

# University of Kansas



## Department of Classics *GRADUATE PROGRAM HANDBOOK*



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This manual provides information concerning the graduate program of the Department of Classics. It refers in a number of cases to Graduate Studies guidelines, but does not summarize all regulations applicable to graduate students at the University of Kansas. Please refer as well to the [Graduate Studies section of the KU Academic Catalog](#) for official information and requirements.

## GRADUATE PROGRAM IN CLASSICS

Department Chair: Tara Welch  
E-mail: [tswelch@ku.edu](mailto:tswelch@ku.edu)

Director of Graduate Studies: Emma Scioli  
E-mail: [scioli@ku.edu](mailto:scioli@ku.edu)

Graduate Academic Advisor - COGA  
Cari Ann Kreienhop  
E-mail: [ckreienhop@ku.edu](mailto:ckreienhop@ku.edu)

Office Manager:  
Sonia Farmer  
E-mail: [sfarmer@ku.edu](mailto:sfarmer@ku.edu)

Department Office:

Wescoe Hall  
1445 Jayhawk Blvd. Rm. 1021  
Lawrence, KS 66045-7590  
Phone: (785) 864-3153

Department of Classics website: <http://classics.ku.edu/>

Graduate Studies website: <http://www.graduate.ku.edu/>

## ADMISSION TO GRADUATE STUDY IN CLASSICS

Applicants to the program should complete and submit the KU [Application for Graduate Study](#) and required supplemental documents online.

### Prerequisites

In addition to the general [admission requirements](#) from the KU Office of Graduate Studies, a B.A. in classics or another field in the humanities is required. For admission to the graduate program, the entering student should have 15 junior/senior credits in Latin and/or Greek. Junior/senior credits are defined as third semester of study and above for Greek, fourth semester and above for Latin.

Students who are slightly deficient in the stated prerequisites may be admitted probationally or may apply as non-degree seeking (NDS) students. Incoming students are also encouraged to complete coursework in the history, archaeology, and philosophy of ancient Greece and Rome before entering the program.

### Required Supplemental Documents

The following documents should be prepared in advance and uploaded with the online application:

- Application form, submitted on-line through the Office of Graduate Admissions
- A statement of purpose
- Current Curriculum Vitae or Résumé
- A writing sample (25 page maximum)
- Three letters of recommendation. (Letters are submitted on-line. Enter letter writers' information in on-line application.)
- Official transcript(s) of all previous academic work (both undergraduate and post-baccalaureate). Transcripts in languages other than English must be translated into English by an accredited translation service;
- Results of the Graduate Record Examination (GRE) are strongly recommended, and required if applicant wishes to be considered for university-level scholarships.

### English Language Proficiency Requirement

All international applicants *and* international and domestic applicants who indicate that English is not their first language are required to provide proof of English proficiency. The following are acceptable means for verifying English proficiency for purposes of admission to KU:

- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university, or from a College or Institution in the United Kingdom, Australia, New Zealand, Ireland, English-speaking provinces of Canada, or an English-speaking Caribbean country, with instruction conducted in English. This does not apply to degrees earned online.
- Receipt of an official copy (not student's copy) of applicant's proficiency scores (e.g. TOEFL, IELTS, PTE) achieved not more than two years prior to the first semester of enrollment. See the [English Proficiency Chart](#) at the Graduate Studies Admissions web page for more information regarding minimum TOEFL scores.

For further information regarding the program or the application process, please contact Cari Ann Kreienhop, Graduate Academic Advisor, [ckreienhop@ku.edu](mailto:ckreienhop@ku.edu), 785-864-3665.

All supporting documentation for the application should be uploaded to the online application, with the exception of official test scores (GRE, TOEFL, etc.) and official transcripts, which should be sent directly from the granting institution to:

Graduate Admissions 313  
Strong Hall  
1450 Jayhawk Blvd.  
Lawrence KS 66045-7535

- OR -

[gapc@ku.edu](mailto:gapc@ku.edu)

## MASTER OF ARTS IN CLASSICS

The Department of Classics offers advanced coursework in the ancient civilizations of Greece and Rome. Students are expected to study the classical languages (Greek and Latin) and literatures as well as the art and archaeological remains of the Greek and Roman worlds. Students entering with the recommended preparation can complete the M.A. program in four semesters.

The Department offers three tracks toward the M.A. in Classics: one with an emphasis on Classical Languages, one with an emphasis on Classical Art & Archaeology, and a Combined B.A./M.A. in Classics. All three degree programs include both a thesis and a non-thesis option.

## DEGREE REQUIREMENTS

### Coursework

Students may select their 30 hours from graduate courses in Greek, Latin, and Classics, as well as certain courses in philosophy, history, art history, and linguistics that have been approved by the Department. Students with no undergraduate preparation in Greek and/or Roman art and/or archaeology must successfully complete a course in that area of study at some point in their graduate career. Credit earned in this course, if taken at the graduate level at KU, may be applied toward the program.

Thesis Option Enrollment: Students who elect to write an M.A. thesis must complete at least 24 hours of graduate-level courses, in addition to 6 hours of Thesis (LAT 899, GRK 899, CLSX 899). Each student shall select, with the approval of the graduate faculty of the Department, a thesis committee of three members, at least two of whom, including the committee chair, must be members of the Classics Department. Students typically choose a chair for their thesis at the end of the second semester in the program, and begin research during the following summer. The thesis advisor will develop a schedule of writing to ensure timely completion. Those who are considering applying to Ph.D. programs in Classics or related subjects are strongly encouraged to have a writing sample from their thesis completed in time for fall semester application deadlines. Students are expected to file their approved thesis in the spring of their fourth semester.

Non-thesis Option Enrollment: The student selecting the non-thesis option must complete 30 hours of courses at the graduate level. In two of these courses the student must prepare research papers that meet the approval of the appropriate instructors and the Director of Graduate Studies. These papers will be placed on file in the Department office.

### Four-Semester Cycle of Courses

Headings indicate areas from which instructors may draw material for author or genre courses. Author listings are representative, not exclusive.

#### Greek

- Epic and Lyric Poetry: From Homer to the Hellenistic poets
- Drama: Aeschylus, Sophocles, Euripides, Aristophanes
- History and Oratory: Herodotus, Thucydides, Xenophon, Attic Orators
- Philosophy: Pre-Socratics, Plato, Xenophon, Aristotle

#### Latin

- Epic Poetry: Lucretius, Ovid, Vergil, post-Augustan epic poets
- Lyric and Elegy: Catullus, Horace, Tibullus, Propertius, Ovid
- History, Oratory, Philosophy: Caesar, Sallust, Cicero, Livy, Seneca, Tacitus, Augustine, Boethius
- Drama, Satire, and Novel: Plautus, Terence, Horace, Petronius, Seneca, Juvenal, Apuleius

## Research Skills

For a research skill, the student must demonstrate a reading knowledge of German, French, or Italian before receiving the M.A. This requirement may be met in one of the following ways:

- (a) Two years of undergraduate study;
- (b) completion of French 100, Italian 100, or German 101 with a grade of 'B' or better;
- (c) an examination administered by the Director of Graduate Studies, consisting of a passage on a classical topic written in the target language (examinees have one hour to translate 500 words with a dictionary, or 350 without).

## M.A. Examinations

- (a) Upon the recommendation of the Admissions Committee, incoming graduate students may be required to complete a diagnostic reading examination in Greek and/or Latin. Students planning to take graduate-level courses in both languages may be tested in both languages. Students with no undergraduate preparation in Greek and/or Roman history may take a diagnostic exam in whichever area(s) they are deficient. Alternatively, students will have the option of either completing appropriate coursework at the graduate or undergraduate level, or passing an examination prepared by a member of the Classics Department.
- (b) All students must write a final translation examination prepared by a committee of three members of the graduate faculty, at least two of whom, including the committee chair, must be members of the Classics Department. The members of the examination committee will be selected by the student, with the approval of the graduate faculty of the Department, and the examination will be prepared by the committee in consultation with the student.

One portion of this examination will be drawn from material read in graduate classes and/or as selected by the candidate. The student will present a reading list of no less than 400 pages, according to pagination in the Oxford Classical Text or its equivalent. This will consist of 50-150 pages from at least four of the eight major areas of Greek and Latin literature that form the four-semester cycle of courses. The list must be approved by the candidate's chair and by the Director of Graduate Studies at least five weeks before the date scheduled for the examination. The first three sections of the exam will consist of material drawn from this list, while the fourth section will contain a sight passage from one of the remaining major genres of Greek or Latin literature selected by the student. Students are allowed three hours to complete a written translation; there is no oral component.

The exam is normally taken in the second year of enrollment in the program, and is administered either in the week before classes begin, or in approximately the tenth week, of the fall and winter terms. Unsuccessful exams may be re-taken once, in whole or in part, as determined by the student's committee in consultation with the Director of Graduate Studies.

## M.A. DEGREE TRACKS

### Classical Languages

The student may stress either Latin or Greek or a combination of both. Students who take only one of the ancient languages at the graduate level must present the equivalent of at least one year of elementary college-level in the other; this requirement may also be satisfied by passing a departmental examination.

Eighteen of the hours required for the M.A. must be in graduate coursework in Greek and/or Latin.

### Art & Archaeology

This track is designed for students wishing to supplement advanced study in Greek and Latin with additional research in the material remains of the Greek and Roman worlds. As with the track in Classical Languages, the student may stress either Latin or Greek or a combination of both. Students who take only one of the ancient languages at the graduate level must present the equivalent of at least one year of elementary college-level in the other; this requirement may also be satisfied by passing a departmental examination.

Fifteen of the hours required for the M.A. must be in graduate coursework in Greek and/or Latin. Students writing a thesis in this track must enroll in CLSX 899.

### Combined B.A./M.A. (for University of Kansas undergraduate students only)

This track allows high-achieving undergraduate majors in Classical Languages at the University of Kansas to move directly into the Master's degree in Classics, completing it within one year of completing the B.A.

Students take the same courses (and the same number of courses) as those required for the two degrees under the normal sequence, but in a more flexible configuration. For especially well prepared students with superior grade-point averages, the M.A. requires 24 graduate hours rather than 30. Students enroll as an undergraduate in six hours of 500-700 level courses that count toward the B.A. but are beyond those required for the Classical Languages major. All other requirements for the M.A. are the same as for other tracks: the principal focus remains ancient Greek and/or Latin (concluding with a comprehensive translation exam), and there remains a thesis and non-thesis option and required reading knowledge of a modern research language.

The shift of 6 credit hours from the M.A. to pre-requisites for the B.A. allows students greater flexibility and will ease the burden on their final year of study. More precisely, the flexibility allows faculty to advise students on a course of study that distributes courses across the 5 years of study in the most optimal way for language development.

In summary, students will successfully complete the M.A. in Classics from the University of Kansas if the following credit hour and Enroll & Pay career conditions are met:

1. A minimum of **24** hours at the 500+ level on the *graduate* program line.
2. A minimum of **6** hours at the 500+ level on the *undergraduate* program line beyond what is required of the Classics undergraduate major.

Students may be eligible to co-enroll in their final semester of undergraduate study. This should be discussed and planned during the junior year of undergraduate study.

The requirement that students in the program write an undergraduate honors thesis also provides preparation toward the M.A. thesis. Students who choose the non-thesis option are not required to write an undergraduate thesis.

### **UNIVERSITY DEGREE REQUIREMENTS**

M.A students should also see the [University Degree Requirements & Policies section](#) of this document for general KU requirements for degree, including information on time limits, exam committees and graduation requirements.

## TEACHING ASSISTANTSHIPS

### Appointments and Stipend

The standard half-time (50% FTE) appointment entails teaching 10-12 hours of courses over the nine-month academic year. Stipends for the academic year 2016-2017 started at \$15,000. Those holding a .50 FTE assistantship benefit from a 100% remission of tuition and payment by the department of up to 3 hours of required campus fees.

M.A. students are eligible for a maximum of six semesters GTA funding support, providing both academic work and teaching are satisfactory. (M.A. students should complete a minimum of 15 credits per academic year.)

Graduate Teaching Assistants teach sections of beginning Latin or assist in CLSX 148. CLSX 148, the department's course on Greek and Roman Mythology, is taught in several formats: as a lecture course, an online course, and a hybrid/online course with weekly discussion sections. Occasionally, assistants may also teach Greek or intermediate Latin. All GTAs receive faculty supervision and support. GTAs should plan on enrolling in .5 credits of Practicum in Teaching (either CLSX 790 or LAT 790) every semester in which they hold a graduate teaching appointment.

All offers of financial assistance are contingent on approval by the College and the University, and on the availability of funds from the state. The [Memorandum of Agreement](#) made between the University of Kansas and the Board of Regents with the Kansas Association of Public Employees (representing the Graduate Teaching Assistants) limits the duration of the GTA contracts and details other employment provisions of Graduate Teaching Assistant appointments.

### Resources for GTAs

[GTA Memorandum of Agreement \(PDF\)](#)

[Office of Graduate Studies information on mandatory training](#)

[Full list of GTA/GRA Benefits](#)

[GTA/GRA Health Insurance Information](#)

[HR/Pay System for viewing paychecks](#)

## GENERAL DEPARTMENT POLICIES & PROCESSES

### Graduate Student Progress

Graduate students are required to discuss their progress and future enrollment plans with the Director of Graduate Studies each semester. General policies regarding sufficient enrollment and good academic standing are available in the University Policy Library or the College Office of Graduate Affairs (COGA) website.

### Petitions

If a graduate student has compelling reason to seek exemption from program requirements or University policy, they may submit a petition to the graduate faculty.

Petitioners should write a letter, addressed to the graduate faculty, explaining the reasons why the student is seeking exemption from specific rules, as well as how the educational goals that the rules reflect will still be fulfilled. Where applicable, this petition should be accompanied by a letter of support from the student's advisor and/or the appropriate supporting materials. The letter should be sent to the Director of Graduate Studies (DGS). Depending on the nature of the petition, the DGS may rule on the petition, or refer the petition to the graduate faculty, which will convene to consider the petition.

The graduate faculty will issue a final decision if the policy being petitioned is a departmental requirement (e.g. a course requirement for degree).

In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide simply whether to support the student's petition. If the faculty is in support, the department will submit a petition form to the College Office of Graduate Affairs accompanied by a letter of endorsement from the DGS and a letter of support from the student's thesis advisor, if applicable. The petition form specifies the supporting material needed for each kind of petition, (e.g. leave of absence, extension of time to degree). These materials must accompany the petition sent to COGA.

COGA will then consider the petition. Depending on the nature of the petition, the Office of Graduate Studies and/or the College Committee on Graduate Studies may also consider the petition before a ruling is made. Students may then expect an answer directly from the COGA office within 7-10 days. COGA's [petitions web page](#) provides additional information regarding University petitions, including supplemental documentation that may be required by the University. Additional information regarding the more common University petitions, such as Leave of Absence, enrollment requirements, and Time Limit Extensions may also be found in the University Policies & Degree requirements section of this document.

In cases where the graduate faculty declines to support a University petition, no paperwork may be submitted to COGA. COGA only accepts student petitions in cases where there is documented departmental support and when the petition itself is submitted by a representative of the department.

Students should always consult with the DGS prior to submitting a petition to the graduate faculty to ensure that a petition is necessary and that all the appropriate supporting documentation is accounted for.

**Grievance Procedure**

The Department of Classics advises that graduate students make an attempt to resolve issues, especially matters concerning grades, directly with the instructor or party involved, or with the department chair. If a grievance arises that cannot be resolved directly, or if the student does not feel comfortable attempting to resolve the issue with the department chair, the student should then follow the department's official grievance procedure, which has been approved by the University and may be found by following the link below:

[Department of Classics Grievance Procedure](#)

## UNIVERSITY DEGREE REQUIREMENTS & POLICIES

The following KU Office of Graduate Studies policies apply to ALL graduate students, regardless of degree program. Additional information or restrictions on each policy or requirement may apply and can be found by following the highlighted link.

### Transfer of Credits

Up to 9 credit hours may be transferred toward a master's degree if taken at a regionally-accredited graduate program by approval of the department and the Graduate Division.

Some restrictions apply to what non-KU graduate courses can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and consult with his or her Director of Graduate Studies.

### Credit/No Credit

Credit/No Credit (CR/NC) is an option for graduate students seeking to take a course outside of their degree or certificate program. **No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.** This includes, but is not limited to, courses taken to fulfill the Research Skills. It is the student's responsibility to check with the department about the appropriateness of CR/NC.

If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the [College Office of Graduate Affairs](#) (COGA) office.

Some additional restrictions apply, so students should carefully review the information in the link above.

### Time limits

Normal expectations are that a master's degree should be completed in two (2) years of full-time study. Students who may go beyond the normal time expectations should review the information in the link above and consult with the Director of Graduate Studies to create a timeline for degree completion.\*

### Leave of Absence

An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department. A leave of absence may be granted in extraordinary circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals). Students seeking a leave of absence should first consult with the Director of Graduate Studies.\*

\*Time limits and procedures for leave of absence apply to all graduate students, whether or not they hold appointments as Graduate Teaching Assistants. The Department will make an effort to advise individual students of their time limits, but in principle it is the students' responsibility to make certain that they comply with them.

## Exam Committee Composition

### **Master's committees**

Master's committees are composed of at least three (3) voting members and must adhere to the following requirements:

1. Two committee members must be tenured/tenure-track faculty holding regular graduate faculty or dissertation status and be members of the candidate's department/program
2. One member may hold any graduate faculty status, including regular, dissertation, or special status. This third member can be, but need not be, a member of the candidate's department/program.
3. For approved professional master's degree programs (listed in exclusions and special circumstances), the committee may be composed as described above, or any number of the committee members may be professors of the practice in the department/program.

For both Master's and doctoral committees, substitutions of the committee chair (and/or co-chair) are prohibited after the committee has been approved by the graduate affairs division of the school/college. If a committee chair (and/or co-chair) needs to be replaced, the revised committee must be approved by the school/college two weeks in advance of the exam.

Substitutions of the committee members are permitted as long as the new members hold regular or dissertation graduate faculty status. Special members can be added after the committee has been approved by the graduate affairs division of the school/college, but these additions must be approved by the school/college no later than two weeks in advance of the exam.

### **Graduation Requirements**

In addition to any departmental degree requirements, M.A. students planning to graduate must complete all University graduation requirements **prior to the published Application for Graduation deadline** in a given semester. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation.

## MA DEGREE GRADUATION CHECKLIST

Students are **strongly encouraged** to visit the College Office of Graduate Affairs (COGA) immediately following the final exam and in advance of the applicable Application for Graduation deadline. During this visit a COGA staff member will review all degree requirements with you, verify that the Application for Graduation and Thesis submissions have been completed, and provide guidance on any pending items.

### **Student Rights and Responsibilities**

Graduate students are bound by the rules and regulations of the University of Kansas. Students should review the KU [Code of Student Rights and Responsibilities](#). When rules are violated and disciplinary action is necessary, the penalties imposed may include warning, probation, suspension, and expulsion.