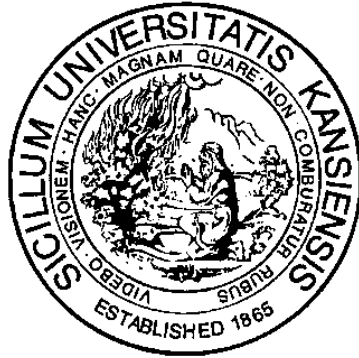


University of Kansas



Department of Classics

GRADUATE PROGRAM HANDBOOK



Last updated: June 29, 2026

Contents

ADMISSION TO GRADUATE STUDY IN CLASSICS.....	5
Prerequisites	5
Required Supplemental Documents.....	5
English Language Proficiency Requirement.....	5
MASTER OF ARTS IN CLASSICS	7
DEGREE REQUIREMENTS	7
Coursework	7
Research Skills.....	8
M.A. Examinations	9
M.A. DEGREE FOCUS.....	10
Classical Languages	10
Art & Archaeology.....	10
Combined B.A./M.A. (for University of Kansas undergraduate students only).....	10
UNIVERSITY DEGREE REQUIREMENTS.....	11
TEACHING ASSISTANTSHIPS.....	12
Appointments and Stipend.....	12
Resources for GTAs	12
GENERAL DEPARTMENT POLICIES & PROCESSES.....	13
Graduate Student Progress	13
Regular & Timely Feedback from Thesis Advisor.....	13
Petitions	14
Grievance Procedure	15
STUDENT RIGHTS & RESPONSIBILITIES.....	17
UNIVERSITY POLICIES AND DEGREE REQUIREMENTS.....	18

General Policies.....	18
Admission	18
English Proficiency Requirements.....	18
Enrollment.....	20
Graduate Credit (Including Transfer Credit).....	21
Credit/No Credit	23
Probation & Dismissal	24
Grading.....	25
Time limits	26
Leave of Absence.....	27
Required University Milestones	28
Doctoral Degree Requirements	29
Graduate Certificate Requirements	30
COGA Graduation Checklists.....	31
Graduate Studies Funding Opportunities	32
APPENDIX I.....	34
Information and guidelines for MA Comprehensive Exam.....	34
APPENDIX II.....	38
Guidelines for MA Thesis Progress and Committee Involvement.....	38
APPENDIX III	41
Sample GTA Agreement.....	41

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: Pamela
Gordon
E-mail: pgordon@ku.edu

Director of Graduate Studies: Emma Scioli
E-mail: scioli@ku.edu

Graduate Program Coordinator:
Aley Pennington
E-mail: aleypennington@ku.edu

Office Manager:
Sonia Farmer
Email: 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 a minimum of 6 junior/senior credits in Latin or Greek and 9 junior/senior credits in the other. 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 provisionally or may apply as non-degree seeking (NDS) students. Incoming students are also encouraged to complete coursework in the history, archaeology, and culture of ancient Greece and Rome before entering the program.

Required Supplemental Documents

The following documents should be prepared in advance and uploaded to the application portal:

- 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

For further information regarding the program or the application process, please contact Aley Pennington, Graduate Program Coordinator, aleypennington@ku.edu.

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

University of Kansas

1502 Iowa St.

Lawrence, KS 66045

1. OR -

If your institution offers a secure electronic transcript delivery service (such as Parchment or National Student Clearinghouse), you may have transcripts sent to:

graduateadm@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 focuses 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 other departments 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. The art/archaeology requirement may also be met by taking a study abroad course in Greece or Italy either during a spring break or summer while enrolled in the MA program. Students with no background in ancient Roman history/culture and/or ancient Greek history/culture are encouraged to take courses at the graduate level to satisfy these area requirements. In the absence of a course, the student can opt to take an exam in Greek history and/or Roman history set by a faculty member and based upon a set text and reading list. It is department policy that the art/archaeology requirement CANNOT be covered by an exam in place of coursework. Students lacking all three courses may choose among two of the three to pursue in 500-level course work while in the MA program, if their schedule or other constraints will not allow for courses in all three areas.

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 in the student's advising file.

Four-Semester Cycle of Courses

Headings indicate areas from which instructors may draw material for author or theme courses..

Recent courses offered include:

- ❖ Human, Animal, and Divine in Roman Thought
- ❖ Medea and her Sisters in Latin Poetry
- ❖ Alexandrian Poetry
- ❖ Rome's Civil War in Literature
- ❖ Greek Poetics

Greek

- Graduate Reading in Greek
- Graduate Seminar in Greek Prose
- Graduate Seminar in Greek Verse
- Topics in: Greek

Latin

- Graduate Reading in Latin
- Graduate Seminar in Latin Prose
- Graduate Seminar in Latin Verse
- Topics in: Latin

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:

Two years of undergraduate study;
completion of French 601, Italian 601, or German 704;
an examination administered by the Director of Graduate Studies.

6-8 weeks before the student plans to sit for the exam, they submit PDFs of 5 articles or book chapters (about 20 pages in length) in the language of their exam. These should be on topics related either to the student's thesis research or something they are reading for a seminar report or paper. The exams are given on or around Oct 15 and on or around March 15, once per semester. The exam is a passage 500 words with a dictionary, 350 without, taken from one of the five submitted articles. An hour is allotted.

M.A. Examinations

- a) **Diagnostic Exam:** 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.

- b) **Comprehensive Exam:** 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 Director of Graduate Studies and the examination will be prepared by the committee using material drawn from the student's reading list.
The student will present a reading list of no less than 300 pages, according to pagination in the Oxford Classical Text or its equivalent. Students are encouraged to draw from course readings to create their examination reading list. This list will consist of 25-150 pages from at least three of the following four categories:
 1. Greek Prose
 2. Greek Verse
 3. Latin Prose
 4. Latin Verse

The list must be approved by the Director of Graduate Studies at least five weeks before the date scheduled for the examination. The candidate's chair is also encouraged to read and approve the list when possible. The first three sections of the exam will consist of material drawn from this list. On the fourth section, students will have a choice of one from two sight passages: one Greek and one Latin, taken from a list of standard authors as determined by the department. 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 in the week before classes begin 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. Under certain circumstances, a student may be allowed to retake one portion of the exam a second time.

M.A. DEGREE FOCUS

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 focus 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 Roman 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 is a thesis requirement 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:

A minimum of 24 hours at the 500+ level on the *graduate* program line.

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 2026-2027 started at \$20,084. Those holding a .50 FTE assistantship benefit from a 100% remission of tuition and payment by the department of up to 3 hours of student fees and 100% of the wellness fee for GTAs enrolled in at least 3 hours.

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.)

We offer our MA students diverse teaching assistantships in courses such as Greek and Roman Mythology, Beginning Latin, Intro to Roman History, and Intro to Greek and Roman Archaeology.

CLSX 148, the department's course on Greek and Roman Mythology, is taught in several formats: as a lecture course with GTA-led discussion sections (fall), a discussion-based in-person course (spring), 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 enroll in 1 credit of Practicum in Teaching (either CLSX/GRK/LAT 790 or CLSX/GRK/LAT 791 if they are the instructor of record) every semester in which they hold a graduate teaching appointment. **No more than 4 credit hours from a Practicum in Teaching course may be applied towards the MA.**

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](#)

[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.

Regular & Timely Feedback from Thesis Advisor

Graduate students are entitled to regular and timely feedback from their thesis advisor. A timeline for submission and feedback will be established at the September prospectus meeting. The expectation is that a student is entitled to receive feedback on their work within a maximum of 10—14 days of submission to their advisor. If the student is not receiving feedback within this timeframe, and a conversation with their advisor does not resolve the issue, the student may make an appointment with the DGS to mediate.

Standards used for grading thesis hours (CLSX/GRK/LAT 899)

GRADE	Description of Grade	Action by Program
SP (Satisfactory Progress)	The student has met the goals of the semester as agreed upon with the faculty advisor. The progress made in the semester supports timely completion of the thesis.	The student is making satisfactory progress toward their degree. No action is needed.
LP (Limited Progress)	The student completed less than what was agreed upon with their faculty advisor.	Prior to the start of the subsequent semester, the student must meet with DGS to discuss progress and option for converting

		Spring thesis hours to independent study hours. If student continues with the thesis, student and advisor must meet to draw up a Mentoring Agreement that includes a timeline for progress, signed by student, advisor, and DGS, by the end of the first week of classes.
NP (No Progress)	The student has shown no evidence of completed work or did not make progress toward the thesis.	Prior to the start of the subsequent semester, the student must meet with DGS to discuss either dropping the thesis or switching to independent study hours. At this meeting, the student must be made aware that they will not be able to graduate with an NP grade for Thesis hours during their final semester. Decision to continue with thesis must be made after consultation with DGS and advisor. Mentoring Agreement that includes a timeline for progress, must be drawn up and signed by the student, advisor, and DGS by the end of the first week of classes.

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. 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](#)

Policy on Switching Advisors

The Advisor's Role

An advisor is a member of the graduate faculty who oversees a student's general progress through the second year of the program, when the student takes comprehensive exams and may elect to

write a thesis, and is a mentor to the student for the remainder of their time in the program. The DGS (Director of Graduate Studies) serves as advisor for all graduate students while they are in the first year of the program. At the end of the first year or beginning of the second year, the student identifies a member of the graduate faculty willing to serve as an advisor for the comprehensive exam and/or thesis. This faculty member will serve as the student's advisor for the remainder of the student's time in the program, unless a formal advisor switch is made.

Note: Since all students are advised initially by the DGS, this policy concerns a switch from one exam/thesis advisor to another, not the initial switch from DGS to exam/thesis advisor.

Reasons for Switching Advisors

Our graduate faculty strives to create and maintain an inclusive and supportive environment for our MA students. There are many reasons why one would consider switching advisors – for example, a shift in research interests, a change in an advisor's status at KU, or an unproductive working relationship. Students are encouraged to consider an advisor change when doing so feels critical for progress towards their degree, but are also cautioned to proceed professionally during this process, and, specifically, to maintain open communication whenever possible.

Procedure

Change of faculty advisor may be initiated by either a student or a faculty member. In the event that a student or their faculty advisor wishes to terminate the advisor-student relationship, the following procedures must be followed.

If a student wishes to change advisors, they should schedule a meeting with the DGS to discuss their options. The student does not need to initiate the meeting with their current advisor. If appropriate, the DGS will also consult with the faculty advisor to obtain complementary information. After learning about the case from the student (and, if appropriate, the advisor), the DGS will present the student with general information about the mechanism for switching advisors and will be directed to this section of the handbook and to the form for switching advisors. Linked here: [Record of Change in Advisor.pdf](#).

In the case that the DGS is also the student's advisor, the department Chair shall preside over the process.

If a faculty member wishes to remove themselves as an advisor to a student, they should schedule a meeting with the DGS to share their reasons for the change. If appropriate, the DGS will also consult with the student to obtain complementary information. In the case that the DGS is the student's advisor, the department Chair shall preside over the process.

If eligible to switch advisors, the student will meet with other Classics faculty members and identify one who is willing to begin mentoring the student immediately.

If the student is unable to find a new advisor within one month of the initial consultation with the DGS (or Chair), the DGS (or Chair) will require that the student use their thesis hours towards an independent study project (with expectations amended to match those of an independent study), with the DGS as advisor (if the student is already enrolled in thesis hours). If the student has not yet enrolled in courses, the student is required to enroll in independent study hours with the DGS as advisor, or an additional approved course, for the subsequent semester.

If the student is unable to find a new faculty advisor within one semester, they would be eligible for dismissal from the program.

STUDENT RIGHTS & 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.

UNIVERSITY POLICIES AND DEGREE REQUIREMENTS

This section contains information on requirements and policies of the Office of Graduate Studies and the College of Liberal Arts & Sciences, both hereafter referred to as “the University”. It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

General Policies

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

Admission

Degree or non-degree seeking applicants must have a bachelor’s degree (as evidenced by an official transcript from the institution the degree was obtained).

Related Policies and Forms:

- [Admission to Graduate Study](#)

English Proficiency Requirements

The University requires all applicants, international or domestic, to demonstrate English proficiency for admission to any graduate program at KU. There are three ways to prove English proficiency:

- Declaration of native or native-like speaker status on the online application for graduate study.
- Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old. Scores must be reported to KU directly by the testing service. Self reported scores or unofficial scores are not accepted. TOEFL scores should be sent by ETS to KU institution code 6871. IELTS should be sent to KU Graduate Admissions via the e-delivery service. PTE score sheets containing the Score Report Code and Registration ID should be emailed to graduateadm@ku.edu for verification.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium college or university or an accredited college or university in the United States. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- AEC Curriculum: Students who haven't taken one of the listed tests may complete coursework through the KU [Applied English Center](#) (AEC) to demonstrate English proficiency.
- US Military Employment: If you are employed as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank), then you will be considered fully proficient and will not be required to complete AEC testing.

Additional English Competency Requirements for GTAs:

English proficiency requirements for GTAs are governed by the Kansas Board of Regents and must be met separately from the English proficiency requirement for admission to a KU graduate program. Detailed information on English proficiency requirements for GTAs may be found on Graduate Studies' [Spoken English Competency page](#).

Related Policies and Forms:

- [English Proficiency Requirements for Admission to Graduate Study](#)
- [Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy](#)
- [Graduate Credit](#)

Enrollment

For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may have additional enrollment requirements, for students who are required to enroll full time (e.g. students holding a GTA/GRA/GA appointment, international students on an F-1 or J-1 visa, students receiving federal financial aid, etc.) the University defines full time enrollment it as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

Students not enrolled by 11:59pm the day before the first day of classes will be assessed a late enrollment fee. The University Registrar then deactivates the KU ID of any not enrolled by the last Friday in October (for Fall) or last Friday in March (for Spring). Students who wish to enroll after that must pay a fee to be reactivated.

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf. Please note that voluntarily withdrawing from your program does **not** automatically withdraw you from coursework. You must also withdraw from all classes in Enroll & Pay via the “Withdraw from the University” option.

Deadlines for adding, changing, dropping, or withdrawing from all courses, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

Your graduate program coordinator is available to guide you through any enrollment scenarios or questions that come up. In order to avoid problems on your record, please consult with them prior to dropping or changing enrollment.

Related Policies:

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Degree Requirements](#)

Graduate Credit (Including Transfer Credit)

The Office of Graduate Studies [policy](#) on Graduate Credit defines KU’s conditions for the following:

- Definition of graduate credit for the purposes of a course “counting” towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master’s students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;

- Counting credit hours taken as a certificate seeking student toward another graduate degree.

Transfer Credit

The transfer credit option allows master's students to add graduate-level coursework completed at another institution to their KU transcript to count toward their KU degree. Upper level coursework taken as an undergraduate, even courses numbered at the graduate level, is not eligible for transfer in any case. Additional restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution or other relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

Reduced Credit Hour Degree

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. Reduced credit hour degrees must be based on coursework or experiences that can be objectively measured, such as coursework or qualifying internship or study abroad programs. Professional or life experience does not qualify. A reduction in hours is distinct from a transfer of credit and is reserved for students whose prior coursework doesn't qualify for transfer credit (e.g. was already used to fulfill requirements towards a completed degree) and there are no modifications on the transcript

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS. Students must also provide documentation of the coursework or experience being used to justify the reduced hours (e.g. transcripts, program descriptions).

Because there is no minimum number of required hours for the Ph.D., reduction of required hours based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

Related Policies:

- [Graduate Credit](#)
- [Co-enrollment](#)
- [Master's Degree Requirements](#) (on Reduced Hour Master's Degree)

Credit/No Credit

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their cumulative graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

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 and Responsible Scholarship requirement for doctoral students.

Students make the CR/NC election via the Registrar's CR/NC [online request](#) form. Elections and changes to elections can only be made during the specific CR/NC period. For regular semester courses, this period begins after the last day to add a class and extends for approximately two weeks. Exact dates may be found on the current [KU Academic Calendar](#). Please keep in mind, short courses may have [alternate dates](#).

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling; however, in cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

Related Policies and Forms:

- [University Senate Rules and Regulations \(USRR\), Section 2.3.8](#)

Probation & Dismissal

Probation is an academic status that can be assigned to a graduate student that is not making [satisfactory progress](#) toward completing their degree. The department initiates the probation process and will inform the student of why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

Students are most commonly placed on probation due to their graduate cumulative [GPA dropping below a B average \(3.0 on a 4.0 scale\)](#). In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's cumulative GPA is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Additionally, the College has set a 2.5 minimum GPA for students to be eligible for a semester of academic probation. In cases where a student's GPA drops below the minimum of 2.5, the student is considered ineligible for academic probation and will be dismissed by the College. Students are strongly advised to review the [College-specific policy on probation and dismissal](#) for more information about the 2.5 threshold for dismissal.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to;

- Lack of progress on the thesis or dissertation
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams),
- Unsatisfactory grades or GPA within foundational required courses (despite the overall cumulative GPA)
- An unsatisfactory result in their department's annual progress evaluation
- Nearing or going beyond their maximum time to degree. See the Time Limits section below for more information.

Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook or the degree requirements section and with their program advisor for more information.

If a student is unable to raise their cumulative GPA or otherwise meet the communicated terms of the academic probation, the department will reconsider their continuation in the program, in most cases will recommend the student for dismissal. Once dismissed, a student is no longer able to be enrolled in coursework and cannot complete their degree. Students dismissed from any graduate program may not be admitted to any other graduate program at the University of Kansas.

A student on probation or facing dismissal should discuss their status with their advisor.

Related Policies:

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Probation and Dismissal \(CLAS\)](#)
- [Good Academic Standing policy](#)

Grading

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies.

Students should also carefully review the [College-specific grading information](#), in particular the section on the SP/LP/NP grading scale for thesis & dissertation hours and the impacts of receiving a LP (limited progress) or NP (no progress). Students should also consult their adviser and the departmental grading section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

Additional information pertaining to graduate grading can be found on COGA's pages for [Retroactive Withdrawal](#), [Incomplete Grades](#), and [Graduate GPA](#). The Registrar's Office's also offers information on the [Credit/No Credit](#) option.

Related Policies:

- [University Senate Rules & Regulations](#)
- [Grading](#)
- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Probation and Dismissal \(CLAS\)](#)

Time limits

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, students are encouraged to use a Mentoring Agreement Template and/or adapt to their own needs to support effective mentoring and a positive mentoring relationship.

Note that the College's Mentoring Agreement is required for doctoral students who are within 2 years of exhausting their maximum time to degree. See the [College Graduate Regulations](#) or talk to your graduate program coordinator for more information.

Related Policies and Forms:

- [Master's Degree Program Time Constraints](#)
- [Engagement and Enrollment in Doctoral Programs](#)

- [Doctoral Degree Comprehensive Oral Exams](#) (on exam expiration and recertification)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)

Leave of Absence

In exceptional 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) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. 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 and while “stopping the clock” on their time to degree.

Requesting a Leave of Absence is done through a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department’s internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student’s need for a leave of absence; however, the only document that the College requires for the petition is the Leave of Absence form, linked below.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU [Academic Calendar](#) for exact dates that enrollment begins.

If at any time plans change and a student wishes to return and enroll before leave was supposed to end they may contact their department to be reactivated early.

Related Policies and Forms:

- [Leaves of Absence](#)
- [CLAS Leave of Absence Petition Form](#) (PDF)

Required University Milestones

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the following milestones are required for all students and specific regulations apply:

- Master's Final Culminating Exam (written or oral)/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

*A final culminating effort is not required for departments with an approved coursework-only master's degree option in the Academic Catalog (note that programs with a capstone are considered coursework only).

Before a student is allowed to complete any of these three exams, pre-approval from the College is required in advance of the exam date. This pre-approval request will be submitted on your behalf by your department after the exam date has been scheduled. The College reviews the student record and verifies all University requirements have been fulfilled. The full list of these requirements may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

There are additional policies requirements for oral exams. The following are University policies pertaining to oral exams:

Oral Exam Committee Composition

All voting committee members must be appointed members of the Graduate Faculty of KU. Additionally, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty in the candidate's department or program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee. Your graduate program coordinator can assist with confirming the qualifying status of any faculty member at KU, or outside of KU.

Oral Exam Attendance

Oral Exams may be conducted in-person, remotely, or a hybrid of both. There are no University level requirements for physical presence; however, there are strict regulations on participation.

In all cases, all committee members must be present, either physically or via phone/video conference, for an exam to commence. **If a committee member does not arrive or appear, the exam may not begin and if a committee member leaves or loses connection such that they cannot fully participate, the exam may not proceed. Oral examinations that do not meet these attendance requirements are not valid.**

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

Related Policies and Forms:

- [Master's Student Oral Exam Committee Composition](#)
- [Doctoral Student Oral Exam Committee Composition](#)
- [Oral Exam Attendance](#)
- [Graduate Faculty Appointments](#)

Doctoral Degree Requirements

In addition to the student's individual Ph.D. program's degree requirements, the following are University requirements for graduation with a Ph.D. at KU.

Enrollment Requirement

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. This may be accomplished through either of the following:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy
- At least 18 hours of enrollment in KU coursework spread out over several part-time semesters

Related Policies and Forms:

- [Engagement and Enrollment in Doctoral Programs](#)

[Continuous Enrollment for Post-Comprehensive Students](#)

During the semester in which the doctoral oral comprehensive exam is completed and each fall and spring semester follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comp exam.

Students are strongly advised to closely review the College's page on Post-Comp Enrollment. This page explains requirements in great detail.

[Review the Post Comp Enrollment Requirements](#)

Failure to properly comply with the enrollment requirements may cause delays to graduation or additional enrollment requirements to make up what was missed, increasing tuition expenses near the end of your degree program.

To avoid delays or additional costs, you are also strongly advised to meet with your graduate program coordinator the semester before your oral comprehensive exam.

Your graduate coordinator will work with you to develop an enrollment plan that meets all policy requirements, while also preventing unnecessary or avoidable fees.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. Departments are responsible for tracking student enrollment will submit the certification form on the student's behalf **at least two weeks prior** to the beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full-time enrollment, as well as the enrollment requirements of their employment contract.

Related Policies and Forms:

- [Full-time Enrollment for Graduate Students](#)
- [Doctoral Candidacy](#)

[Graduate Certificate Requirements](#)

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study, gain a credential for expertise in an outside area of study, or provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. Note that students must be fully

admitted to a graduate certificate by the end of the last course that will count to fulfill the certificate. Students wishing to complete the certificate should apply as early as possible. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

Related Policies and Forms:

- [Graduate Certificate Programs: Eligibility and Admission Criteria](#)
- [Policies & Procedures for Graduate Certificate Programs](#)

GRADUATION REQUIREMENTS (M.A. & Ph.D.)

In addition to all program requirements, students [planning to graduate](#) must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

[COGA Graduation Checklists](#)

COGA's graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student in the College as soon as graduation is expected. Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

“MY GRADUATION CHECKLIST” CANVAS COURSE

If you are graduating with a PhD or a thesis option master's degree, you will submit documents and track the completion of your graduation requirements via your "My Graduation Checklist" site in Canvas. This site will be your online hub for all instructions and resources related to degree completion and graduation.

Your My Graduation Checklist Canvas site will be activated at one of these times, whichever comes first:.

- On the 20th day of classes for students who have submitted an Application for Graduation via Enroll & Pay for that semester
- When your department submits your exam date and information for pre-approval
- During the week after the graduation deadline, for students who have applied to graduate for the upcoming semester

We strongly encourage students to submit an Application for Graduation as early as possible, but at minimum prior to the 20th day of classes of the semester you want to graduate so that you can get access to the information and resources in your Graduation Checklist site as early as possible!

If your Graduation Checklist has not been activated yet, you can utilize the Graduation checklists referenced above.

Graduate Studies Funding Opportunities

The Office of Graduate Studies offers funding opportunities in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to the Office of Graduate Studies. Some of the available funding includes:

Dissertation Fellowships: intended for doctoral students who have passed their comprehensive examinations; for one academic year, non-renewable.

Summer Fellowships: intended primarily for post-comp doctoral students.

Graduate Student Travel Fund: intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (max \$750) only once per academic year, with priority given to students who have not received the fund previously. Funds are available on a first-come, first-served basis.

Doctoral Student Research Fund: Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students are eligible to receive one award from this fund during their doctoral career. Students should check the link above for additional information and restrictions.

APPENDIX I

Information and guidelines for MA Comprehensive Exam

Requirements for making MA Comps reading list:

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 Director of Graduate Studies, and the examination will be prepared by the committee in consultation with the student.

The student will present a reading list of no less than 300 pages, according to pagination in the Oxford Classical Text or its equivalent. This list will consist of 25-150 pages from at least three of the following four categories: 1. Greek Prose; 2. Greek Verse; 3. Latin Prose; 4. Latin Verse.

Creating the List:

When choosing material for the reading list, the student should attempt to select entire works, or entire books/sections of text. When selecting works of poetry, an attempt should be made to include contiguous selections (such as Propertius' *Monobiblos*, rather than selections of elegies from all 4 books; or Book VII of Ovid's *Metamorphoses*, rather than short excerpts from several books adding up to 25 pages). Exceptions will be made on a case-by-case basis, especially if the selections have been assigned for a seminar and are thus linked thematically or otherwise.

Each student's reading list is unique to them and is developed in consultation with the DGS. The reading list should be finalized by June 1 for students taking the exam in August, and by October 1 for students taking the exam in January. Students who

elect to take the exam in January may make changes to their list between October and December 1 in order to reflect works read in Fall seminars. Students taking the exam in August may wish to incorporate works anticipated to be read in the coming Fall seminars.

The reading list should consist primarily of works read in graduate Greek and Latin seminars at KU. The rest of the list should reflect primary source works important to the student's MA thesis (if relevant), or teaching portfolio (if relevant); and works read in advanced classes during the year prior to attending KU, or "wish list" texts. The DGS shall prioritize "standard" texts (such as Homer's *Iliad* and Vergil's *Aeneid*) if these are missing from a student's list and they need to get up to 300 pages, or if the wish list texts do not have suitable editions and commentaries.

Scheduling the Exam

The exam is taken in the second year of the MA program. Students elect to sit for the exam either the Friday before classes begin in August, or the Friday before classes begin in January.

Before scheduling the exam, a student needs to have a full committee of 3 members (Chair, second reader [or co-Chair], and third reader).

To schedule the exam, the student must submit the names of all 3 committee members, as well as a provisional thesis title (if relevant) to the COGA Advisor and Classics DGS, at latest TWO WEEKS prior to the desired exam date. Once this information, along with the date, time, and location of the exam, is received, the exam is scheduled, and a replacement date cannot be scheduled without a further 2 weeks' notice.

Exam Format

The exam consists of four passages of about 20-30 lines of Latin or ancient Greek each (length depends upon whether the passage is prose or verse, and, in some cases, upon the perceived difficulty of the passage).

Students taking the exam have 3 hours to complete it in one sitting. To the extent possible, the DGS will place all students taking the exam in one classroom or in two groups divided across two classrooms in Wescoe Hall.

In writing the exam, the committee may choose to gloss words that are perceived to be difficult, rare, or technical. Both sight and seen passages include a heading containing the work (with book and line numbers, where relevant), its author, and a brief description of content for context.

Seen Passages:

Three of the passages on the exam are “seen.” A “seen” passage is one taken directly from the student’s reading list.

Sight Passage:

Students will have a choice of 1 from 2 sight passages: one Greek, one Latin.

Sight passages will be taken from a list of “standard” authors in both Greek and Latin, as determined by the department.¹ These authors may or may not be represented among the texts on the student’s reading list. It is possible that the reading list will also include some of the texts eligible for the sight-reading portion.

The student can work on the exam passages in any order and can come back to work on passages started earlier in the 3-hour slot. The student may use as much scratch paper as needed to work efficiently.

Evaluation of Exam by Committee

The exam is first evaluated by the committee chair and the first reader. These two faculty members read and evaluate the exam independently and then meet to

¹ The “standard text” list is as follows: For Latin: Vergil (*Aeneid*), Cicero (any prose text excluding the letters); For Greek: Homer (*Iliad* or *Odyssey*), Plato (any text).

compare notes on their evaluation. If there is a passage considered a borderline pass, or there is a disagreement between the examiners, the second reader will be asked to evaluate the whole exam or a selection of passages.

When evaluating an MA exam, the committee is not expecting perfection from every student. Rather, they are looking for evidence that the student has read the passage recently and/or thoroughly enough that they can convey close familiarity with the passage.

Evaluators look at the student's ability to recognize vocabulary, morphology, and syntax in the effort to produce a sensible prose translation of each passage.

Evaluators also look for sensible guesses in instances when the student does not recall a vocabulary item or cannot make sense of a sentence's syntax.

It is advisable for a student to make an attempt to translate all of the passage, rather than skipping lines and leaving them blank.

Rubric for Evaluation:

Exams will be graded using a rubric established by the department. Committee members will compare their rubrics in discussing the student's performance to reach a final assessment and evaluation of the exam.

To Help Prepare:

Students will have a copy of the rubric prior to the exam. Students will also have access to previous exam passages and translations (anonymized) with committees' comments to demonstrate the standards used in evaluation.

Honors on the MA Exam

Exams that are of an exceptionally high quality in terms of accuracy of translation and demonstrate nuance in the rendering of a passage in English may be awarded Honors at the discretion of the committee members. Honors must be agreed upon by all members of the committee.

APPENDIX II

Guidelines for MA Thesis Progress and Committee Involvement

A. Getting Started: May-August of First Year

- i. Ideally, an MA student who wishes to write an MA thesis should have a general topic or area of inquiry established by the end of the first year of the program (mid-May). It is advisable to consult with the faculty member (or members) with whom the student wishes to work as chair of the committee, so that this person can give early guidance on the topic and can assist with suggestions for reading and writing over the summer.
- ii. The topic can be honed or modified at a later date, but it is important to have a sense of the primary sources and secondary scholarship relevant to the topic in order to begin reading over the summer.
- iii. Reading primary sources over the summer serves two important purposes:
 - a. To allow the student to become familiar with the ancient sources at the core of the thesis.
 - b. To allow the student to prepare for the comprehensive exam, which would ideally include selections from the thesis reading.
- iv. In consultation with the chair of the committee, the student should decide whom to ask to serve as second and third members of the committee. These people should be approached as soon as possible. The full committee should be established by no later than **September 1** of the second year.
 - a. If the student is planning to take their Comprehensive Exam in August, the full committee needs to be established at latest 2 weeks prior to the exam date.
 - b. Emeritus faculty members are eligible to serve on committees for up to 3 years after the date of retirement.

B. Working with the Committee: Second Year

- v. Once the committee is established, the student should expect to have a meeting with the full committee no later than **September 15 of the second year**. At this meeting, the student will present a 1-2 page prospectus accompanied by basic bibliography to the committee.
 - a. The prospectus should include the following components:
 - i) a general statement of the question that the thesis seeks to answer and the anticipated argument.
 - ii) a preliminary layout of the chapters (usually 3 chapters with short introduction and conclusion)
 - iii) a select bibliography of the main works in the “scholarly conversation” of the thesis topic.

- iv) Some sections of the prospectus may be more developed than others. That is OK! The prospectus should show evidence that the write is thinking of the project as a thesis-length work, even if there are some areas that are not as developed as others.
 - vi. The September meeting serves several purposes and is structured as follows.
 - a. The student spends the first 10 minutes presenting the prospectus to the committee. This does not need to include a formal presentation (slides are not necessary or recommended) but rather should walk the committee through the prospectus, touching upon (but not limited to):
 - i) The origin of the idea
 - ii) The question(s) asked
 - iii) The plan for the structure
 - iv) The bibliography and other aspects of the scholarly discourse into which the thesis project is entering.
 - b. The committee will discuss the student's prospectus and suggest areas where individual members might be able to contribute individual expertise to the overall project.
 - c. The committee and the student will discuss the benefits of asking m
 - d. Members of the committee to serve as letter writers for PhD applications.
 - e. The committee and the student will decide on a timeline for submission of chapters (see more below).
 - f. The members of the committee will discuss their preferences for receiving and evaluating work during the process. Aside from the Chair, who will have the most involvement with the work, the additional members of the committee and the student can decide collectively what is preferable for their involvement. Items to consider: how frequently would committee members like to meet with the student? Would the committee members prefer to read chapters as they are being developed, or wait to see a finished draft before offering feedback?
 - I. Work with the committee will vary from student to student but should adhere to the proposed timeline below.

C. Suggested Timeline for Completion: First and Second Year

- vii. Summer (May-Aug) of first year: exploration of topic via reading of relevant primary and secondary sources; consideration of post-MA plans, such as pursuit of a PhD or secondary teaching, and what role the thesis might play in advancing those goals

- viii. Sept 1 of second year:
 - a. Deadline for establishment of committee
 - b. Begin or continue working with chair of committee on the prospectus
- ix. Sept 15 of second year:
 - a. Meeting with 3 committee members to review proposed topic and establish guidelines for meetings, timeline for submission.
 - b. It is the responsibility of the thesis writer to coordinate with committee members to set the date and time for this meeting.
 - c. The writer should complete a draft of the prospectus in time for the chair to read it and give feedback *before* the writer shares the prospectus with the full committee.
 - d. It is ideal but not required for the writer to share the final prospectus with the second and third readers on the committee 24-48 hours prior to the prospectus meeting
- x. Nov 15-Dec 1: Draft of Chapter 1 completed and submitted to committee members
- xi. Dec 1-Dec 15: Committee deadline for returning comments to student
- xii. Late-Feb/early Mar: draft of chapter 2 completed and submitted (to Chair and others, if requested)
- xiii. April 15-25: submission of final draft to all committee members, with expectation that final comments will be received from readers by the last day of classes or during oral defense.
- xiv. First-Second Week of May: Informal oral defense of thesis, with full committee present (plus invited guests and cookies).
- xv. Last day of finals week (second-third week of May): Deadline for final draft of thesis with signature pages due to COGA.
- xvi. June Submission for Summer Degree: If a student is unable to meet the May submission deadline, they have the option of submitting the thesis in early June for a summer degree. If a student makes this deadline, there is no need to enroll in summer classes.

D. Thesis Structure and Length

- I. There is no required length or structure for the MA thesis.
- II. It is helpful to think of the full thesis in terms of 3 chapters of about 20-25 pages each, with a short Introduction and Conclusion.
- III. Some theses will have fewer than three chapters; others may have more than this number.
- IV. The final thesis should be in the range of 65-85 page.

APPENDIX III

Sample GTA Agreement

Department of Classics

The following document contains departmental expectations for graduate students in the Classics MA program. Some of the items below pertain to your role as a GTA in the department, while others relate to your role as a valued member of the Classics Department community.

Teaching and Mentoring

The mentoring relationship between GTA and mentor will vary by class, depending on whether the GTA is the instructor of record for their course, or an assistant in a course taught by a faculty member. The expectations below apply in addition to any course-related expectations communicated by your mentor.

- Attend all meetings scheduled by your mentor.
- Respond promptly, preferably within 24 hours, to email from your mentor.
- Let your mentor know in advance (if possible) when you cannot perform your duties for a section or class due to illness, planned travel, or personal emergency.
- Meet with your mentor to discuss their observations of your teaching at least once per semester.
- Discuss with your mentor any concerns about your class or section before they escalate.

Communication

Timely communication among members of the department is essential for the department to function smoothly.

- Respond promptly to emails from the Classics Dept. Chair, DGS, your thesis advisor, and professors for your courses. Timely response is within 24 hours from receipt unless quicker response is requested.
- If you cannot respond in full within 24 hours, let the writer know that you have received the email and will respond when you can.

Events Outside of the Classroom, Proseminar, and Wilcox Classical Museum Shifts

The department believes that participation in departmental activities outside the classroom is critical for your professional development and for expanding your knowledge of the field.

Events

- Attend Classics Department events such as talks given by invited scholars or members of the KU community, events organized by the department, public outreach activities sponsored by the department, and meals organized around hospitality and/or recruitment of prospective students.
- Be an engaged audience member and a welcoming host.

Proseminar

- First-year MA students are expected to attend all meetings of the proseminar during the first few months of the fall semester. Any absences, whether planned or unplanned, must be communicated in advance to the faculty member hosting the proseminar.

Wilcox Classical Museum

- Work your weekly shift(s) as assigned by Curator Phil Stinson. Arrive promptly for your shift and stay for the full length of the shift.
- Contact either Phil or the Assistant Curator if you must miss a shift as early as you know you will not be able to work.
- Be ready to welcome visitors to the museum during your shift and direct questions you cannot answer to either Phil or the museum's website.

I understand the expectations outlined in this document.

Printed Name _____

Signature _____ Date _____