. This meeting should normally take place before the sixth week of the semester in which the SIR was submitted.

The SIR may be subsequently modified—even quite radically—in the following months and years, with the approval of the faculty committee. (In the event that the topic or approach evolves into something significantly different from the original SIR, the student may wish to reconstitute the faculty membership of their committee.) The SIR will eventually be used as the basis for discussion of the student's Special Field in the PhD oral qualifying exam.

## 10. Submission of Papers

10.1. Every student is required to submit to the orals committee (see 11.2) at least three papers in various fields of classical study demonstrating competence in methods of research, in the preparation of bibliographies, and in expository writing. One paper must include a close reading of a selected piece or pieces of Greek or Latin prose or poetry. One paper must be in the area of the proposed dissertation; or as an alternative to such a paper, the student may submit in its place a brief statement of interest concerning the probable area of dissertation research (3-10 pages in length, with an added bibliography of 2 or more pages).

Papers are to be written in an acceptable scholarly form, with documentation provided in footnotes or endnotes; a consistent scholarly style, such as would be acceptable in a scholarly periodical or other publication, should be maintained (the standard of style of *Classical Antiquity* is recommended but not required). Seminar papers may be submitted in unchanged form if the name of the professor as well as his/her comments on the paper (in their entirety) are included.

10.2. Papers (including the alternative statement of interest) may be submitted to the GA at any time, but all three items must be in the student's file no later than two weeks after notification that the final written examination has been passed and the requisite courses and units completed.

10.3. The orals committee will review the items submitted and approve them before the oral examination takes place, and will notify the GA before the oral examination of any deficiencies found in them. If an item is judged not to be in suitable form, or not to be of sufficient quality, the committee may require it to be rewritten and resubmitted before proceeding with the oral examination.

## 11. Oral Qualifying Examination

11.1. The oral examination and advancement to candidacy should take place no later than the tenth semester. (A student taking the oral examination and advancing in the 11<sup>th</sup> semester or later will not be eligible for the Doctoral Completion Fellowship.) It should be scheduled as soon as possible after completion of all the written examinations and unit and course requirements: a student completing the requirements in the Fall Semester must take the oral no later than the 12th week of the following Spring Semester; a student completing the requirements in the Spring Semester must take the oral no later than the 5th week of the following Fall Semester.

11.2. The orals committee. After consultation with the student, and taking cognizance of the distribution of the student's work among the six fields listed in 7.2.6 above and the relative degree of concentration on Greek and Latin, the GA will recommend to the Graduate Division a committee of 4 members (3 of whom are Academic Senate faculty of the Classics Dept., one of whom is an Academic Senate member in another department) to conduct the oral exam. The chair of the oral examination cannot serve as the chair of

the student's dissertation committee. The committee will normally be selected within two weeks after notification that the final written examination has been passed and course and unit requirements met, and will be advised at once to review the items submitted by the student and to notify the GA as promptly as possible of any deficiencies found in them.

11.3. Emphasis and scope of examination. In accordance with Graduate Council policy, at least three distinct areas are to be covered in this examination. For the purposes of the oral examination, each of the six fields listed in 7.2.6 is divided into two parts, Greek and Roman (or Latin). Students choose to be examined either in two parts of one field and one of a different field, or in three parts of three different fields (e.g. Greek literature or Roman history or Greek archaeology or Latin linguistics), with the proviso that no candidate may focus for the entire exam on areas that involve only Greek texts or only Latin texts. Papyrology/ epigraphy/ paleography is divided for this purpose into four sub-sections, any two of which are held to constitute one part of the field: papyrology, Greek epigraphy, Roman epigraphy, paleography. Philosophy is divided for this purpose into four sub-sections, any two of which are held to constitute one part of the field: Presocratics, Plato, Aristotle, post-Aristotelian philosophy. The student will also be examined in a special field connected to the probable area of his or her dissertation, as delineated in the Statement of Intended Research (9.2 above). This special field will usually be part of one of the broader fields just specified, and the designation of the special field is to be developed in consultation with the GA. The inclusion of the special field in the oral examination is intended to allow the student to demonstrate satisfactory plans and preparation in the proposed area of the dissertation topic. In their conduct of the examination, the examiners will also take into account the contents of the student's Individual Reading List (9.1 above).

11.4. Judging of the oral examination shall conform to the rules set forth by the Graduate Council.

11.5. Upon successful completion of this examination the student shall be eligible for award of the degree of Candidate in Philosophy (see 12.2.).

## **12. The Dissertation**

12.1. Nature and scope. A dissertation is expected to be a full and original exposition of some aspect of classical study that has not previously been treated with the same fullness or from the same standpoint, and to demonstrate the ability to use the full range of methods and materials of classical scholarship in an enterprise of considerable scope, largely on the student's own initiative.

12.2. Selection of topic and supervising committee. As soon as possible after passing the oral qualifying examination, the student must file with the Graduate Division an Application for Advancement to Candidacy for Doctor of Philosophy. The application must contain a statement of the title of the proposed dissertation and nominate for approval a supervising committee consisting of three Academic Senate members, one of whom is from a department other than Classics. The function of the committee is to guide

the candidate in research and judge the merits of the dissertation. It is the policy of the Graduate Division that the chair of this supervising committee not be the same as the chair of the oral qualifying examination committee (11.2 above). Selection of the chair and the other two members of the dissertation committee is made by the student in consultation with the GA, but is subject to the approval of the Graduate Division, which is formally responsible for the appointment of the dissertation committee on behalf of the Graduate Council.

Following appointment of the supervising committee the student is required to confer with all three members before undertaking the work of a dissertation. The frequency with which the student confers with the three members of the committee is at the discretion of the student and the committee chair; however, members of the committee must be kept informed of the student's progress and must be consulted before any major changes of scope, direction or approach are made in the dissertation. Advanced candidates are reviewed annually (see "Advising and Reviews," 18.2 below).

Should it become necessary, in the opinion of the GA and the student, to replace a member of the supervising committee (e.g. because the member has left the University, or because of irreconcilable disagreement among the committee members and the student about the direction which the dissertation should take), the GA, after consultation with all three members of the committee, will apply to the Graduate Division for reconstitution of the committee, suggesting a replacement member. If at any stage in the writing of the dissertation the student and the GA are unable to agree on the constitution of the committee, the student has the right to appeal to the Department chair, or finally to the Dean of the Graduate Division.

12.3. Dissertation Colloquium. Each year the Graduate Advisor or a designated faculty member will supervise a year-long colloquium for those beginning to work on their dissertations. This colloquium will provide presentations intended to help the students proceed quickly and effectively to writing, covering such issues as how to define a topic (narrowing or expanding), how to structure a dissertation, effective research practices, effective writing practices and strategies. In addition, the students will present their work in progress. Every student will be required to participate in this colloquium in the year after advancement to candidacy. (Exceptions or postponements for those not in Berkeley or for those wishing to avail themselves of alternative dissertation-writing workshops are to be approved in advance by the GA and the dissertation supervisor.)

12.4. Satisfactory progress. Provisions for review of students advanced to candidacy and details about probation and lapsing of candidacy in cases of unsatisfactory progress are contained in the separate section "Advising and Reviews" (see 18.2 below).

12.5. Final approval. When the student, after consultation with the chair of the dissertation committee, considers that the dissertation has been completed satisfactorily, a final version shall be submitted to the committee for approval. Responsibility for placing the completed dissertation in the hands of the committee members rests with the student.

If all three members of the committee approve the dissertation, they sign the official title page. The student is responsible for submitting an official version of the dissertation and any required ancillary documents in accordance with Graduate Division rules and

requirements. (Consult the Policies and Procedures area of the Graduate Division web site for Dissertation Filing Guidelines.)

For the procedure to be followed in the rare event that the committee members find, upon submission of a near final draft of the dissertation, that the work is not likely to be accepted without major alterations in either the research or the written presentation (i.e. more than minor revisions or editorial changes), consult the Policies and Procedures section of the Graduate Division web site (Guide to Graduate Policy, Appendix A, §8).

### **13. Normative Time and Funding Limits**

13.1. Normative Time (NT), recommended by the Department and approved by the Graduate Council, serves as the Graduate Division's basis for determining eligibility for the Dean's Normative Time Fellowship (DNTF) or (for cohorts beginning from Fall 2010 onward) the Doctoral Completion Fellowship (DCF). For Classics graduate students, Normative Time is as follows:

Time to Qualifying Exam/Advancement to Candidacy	10 semesters
Time to complete dissertation	4 semesters
Total	14 semesters

13.2. The DCF program contains the provision that students who receive DCF may not receive any further support from any campus unit (fellowship, GSIsip, GSRship, or other campus employment) after NT + 1 (that is, after 8 years or 16 semesters for Classics).

13.3 Students who do not qualify for (or do not accept) DCF are governed by the departmental funding policy, which is to support all students who are making normal progress for up to 6 semesters after advancement to candidacy, or through year 8 in the program (whichever comes first). Extensions will be granted by the GA in consultation with the Chair only in exceptional circumstances and only on the basis of a petition signed by the student's dissertation director. (This policy takes effect for students entering Fall 2011 or later, or given permission to proceed from the MA to the PhD as of Fall 2011 or later.)

### **14. Teaching Experience**

Every student is required to teach at least two semesters before receiving the Ph.D. A student who completes the M.A. requirements at U.C. Berkeley and is allowed to proceed into the Ph.D. program will normally teach for two semesters in the academic year following the post-M.A. review, subject to approval by the Committee on GSIsips. (If such approval is denied the student may normally expect to teach for two semesters in the following academic year.) A student who enters the Ph.D. program with an M.A. or equivalent from another university will normally teach for two semesters either in the third year (if the student has a fellowship package covering both the first two years) or in the second year (if the student does not have two years of fellowship awarded on admission), subject to approval by the Committee on GSIsips.

**15. Advising and Reviews and Personal Advisor**

Each student will have a Personal Advisor and will be subject to annual review. For details see the section “Advising and Reviews” (see 16 and 18 below).

**Advising and Reviews** (for Classics M.A. and Ph.D. students)

**16. The Graduate Advisor and the Personal Advisor.**

For students who are not yet advanced to candidacy, the Graduate Advisor (GA) is the main source of advising regarding academic matters. Students should expect to meet with the GA immediately upon arrival in the program and at least once per semester until advancement to candidacy to discuss choice of courses and planning for completing exams and other requirements. The GA has signature authority for forms and petitions related to graduate students and has the authority to decide (or share in deciding) which courses (including courses in other departments and graduate courses taken elsewhere) are to be counted for particular requirements.

In addition to regular consultation with the Graduate Advisor, each student will have a Personal Advisor, that is, a member of the faculty to whom the student can turn for help and advice concerning the course of study, general reading, development of research interests etc. The student will meet with his/her PA at least once per semester.

New students will be advised initially by the GA, but after the student has had the opportunity to become acquainted with members of the faculty (ideally by the beginning of the second semester in the program, and in any case by the end thereof), he/she will choose a more permanent PA in consultation with the GA.

The GA may serve as PA. A student may change Advisor at any time (this may in any case be necessitated by faculty leaves or induced by the student's advancement in the program or some change of interest).

The PA will attend (in a non-voting capacity unless already a member of the relevant Committee) any formal review of the student by the M.A. Committee or the Ph.D. Committee. The PA may attend (in a non-voting capacity, unless already a member of the Committee) the student's Oral Qualifying Examination. The PA will have some obligation to represent the student's best interests and point of view at these meetings (though the extent and nature of advocacy on behalf of the advisee will naturally vary with the circumstances).

**17. Students working toward the M.A.**

*17.1. Mid-year review:* Early in the student's second semester, the GA and the chair of the M.A. Committee will review each student's grades and course evaluations submitted by instructors and will prepare a brief statement of evaluation to be communicated to the student in writing. The statement should indicate whether the student's performance has been exceptionally good, fully adequate, or deficient; if deficient, specifics should be given and suggestions made for improvement.

*17.2. Third-semester review:* The student's progress in the first full year of study will be evaluated by the GA and the M.A. Committee not later than the seventh week of the student's third semester. The review will again be based on grades and course evaluations and will include an interview with the reviewing committee and the GA; the Personal Advisor will attend the interview. Minutes of the review will be taken and, after being

agreed upon by all those present at the meeting, kept as part of the permanent record in the student's file.

17.3. *Review for advancement to the Ph.D.:* Upon completion of all requirements for the M.A., the student is again reviewed: this review will normally take place near the end of the fourth semester. This review is conducted by a committee consisting of the M.A. Committee and the Graduate Advisor. (The Personal Advisor will normally attend this review, as a non-voting member unless already a member of the review committee.) The Committee will determine, on the basis of the student's performance in the M.A. examinations and course work, and the written evaluations of instructors, whether or not the student should be admitted to the Ph.D. program. In cases of doubt the committee may specify the student's deficiencies and set a timetable for rectification and further review. The decision of the review committee may be referred to a vote of the full department if (1) the student appeals the decision, or (2) there is a split vote in the committee, or (3) the committee is of the opinion that it needs the guidance of a full department meeting. The Committee may waive the interview with the student if all the following conditions have been met: (1) the student has already met with the Committee earlier in the same semester or in the immediately preceding semester; (2) the Committee at that time indicated that no problems were foreseen in the student's progress through the program; (3) the student's performance since that meeting has maintained the foreseen quality.

17.4. Students who take more than four semesters to complete the M.A. continue to be subject to annual review by the M.A. Committee until the completion of the M.A. and to a review for advancement to the Ph.D. at the completion of the M.A. exams and requirements. As stated in the M.A. regulations §3.1, failure to complete the M.A. by the end of the third year will be considered evidence of inadequate progress and is likely to lead to academic probation or denial of permission to proceed to the Ph.D.

## **18. Students in the Ph.D. program.**

18.1. *Prior to Advancement to Candidacy:* Every Ph.D. student, both those advanced from the M.A. program and those admitted with an M.A. from another institution, will have a formal review meeting every year (generally every second semester) until Advancement to Candidacy with two members of the Ph.D. Committee (designated by the Ph.D. Committee Chair), for the purpose of discussing the student's overall progress in the program and giving guidance on the student's pursuit of his/her interests and long-term career; the student's PA may also attend these reviews. Minutes of the reviews will be taken and, after being agreed upon by all those present at the meeting, kept as part of the permanent record in the student's file.

18.2. *After Advancement to Candidacy:* For students advanced to candidacy, the dissertation committee has the authority and responsibility to review the student's progress and to advise him/her of its satisfaction. The committee may set reasonable deadlines for the student's demonstrating adequate written progress in completing the dissertation: if deadlines are not met, the committee may instruct the GA to recommend



to the Dean of the Graduate Division that the student's candidacy be lapsed, which is a probationary status. A reasonable deadline in regard to jeopardy for being lapsed is a period of not less than one academic year. (Students in probationary status may not hold an academic appointment, nor receive a graduate fellowship, nor be eligible to receive an advanced degree.)

The Graduate Council mandates annual review of the progress of students advanced to candidacy. A "Report on Progress" form is to be filled out by each student once per year (during Spring Semester), submitted to the dissertation chair, who will discuss the report with at least one other member of the dissertation committee and record their comments. If possible, the reporting members of the committee should meet in person with the student. The form is retained in the student's file.

In any case, if the dissertation is not completed within four years of advancement to candidacy, the student's candidacy may be lapsed by the Dean of the Graduate Division (though in special circumstances the dissertation committee, through the GA, may recommend to the Dean continuance of a student whose candidacy has passed four years). A candidate whose candidacy has lapsed may be reinstated upon recommendation of the GA only if a complete draft of the dissertation has been submitted and judged by the committee to be acceptable with no more than minor revisions, and if the GA has advised the Dean that the qualifying examination and course work was not taken so long ago as to be invalid. Failure to achieve reinstatement of candidacy within a reasonable period of time after lapsing may result in the student's candidacy for the degree being terminated or the student being dismissed from the program. Unless otherwise specified in the Graduate Division's formal notice of lapsing, termination will normally take place at the end of the regular academic term in effect two years after the date of notification.

### **19. Academic standing and probation**

For a full explanation of academic standing, see the Policies and Procedures section of the Graduate Division web site (Guide to Graduate Policy, section Course Work, Grading, Probation, and Dismissal; or more fully in Appendix A of the same Guide).

In brief, a student is either in good standing or on some form of probation or subject to dismissal. Lapsing of candidacy and termination of candidacy are forms of probation. A student is subject to dismissal only if he or she has been given adequate written warning and a reasonable opportunity to correct any deficiencies. The written warning must include (a) the nature of the problem or deficiency; (b) steps that should be taken to correct the deficiency; (c) a reasonable period of time in which the student is expected to correct the problem or show improvement acceptable to program faculty; and (d) the approximate date at which the student's record will next be reviewed.

Students in probationary status may not be admitted to examinations (Masters' comprehensive or Doctoral qualifying), nor be advanced to candidacy, nor hold an academic appointment, nor receive a graduate fellowship, nor be eligible to receive an advanced degree.

The following examples of justifications for probation should be noted, as stated in the Policies and Procedures section of the Graduate Division web site (Guide to Graduate Policy, Appendix A, §9.B (this list is not exhaustive):

DEPARTMENT OF CLASSICS: Classics M.A./Ph.D. Regulations

- (1) Failure to maintain an adequate level of performance (e.g., as measured by GPA or the quality of written work) in courses central to the student's program of study;
- (2) Failure on departmental "preliminary" or "permission to proceed" examinations, or failure to stand for such examinations in a timely manner;
- (3) Failure to proceed to the comprehensive or qualifying examination within a reasonable period of time;
- (4) Failure to make adequate progress in meeting other stated program requirements (e.g., submission of an acceptable dissertation prospectus, passage of required languages examinations, etc.);
- (5) Failure to make adequate progress in thesis or dissertation research and/or writing.

**Appendix: Sample timelines for meeting requirements**

These tables are illustrative; see the main regulations for complete details.

1. For those who enter with a B.A. Those with excellent preparation and generous funding are encouraged to work at a faster pace.

Year	Semester	exam or requirement	reviews
1	Fall	Modern language 1 (optional)	
	Spring	Modern language 1 (optional)	mid-year review
2	Fall	Modern language 1 (required)	third-semester review (MA comm.)
	Spring	MA written exams	review for advancement to Ph.D. (M.A. comm.)
3	Fall	Modern language 2 (optional)	
	Spring	Modern language 2 (optional); Translation exams in one ancient language	annual review (Ph.D. comm.)
4	Fall	Individual reading list and Statement of Intended Research (by beginning of semester); Modern language 2 (required)	
	Spring	Translation exams in second ancient language	annual review (Ph.D. comm.)
5	Fall		
	Spring	submission of three sample papers to file; oral qualifying examination	annual review (Ph.D. comm.)
6	Fall	Dissertation colloquium (required)	
	Spring	Dissertation colloquium (required)	annual review by dissertation committee
7	Fall	Dissertation colloquium (optional)	
	Spring	Dissertation colloquium (optional) File dissertation	annual review by dissertation committee

DEPARTMENT OF CLASSICS: Classics M.A./Ph.D. Regulations

2. For those who enter with an M.A. Those with excellent preparation and generous funding are encouraged to work at a faster pace.

Year	Semester	exam or requirement	reviews
1	Fall	Modern language 1 (optional)	
	Spring	Modern language 1 (required); Translation exams in one ancient language	annual review (Ph.D. comm.)
2	Fall	Individual reading list and Statement of Intended Research (by beginning of semester); Modern language 2 (required)	
	Spring	Translation exams in second ancient language	annual review (Ph.D. comm.)
3	Fall		
	Spring		annual review (Ph.D. comm.)
4	Fall		
	Spring	submission of three sample papers to file; oral qualifying examination	annual review (Ph.D. comm.)
5	Fall	Dissertation colloquium (required)	
	Spring	Dissertation colloquium (required)	annual review by dissertation committee
6	Fall	Dissertation colloquium (optional)	
	Spring	Dissertation colloquium (optional) File dissertation	annual review by dissertation committee

## Appendix: The Common Lists

(Effective as of Spring 2008)

The Ph.D. Common Lists serve two purposes: (1) they require the student to read enough different Greek and Latin texts so that full mastery of the mechanics and idioms of the languages is attained; (2) the reading of key works from different genres and time-periods is intended to contribute to acquisition of common background knowledge of essential aspects of the histories, literatures, and cultures of ancient Greece and Rome.

### 1. Greek

Homer: *Iliad* 1, 6, 9, 16-24; *Odyssey* 6-13, 16-17, 19, 23  
Homeric Hymns: *To Demeter, To Aphrodite*  
Hesiod: *Theogony* 1-210, 453-616; *Works and Days* 1-380  
Pindar: *Olympian* 1, 7; *Pythian* 1, 10, 11; *Nemean* 5; *Isthmian* 6  
Archaic Lyric: As in Campbell, *Greek Lyric Poetry* (Revised ed., 2002, including appendix)  
Aeschylus: *Oresteia*  
Sophocles: *Oedipus Tyrannus, Antigone, Philoctetes*  
Euripides: *Medea, Hippolytus, Bacchae*  
Aristophanes: *Clouds, Lysistrata, Frogs*  
Herodotus: 1, 3.27-66, 3.76-138, 7  
Thucydides: 1, 2.1-24, 2.34-65, 3.36-68, 3.81-85, 5.84-116, 6.15-19, 6.26-32, 7.46-50, 7.69-87, 8.1-2, 8.64-77, 8.81-82, 8.86-97  
Lysias: *Against Eratosthenes, On the Murder of Eratosthenes*  
Plato: *Gorgias, Symposium, Republic* 5  
Isocrates: *Helen, Panegyricus*  
Xenophon: *Hiero, Spartan Constitution, Hellenica* 2  
Demosthenes: *De Corona*  
Ps.-Demosthenes [=Apollodorus]: *Against Neaera*  
Aeschines: *Against Ctesiphon*  
Aristotle: *Ethica Nicomachea* 1.1-5, 1.7-13, 2, 3. 1-5, *Rhetoric* 1, *Poetics*  
Menander: *Dyscolus*  
Apollonius Rhodius: Book 3  
Callimachus: *Hymns* 2, 5, 6; *Aetia* fr. 1-2, *Iambus* 1  
Theocritus: 1-3, 7, 11, 13, 15  
Hero(n)das: 1, 6  
Polybius: 6  
Plutarch: *Moralia* 1-17 (*On the Education of Children, Life of Theseus, Life of Antony*)  
New Testament: *Gospel according to John, First Epistle to the Corinthians, Epistle to the Hebrews*  
Lucian: *The Death of Peregrinus, True History*  
Longus: *Daphnis and Chloe* 1  
Epigrams: As in Hopkinson, *A Hellenistic Anthology* (1988), pp.68-79  
Helioidorus: 1  
Musaeus, *Hero and Leander*

**2. Latin**

Ennius: *Annales*

Plautus: *Miles*, *Menaechmi*

Terence: *Eunuchus*

Lucretius: 1.1-482, 1.921-950; 2.1-380; 3; 4.1037-1287; 5.783-1457; 6.1138-1286

Catullus: *Carmina*

Caesar: *De bello civili* 1

Sallust: *Catilina*

Cicero: *Pro Caelio*, *Philippics* 2, *Brutus*, *Selected Letters* (Shackleton Bailey), *De officiis* 3

Vergil: *Eclogues*; *Georgics* 1; 2.1-176, 458-542; 3.1-48; 4; *Aeneid* 1, 2, 4, 6, 8, 9, 12.791-952

Horace: *Odes*, *Satires* 1, *Satires* 2.6-8, *Epistles* 1

Tibullus: 1

Propertius: 1, 3.1-5, 4

Augustus: *Res Gestae*

Ovid: *Amores* 1, *Met.* 1, 6, 13.623-14.157, 15.745-879, *Tristia* 1

Livy: 1, 5, 21, 22

Seneca Major: *Contr.* 2.2, *Suas.* 6

Seneca Minor: *Thyestes*, *De Ira* 1, *Epist. Mor.* 1-12, 77, 88

Lucan: 7

Petronius: 26.7-78

Statius: *Thebaid* 1, *Silvae* 2.2, 2.7, 4.3

Martial: *Epigrams* 1

Quintilian: *Institutio Oratoria* 10.1

Pliny Minor: As in Sherwin-White, *Fifty Letters*

Tacitus: *Annals* 1, 4; *Histories* 1, *Dialogus*

Juvenal: 1, 3, 10

Suetonius: *Augustus*

Apuleius: *Met.* 1.1-20 and 4.28-6.24

Gellius: *Noctes Atticae* 3.1-6

Claudian: *De raptu Proserpinae*, *Praef.* and Book 1

Jerome: Letter 14

Augustine: *Confessions* 1

### **Format of Translation Examinations**

The M.A. translation examinations will have the following format: two passages of verse, each of 20-25 lines, and two passages of prose, an average of 180 words each in length.

The Ph.D. translation examinations will have the following format:

- 1) Unseens: two passages, one each of prose and verse. The prose passage will be approximately 270-300 words in length; the verse passage will be 30-35 lines in length.
- 2) Prescribed texts: six passages (or their equivalent), evenly divided between prose and verse. Verse passages will be approximately 20 lines in length, and prose passages will have an average of about 180 words each. These passages will be drawn from the Common List.

### **Graduate Study in Classical Archaeology**

*Goals of the Program.* Study leading through the M.A. to the Ph.D. in Classical Archaeology is intended to ensure that students are fully competent in Greek and Latin and have a good understanding of historical method, as well as a thorough training, including experience in fieldwork, in Greek and Roman archaeology. Degree recipients should be qualified either for a major museum post, or for university teaching up to senior undergraduate level in the ancient languages and in ancient history, and at all levels including graduate instruction in large areas of ancient archaeology and art history.

#### **M.A. in Classical Archaeology**

##### **Goals of the Program.**

Study leading through the M.A. to the Ph.D. in Classical Archaeology is intended to ensure that students are fully competent in Greek and Latin and have a good understanding of historical method, as well as a thorough training, including experience in fieldwork, in Greek and Roman archaeology. Degree recipients should be qualified either for a major museum post, or for university teaching up to senior undergraduate level in the ancient languages and in ancient history, and at all levels including graduate instruction in large areas of ancient archaeology and art history.

##### **M.A. in Classical Archaeology: Requirements**

###### *Prerequisites.*

An undergraduate major in Classical Languages or its equivalent is pre-requisite to the M.A.; if an actual Classics B.A. is not in hand, then the equivalent amount of Greek and Latin must have been read. At the time of entrance into the program, strength in one ancient language may be allowed to compensate for some deficiency in the other.

###### *Requirements for the M.A.*

The M.A. in Classical Archaeology is offered under Plan I (20 units of coursework and a thesis).

*Course requirements.* 20 semester units of upper-division coursework (courses numbered 100 or above) or graduate research seminars (courses numbered in the 200's). Of these 20 units at least 8 units must be in graduate research seminars (in Classics, 200-level courses with the exception of 200, 201, 202, 203, 204, 245, 250, 260). Although there are no specific courses required for the M.A., courses should be taken with an eye to ultimately using them to meet more specific course requirements of the Ph.D. program (for which, see below).

*Master's Thesis requirement.* A short dissertation of around 100-150 pages on a topic in Classical Archaeology must be approved by the student's Advisory



Committee (for which, see p. 22 below); the thesis committee, however, may include faculty members outside the Advisory Committee. The topic should be selected in consultation with the Advisory Committee no later than the start of the second year of study.

*Modern Language Examination requirement.* A student must pass a reading examination in German and either French or Italian. It is a one-hour-fifteen-minute exam of 300 words without a dictionary or 500 words with a dictionary; the passage will be subject matter relevant to Classical Archaeology. The exam is set and graded by the student's Advisory Committee.

*Progress toward the degree.*

Students should normally take two years to reach the M.A. and will be expected during that time to continue to develop their knowledge of Greek and Latin besides studying archaeology, art history and ancient history.

*Advancement to the Ph.D. Program.*

Applicants are normally admitted to the M.A. program with the expectation that they will proceed to the Ph.D. in due course; however, permission to proceed into the Ph.D. program is not automatically given. Shortly before or upon completion of the M.A., the student will be reviewed by a committee composed of the faculty in Classical Archaeology, the Graduate Advisor in Classics, and the student's Personal Advisor (who may be one of the aforementioned). The student's course work, written evaluations by instructors, and general promise will be evaluated. Admittance into the Ph.D. program is automatic upon unanimous recommendation of this committee. Should the committee be split or deny admission to the Ph.D. program, and the student wish to appeal its decision, he/she should follow the appeal procedures outlined in the Appeals Procedure document.

## **Ph.D. in Classical Archaeology**

### **Goals of the Program.**

Study leading through the M.A. to the Ph.D. in Classical Archaeology is intended to ensure that students are fully competent in Greek and Latin and have a good understanding of historical method, as well as a thorough training, including experience in fieldwork, in Greek and Roman archaeology. Degree recipients should be qualified either for a major museum post, or for university teaching up to senior undergraduate level in the ancient languages and in ancient history, and at all levels including graduate instruction in large areas of ancient archaeology and art history.

### **Requirements**

Students entering with a B.A. in Classical Languages (or the equivalent, meaning comparable knowledge of Greek and Latin) must first obtain the M.A. in Classical Archaeology. A student holding the M.A. from another institution may be admitted directly into the Berkeley Ph.D. program, if it appears that knowledge in all relevant fields is approximately equivalent to the Berkeley M.A.

*Coursework requirement: Classical Archaeology.*

12 units in Classical Archaeology or Art History. Of these, at least 6 must be Graduate Research Seminar units (in Classics, courses numbered above 204). The remainder may be in upper division courses (those numbered in the 100's). Courses taken to fulfill this requirement may not be used to fulfill any other requirements. In addition to the above twelve units every student is required to take and satisfy at the 4-unit level Classics 204, the Proseminar in Classical Archaeology. Students should note that this Proseminar will be offered only once every two years.

*Language requirements*

#### *Modern Language Requirement.*

Must be satisfied in two languages, German and *either* French *or* Italian. Continuing students will have satisfied one of these for the M.A. Students admitted directly to the Ph.D. program must satisfy both, although the Graduate Advisor in Classical Archaeology may accept as valid a certification for one language achieved in an M.A. program other than Berkeley's. In special cases, with the permission of the Advisory Committee (for which, see p. 22 below) a student may substitute some other modern language for French or Italian.

The language exam consists of a one-hour-fifteen-minute exam of a passage of 300 words without a dictionary, or 500 words with a dictionary. The passage will be subject matter relevant to Classical Archaeology. The exam is set and graded by the student's Advisory Committee.

*Ancient Languages Requirement.*

*Preparation for Exams: Reading Lists.* The student will prepare and submit to the Advisory Committee for approval a list of works he or she has read. The list will be based upon the lists below. The student's exam will be taken from the approved list of readings.

a. The Greek list shall include:

Homer, a total of six books of which two must be  
from the *Iliad* and two from the *Odyssey*;  
Aeschylus, one play;  
Sophocles, one play;  
Euripides, one play;  
Aristophanes, one play;  
Herodotus, Book 1, plus one other book;  
Thucydides, Book 1, plus two other books;  
Plato, *Apology*, *Republic* 1;  
Demosthenes, *De corona*;  
[Aristotle], *Athenaiôn Politeia*;

A minimum of an additional 100 Oxford Classical Text pages to be chosen by the student together with the Advisory Committee at the time when the elective plays and books listed above are chosen.

b. The Latin list shall include:

Terence, one play;  
Plautus, one play;  
Caesar, *De bello civili* 1;  
Sallust, *Catilina*;  
Cicero, *Pro Caelio*, *Epist. ad Atticum* 1;  
Vergil, *Aeneid* (six books);  
Horace, *Odes* (one book);  
Ovid, *Metamorphoses* or *Amores* (one book);  
Livy, Books 5, 21, 22;  
Tacitus, *Annales* Books 1, 12-15, *Agricola*, *Germania*;  
Juvenal, 1, 3, 10;  
Petronius, *Cena Trimalchionis*

A minimum of an additional 100 Oxford Classical Text pages to be chosen by the student together with the Advisory Committee at the time when the elective plays and books listed above are chosen.

c. The exams. The student will be examined in ancient Greek and Latin by a three-hour written exam in each language; four passages will be selected from the

student's approved list of readings. The selections, normally two prose and two verse, will each approximate 20-25 lines (prose) or 20 lines (verse) of an Oxford Classical Text page. The exam is set by an examiner chosen by the Graduate Advisor in Classical Archaeology who is a member of the Classics Department, outside the field of Classical Archaeology; the exam must also be approved by the Graduate Advisor in Classical Archaeology. The exam shall be graded by the examiner and at least two members of the student's Advisory Committee.

*Ancient History Requirement.*

*I. Description.* The purpose of this requirement is to enable the student to relate the material he or she is studying to its historical background. It is met by coursework or examination in Greek and Roman History.

*II. Coursework Requirement.* Historical seminar. One graduate seminar in the History Department, the AHMA, or the Classics Department (provided the Advisory Committee approves the course topic and research paper as sufficiently historical in nature). Upon consultation with the Advisory Committee, a seminar in an auxiliary discipline (epigraphy, papyrology, numismatics) may also be used if a research paper is completed on a project which uses historical methodology on an historical problem. Courses in Classical Archaeology and Art History may not be used to fulfill this requirement. Final grade of at least A- required.

*III. Competency Requirement.* A student must obtain sufficient knowledge of Greek and Roman history to supply a firm historical background to the study of Classical Archaeology. Either coursework or exams will satisfy this requirement.

a. Greek History requirement may be satisfied either by taking two suitable courses in Greek History or by taking a three-hour exam in Greek History.

b. Roman History requirement may be satisfied either by taking two suitable courses in Roman History or by taking a three-hour exam in Roman History.

Courses considered suitable include upper division classes and graduate research seminars in *Classics*, the History Department, or AHMA. The historical seminar referred to in Part II, above, may also fulfill one of these course requirements. The Advisory Committee will consult in advance with the professor teaching the course to determine its suitability for fulfilling the requirement. Classics courses in historical authors may also be counted as fulfilling the requirement in either Greek or Roman history, if the professor teaching the class approves beforehand.

c. The exams will be essay format in three parts, each with four options. The Advisory Committee will set and grade the exam(s); the student should consult the Committee about preparation.

d. The student need not choose the same method of fulfilling the requirement for both fields; she or he may do the exam in one and coursework in the other.

*General Examination.*

*Content and Format.* This exam demonstrates the student's ability to analyze and synthesize material from a wide range of archaeology from Greek prehistory to the later Roman imperial period. It is a three-hour written exam made up of three to five parts, each with three to five essay questions on Greek and Roman antiquities. The student is not expected to show equal proficiency in all fields but is expected to display competence in different time periods and genres. The exam is set and graded by the student's Advisory Committee, who shall offer advice on how best to prepare.

*Scheduling.* The Generals should be taken within the same semester during which all the previous requirements have been fulfilled.

*Research Papers.*

These papers represent the student's best work in archaeology and art history. They are to be on three different topics and may be reports submitted for courses, with such additions as are necessary. They may also be the result of independent study. The student must show in these papers a high ability to organize and interpret evidence, and to present his or her results intelligibly. All three papers must be approved by the orals examining committee before the oral exam may be scheduled.

*Oral Examination.*

Three-hour oral examination, given by a committee of five members. The orals committee will be selected by the student in consultation with the Graduate Advisor. It is the student's responsibility to solicit orals committee members and to keep them informed about plans for the orals examination. During the exam, the student will be questioned chiefly, but not exclusively, on points raised by his or her written examination. The chair and outside member of the Qualifying Examination must be members of the Academic Senate.

*Field Work-Foreign Study.*

Students are encouraged to travel and to take part in excavations. At an appropriate point in his or her academic career, the student shall (if possible) spend at least one year as a regular student of either the American Academy in Rome or the American School of Classical Studies in Athens, or at some other approved institute abroad. If this is impossible, the committee shall direct the student to a suitable program of work abroad.

*Advancement to Candidacy.*

After passing the oral exam, and submitting the required forms to the Graduate Division, the student is formally Advanced to Candidacy and is awarded the degree of "Candidate in Philosophy" (C.Phil.) while working on his or her dissertation.

*Dissertation.*

A dissertation must be completed. A description of the research, reports to the committee, etc., for the dissertation in Classical Archaeology is available from the Classics Department. The dissertation committee members are selected by the student in consultation with the Graduate Advisor. The chair and outside member of the dissertation committee must be members of the Academic Senate. For University Regulations on format, etc., ask the Graduate Division for a copy of their booklet, "Guidelines for Preparing a Doctoral Dissertation or Master's Thesis."

*Progress toward the degree.*

From the M.A. to advancement to doctoral candidacy should take two to three years; the dissertation will normally take 2 years to write.

*Teaching.*

In the year immediately following the M.A. (if that degree is taken at Berkeley) or during the first 2-3 years of Ph.D. study (if the M.A. is earned elsewhere), the student is guaranteed at least one year's employment as a Graduate Student Instructor.

### **Advising and Program Coordination**

*Advisory Committee.* Upon admission to the M.A. or (if the M.A. is earned elsewhere) the Ph.D. program, the student in consultation with the Graduate Advisor for Classical Archaeology will form a provisional Advisory Committee. This committee shall be composed of the faculty of Classical Archaeology, with the possible addition of others with suitable expertise drawn from Classics, AHMA, and History of Art. This provisional Advisory Committee may be reconstituted at the time of the third-semester review. The student's Advisory Committee will set the exams in modern languages and the Ph.D. general written exams; the Advisory Committee will also participate in the advancement to Ph.D. and other reviews, and offer general guidance and encouragement in the program. At a minimum, it will meet once every academic year.

*Personal Advisor.* Each student will have a Personal Advisor; this person should be chosen by the student by the end of the first semester of study. The purpose of the Personal Advisor is to provide support and advice about studies, development of research interests, and other aspects of life in the program. The student should meet with the P.A. at least once a semester to talk about relevant issues and problems. Upon the request of the student, a personal advisor may be changed.

*Graduate Advisor for Classical Archaeology.* The Graduate Advisor works with the student to form an Advisory Committee; changes in this Committee may be made upon the mutual consent of the student and the Advisor. Once in the fall (for spring semester)

and once in the spring (for fall semester) the student will meet with the Graduate Advisor for Classical Archaeology to settle upon a class schedule. The access code (AC) for registration via Tele-BEARS is given to the student at this meeting.

1. *Students working toward the M.A.* (The M.A. requirements in coursework should normally be fulfilled by the end of the second year.)

A. *Mid-year review:* After the conclusion of the first semester and before the end of the second week of the student's second semester, the Graduate Advisor for Classical Archaeology will review each student's grades and course evaluations submitted by instructors; the Advisor will prepare a brief statement of evaluation to be communicated to the student in writing. The statement should indicate whether the student's performance has been exceptionally good, fully adequate, or deficient; if deficient, specifics should be given and suggestions made for improvement.

B. *Third-semester review:* The student's progress in the first full year of study will be evaluated by the Graduate Advisor for Classical Archaeology and the student's Advisory Committee not later than the seventh week of the student's third semester. The review will again be based on grades and course evaluations and will include an interview with the student; the Personal Advisor will attend the interview. A statement of evaluation will be communicated to the student in writing after the interview. At the time of this review, the student may choose to reconstitute the Advisory Committee, with the consultation of the Graduate Advisor for Classical Archaeology.

C. *Subsequent reviews:* Upon completion of all requirements for the M.A., the student may be again reviewed: this review will normally take place near the end of the fourth semester. The Graduate Advisor for Classical Archaeology and the student's Advisory Committee will evaluate grades and course evaluations and take into consideration the quality of the comprehensive examinations and will again interview the student, with the Personal Advisor in attendance. If the student has already met with these faculty earlier in the same semester, these faculty may waive the interview if they have already indicated in the earlier meeting that no problems are foreseen in the student's progress through the program. At this time the committee will consider in particular the suitability of the student's continuing toward the Ph.D. and in cases of doubt will specify the student's deficiencies and set a timetable for rectification and further review and, if appropriate, recommend probation to the Dean.

Students who take more than four semesters to complete the M.A. continue to be subject to annual review by the Graduate Advisor for Classical Archaeology and the student's Advisory Committee until the completion of the M.A. and to a post-M.A. review.

2. *Students in the Ph.D. program.*

A. *Prior to Advancement to Candidacy* every Ph.D. student, both those advanced from the M.A. program and those admitted with an M.A. from another institution, will have a formal review meeting every year (generally every second semester) until Advancement to Candidacy with the Graduate Advisor for Classical Archaeology and the student's Advisory Committee, for the purpose of discussing the student's overall progress in the program and giving guidance on the student's pursuit of his/her interests and long-term career; the student's Personal Advisor may also attend these reviews. Minutes of the reviews will be taken and, after being agreed upon by all those present at the meeting, kept as part of the permanent record in the student's file and a copy given to the student.

B. *After Advancement to Candidacy*, the dissertation committee of at least three members will be formed, and may be the same as the Advisory Committee (with the proviso that the dissertation committee must have an outside member who is a member of the Academic Senate). The dissertation committee has the authority and responsibility to review the student's progress and to advise him/her of its satisfaction. The committee may set reasonable deadlines for the student to demonstrate adequate written progress in completing the dissertation: if deadlines are not met, the committee may instruct the Graduate Advisor for Classical Archaeology to recommend to the Dean of the Graduate Division that the student be placed on probation. A reasonable deadline in regard to jeopardy for probation is a period of not less than one academic year. (Students in probationary status may not hold an academic appointment, nor receive a graduate fellowship, nor be eligible to receive an advanced degree.)

The Graduate Division mandates annual review of the progress of students advanced to candidacy. A "Report on Progress" form is to be filled out by each student once per year (during Spring Semester), submitted to the dissertation chair, who will discuss the report with at least one other member of the dissertation committee and record their comments. If possible, the reporting members of the committee should meet in person with the student. The form is retained in the student's file, and at the end of each Spring Semester the Graduate Advisor for Classical Archaeology reports the result of all such reviews to the Graduate Division.

In any case, if the dissertation is not completed within four years of advancement to candidacy, the student's candidacy may be lapsed by the Dean of the Graduate Division (though in special circumstances the dissertation committee, through the Graduate Advisor for Classical Archaeology may recommend to the Dean continuance of a student whose candidacy has passed four years). A candidate whose candidacy has lapsed may be reinstated upon recommendation of the Graduate Advisor for Classical Archaeology only if a complete draft of the dissertation has been submitted and judged by the committee to be acceptable with no more than minor revisions, and if the Graduate Advisor for Classical Archaeology has advised the Dean that the qualifying examination was not taken so long ago as to be invalid. Failure to achieve reinstatement of candidacy within a reasonable period of time after lapsing may result in the student's candidacy for the



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degree being terminated. Unless otherwise specified in the Graduate Division's formal notice of lapsing, termination will normally take place at the end of the regular academic term in effect two years after the date of notification.

## **Graduate Student Appeals Procedure**

### **Purpose & Scope**

The purpose of this procedure is to afford graduate students in the Department of Classics an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluations of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

### **I. Informal Resolution Procedures**

A student may pursue informal resolution of a complaint by scheduling a meeting with the Head Graduate Advisor to discuss the complaint and explore possible avenues of resolution. (If the complaint is about an action taken by the Head Graduate Advisor, the complainant may instead take the complaint to the Department Chair.) Attempts to resolve a complaint informally should be completed within thirty days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

### **II. Formal Resolution**

A written complaint must include information regarding the action being complained of and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:

1. Procedural error or violation of official policy by academic or administrative personnel;
2. Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability;
3. Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.

A written complaint must be received by the Head Graduate Advisor within thirty days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. (If the complaint is about an action taken by the Head Graduate Advisor, the complainant should instead direct the complaint to the

Department Chair.) The department should complete its investigation and notify the student of the outcome of the complaint within sixty days of the date it was received.

The time frame for filing a written complaint may be extended by the department if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within thirty days of the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Head Graduate Advisor (or the Department Chair, if the complaint is against the Head Graduate Advisor and addressed to the Chair) will assign an individual who is to investigate the complaint and to make a recommendation to the Department Chair regarding the outcome of the complaint. Generally, the investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e., interviews or written statements or documents). The Head Graduate Advisor (or Department Chair) will notify the student in writing of the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeals Procedure.

### **III. Appeal to Graduate Division**

If the student is not satisfied with the outcome of the complaint under the department procedure, he or she may bring the complaint to the Formal Appeal Procedure of the Graduate Appeals Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division within fifteen days of the date of the written notification of the result of the department level procedure. The Graduate Appeals Procedure is downloadable (<http://www.grad.berkeley.edu/policies/pdf/gradappeal.pdf>), as is the Graduate Appeal Form (<http://www.grad.berkeley.edu/policies/pdf/appealform.pdf>).

### **IV. Complaints Involving Discrimination**

If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the Department should consult the appropriate campus compliance officers prior to commencing informal or formal resolution. For more information contact the Campus Climate and Compliance Office (510-642-2795; <http://ccac.berkeley.edu/>).

### **V. Other Complaint Procedures**

Graduate students may contact the Office of the Ombudsman for Students, the Title IX Compliance Officer, or the 504/ADA Compliance Officer for assistance with complaint resolution. There also are other complaint resolution procedures available to graduate students for complaints that do not fall under this procedure; these other procedures are listed in the Graduate Appeals Procedure.