

UCLA GRADUATE HANDBOOK

1. Overview of the Program	pp. 1-5
MA Stage	
Pre-dissertation Stage	
Dissertation	
2. Rules and Regulations	p. 5
University Policy	
Department Policy	
3. Funding	pp. 6-9
Overview	
Fellowships	
Summer Funding Opportunities	
Travel Reimbursement	
Taxes and other Funding Miscellanea	
4. Teaching	pp. 10-11
Overview	
Teacher Training	
Teaching Assignments	
Teaching Awards and other Opportunities	
5. Professionalism	pp. 12-13
6. Resources	pp. 14-15
Appendix A: Greek and Latin PhD Reading Lists	pp. 16-17
Appendix B: 10 key things to know	pp. 18-19
Appendix C: Establishing California Residency	p. 20
Appendix D: Registering for Classes	pp. 21-22
Appendix E: Graduate Certificates in other Departments	p. 23
Appendix F: Greek and Latin PhD Exam Procedure	pp. 24-25
Appendix G: Qualifying Paper	pp. 26-27
Appendix H: Scheduling PhD Exams	p. 28
Appendix I: UCLA Classics Graduate Program Calendar	pp. 29-31

Overview of the Program

The UCLA Doctor of Philosophy (PhD.) degree breaks down into the three main phases: the MA program (phase 1); and the PhD program proper, which consists of a set of doctoral and pre-dissertation qualifications (phase 2), followed by the dissertation itself (phase 3). Each of these three phases typically takes students two years, amounting to an ideal time-to-degree period of six years. It is not unusual for students to take an extra year (usually somewhere in the pre-dissertation or dissertation stage), but all should strive not to take more than that one extra year, because the department can offer students only six years of support, and anything above that must be funded by a year-long fellowship.

MA Stage

The major requirements of the MA program fall into four categories:

- 200-level survey courses
- Seminars (including the proseminar)
- A modern language exam
- The MA Paper

Note that students who enter with an MA from another institution will often need to fulfill some of these requirements at UCLA. If you wrote a thesis for your MA, though, you may be able to fulfill the MA paper requirement by petitioning the Director of Graduate Studies (DGS) and submitting a copy of your thesis to the department. If your petition is successful, you may either 1) have a slightly more relaxed second year and take an extra seminar or two, or 2) begin work on your first language exam or your Qualifying Paper if you feel ready.

Surveys

Students must take at least two courses from Greek 200A-200B-200C and two courses from Latin 200A-200B-200C. These courses are reading-intensive, offer regular translation quizzes, and cover a good deal of material on the PhD reading lists, providing students with the opportunity to make considerable headway on their preparation for the PhD exams that take place later on. In order to advance to the PhD program, students must earn a grade of B or better on each of the essay and translation sections of the exam and at least a B+ on the whole exam for each survey final. If you miss the mark on one (or two, as long as the first and second lower scores are in different languages) of these final exams, do not panic immediately! You only need a B+ on four survey finals (two Greek and two Latin) and there are six surveys offered, so there is scope for improvement.

Seminars

In addition to the surveys, students in the MA program must take four units of Classics 287, the department's 'proseminar', which serves as an introduction to the department's faculty as well as to various subdisciplines within Classics. Finally, students must complete at least **three** four-unit graduate seminars (two-unit seminars may not be counted). Students must receive a grade of B or better in all courses counted towards the MA.

Modern Language

To satisfy the requirements of the MA, students must demonstrate proficiency in a modern language that they expect to use for research purposes in the course of their degree. This

will normally be German, French or Italian, but could be any other modern language, provided that they can justify its relevance to their research to the DGS, AND provided that there is sufficient expertise in the department to examine that language. Students may fulfill this requirement either by passing German/Italian/French 5 (or the equivalent in another modern language offered at UCLA) with a minimum B grade, or by passing a written exam administered by the department. This entails translating a set page of academic prose on a topic related to antiquity, with the aid of a dictionary, into English within one hour.

MA Paper

Students must also submit an MA paper in the winter quarter of their second year (unless granted an exception due to submitting a previous MA thesis to the department). In consultation with two faculty advisors, the student writes a research paper, which may be a revision/expansion of one previously submitted in a seminar in the MA program. These two advisors evaluate the paper, which is due on the last day of classes in the winter quarter. Students must receive a grade of at least A- on this paper in order to be admitted to the Ph.D. program. In the spring quarter of their second year, the student presents the MA paper to the department as a lecture and takes questions from the audience.

Pre-Dissertation Stage

Once the MA requirements have been completed, typically at the end of the second year, students enter the pre-dissertation phase. Here the milestones are:

- Greek and Latin PhD exams
- A second modern language
- Coursework (including prose composition)
- The Qualifying Paper
- The Special Field Exam
- The Prospectus

Greek and Latin PhD Exams

Students must pass (with a score of B or higher) language exams in both Greek and Latin. Each exam takes three hours (plus a 30-minute grace period) and consists of three sections: Seen Prose (three passages drawn from the PhD Reading List are set; two must be translated); Seen Poetry (three passages drawn from the Reading List are set; two must be translated); and Sight (two unseen passages, one prose and one poetry, are set; both must be translated).

Students will ideally take (and pass) one PhD exam in the one language in the fall of the third year (or even the spring of the second year) and the other in the spring of the third year; it is also quite common for students to pass their stronger language in their third year and their weaker language in their fourth year. Each examination may be retaken once, with the possibility of a third attempt by petition. These exams are offered in or around Week 7 of the Fall and Spring quarters (with the possibility of a Winter exam available by petition), but you *must* alert the DGS that you plan to take an exam the following quarter at least ten weeks in advance. You must also submit your finalized Reading List (see Appendix A) to the DGS no later than Week 3 of the quarter. See Appendix F for additional information.

Modern Language

During the pre-dissertation stage, students must add a second modern language beyond the one in which they demonstrated proficiency during their MA. Again, this is accomplished

by passing German 5, French 5, or Italian 5 at UCLA (or an equivalent course in another modern language) with a minimum grade of B or by passing a one-hour written examination administered by the department, entailing one page of academic prose to be translated with the aid of a dictionary. During the pre-dissertation stage, you may also petition to count a language other than German, French, or Italian if it is relevant to your research.

Coursework

A minimum of 32 units of 200-series courses is required. These may include courses taken during the UCLA MA degree that exceed the MA requirement, and may include courses in other departments. (See Appendix E for information on pursuing a certificate in another department.) A student's selection of courses is subject to the DGS's approval. At least 20 units must be full seminars, and the 32 units *must* include at least one graduate prose composition course (Greek 210 or Latin 210).

Most Classics, Greek, and Latin seminars may be taken in one of two ways: (1) as full seminars, with the requirement of a final paper (or an equivalent workload, such as a final examination, as designated by the instructor) to be presented to the instructor and assessed as part of the final grade; or (2) as half seminars, requiring full participation in the course but no paper (or equivalent as described above). Full seminars carry four units, with a regular letter grade; half seminars carry two units and must be taken for S/U grading only. Prior to completion of the 32-unit requirement, no more than four units per quarter in the 500 series ("Independent Study") normally may be taken. See Appendix D for more information on registering for courses.

Qualifying Paper

The Qualifying Paper is a 7,000-12,000 word research paper written under the supervision of a faculty member and differing in content from both the MA Paper and the topic of the Special Field Exam (SFE). It should not address either the same author or the same genre/period as the MA paper or the SFE/dissertation. It should also make a different type of argument (for example, if your dissertation is going to be on the color red in Homer, your qualifying paper can't just be on the color green in Catullus). Note that the Qualifying Paper may be completed at any point after the submission of the MA Paper but *must* be approved before the Dissertation Prospectus Defense can be scheduled. See Appendix G for additional information.

Special Field Exam

The Special Field Exam (SFE) is a written three-hour examination in the general area of the prospective dissertation topic. Students will constitute a committee of two to work with them towards the SFE. In consultation with this committee, they will produce a description of the special field and a reading list to present to the DGS for approval. See Appendix H for more information about scheduling the SFE.

Prospectus

Within one quarter of the special field examination, the student writes a dissertation prospectus and, after review and revision, the University Oral Qualifying Examination is administered by the doctoral committee. The written prospectus, along with the committee nomination form, is due at least three weeks before the examination date. This examination

includes a discussion of the revised dissertation prospectus. See Appendix H for more information about scheduling the prospectus defense.

Advancement to Candidacy

Students are advanced to candidacy upon successful completion of all of the above requirements. Any fees charged by Graduate Division for advancing a student to candidacy are paid by the department. The Candidate in Philosophy degree is awarded for the quarter the student is advanced to candidacy. Students then enter the dissertation stage.

Dissertation Stage

There is only one main milestone during the dissertation stage: students must complete an approved dissertation that demonstrates their ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study.

Rules and Regulations

University Policy

A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade-point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include repeated failure of examinations, lack of timely progress toward the degree, and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of the department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA.

Department Policy

A student may be recommended for termination for failure to correct deficiencies in performance during the term following notification of these deficiencies by the graduate adviser. A student may appeal a recommendation for termination by the graduate adviser to the departmental faculty.

Funding

Entering students are typically offered six-year funding packages: two years of fellowship and up to four years of TAsip (contingent on good performance). The department and university cover all tuition (non-resident supplemental tuition normally in the first year only) and fees; in addition, we offer a stipend or salary now set at \$30,000 per year. Students are also encouraged to apply for additional funding both through the university and from external sources. Our students have been extremely successful in these competitions.

Non-Resident Supplemental Tuition

The UC charges significantly lower tuition fees for California residents than for ‘Out-of-State’ students. Most entering graduate students begin as ‘Out-of-State’ students, and the department covers their non-resident supplemental tuition (NRST) for the first year. However, after establishing residency and residing in California for a year, they are eligible to apply for California resident status, and, if successful, will be charged lower tuition fees accordingly. For this reason, it is vital that entering graduate students take measures to establish residency as soon as they arrive in California. In essence, this means registering to vote and obtaining a California driver’s license or identity card within 10 days of settling in California, registering your car (if you have one) in California within 20 days of arriving, designating your California address as permanent on all employment and school records, filing taxes, in due course, in California, and applying for residency status in the Spring. See Appendix C for more details. These actions are your own responsibility. The department will not cover non-resident supplemental tuition for more than the first year.

Yearlong Funding Opportunities

Students are strongly encouraged to apply for yearlong funding opportunities both through UCLA and from external sources. In addition to providing additional research opportunities and the flexibility/focus that can come with a break from teaching, note that some of these fellowships can also buy you time: If you end up taking seven years to complete your PhD, a GRM or DYF on top of the original six-year funding offer can get you the extra time you need. Begin thinking early and often about applying for these fellowships, and make sure to speak with faculty and more advanced graduate students both informally and in fellowship application workshops offered by the department.

Graduate Research Mentorship (GRM): Students in their first, second, or third year are eligible for and are expected to apply for this award, which is designed to assist doctoral students in acquiring and developing advanced research skills under faculty mentorship.

Graduate Council Diversity Fellowship: Students in their first or second year are eligible to apply for this award, which is designed to support graduate students from across the UCLA campus who exemplify values of diversity in their academic, professional, and service activities.

Dissertation Year Fellowship (DYF): This program is intended to support doctoral students who are advanced to candidacy at the time of nomination by their department to the Graduate Division. Applicants should be within one year of completing and filing the dissertation and planning to start teaching or research appointments soon after the end of their dissertation fellowship year.

Students are also encouraged to apply for yearlong funding sources outside of the university, which include:

American School of Classical Studies in Athens: Scholarships are available to spend a year at the American School in Athens. See Profs. Morris and Papadopoulos for coaching.

American Academy in Rome: Applications for the highly prestigious Rome Prize (only two awarded each year) are typically due November 1.

The Centro: The Centro (ICCS/Intercollegiate Center for Classical Studies) hires one Resident Instructor each year. October deadline.

Ford Foundation Predoctoral Diversity Fellowships: \$27K plus \$3K in fees for up to 3 years; they also have a dissertation fellowship.

AAUW Fellowships: A very competitive award for women in their last year of dissertating. November deadline.

Charlotte Newcombe: Dissertation fellowship; 21 awards of \$30K for all fields. November deadline.

Summer Funding Opportunities

Students may apply to the department for the funding of programs and courses over the summer (a call goes out in the Spring, see below). They are also encouraged to apply for both summer teaching (on which see Section III) and a variety of fellowships and other opportunities, including:

Graduate Summer Research Mentorship (GSRM): Students in their first, second, or third year are eligible to apply for this award, which pays a \$6,000 stipend to recipients, who work on a 13-week summer research project with a faculty mentor.

CMRS-CEGS Graduate Student Summer Fellowships: UCLA graduate students can receive up to \$6,000 to support research/writing, study, or training in any area of late antique, Byzantine, medieval, Renaissance, and early modern (prior to 1670) studies, including activities such as language study, archival/library research, paleography training, unpaid archaeological work, unpaid internships in museums, libraries or digital projects in CMRS-CEGS related disciplines.

Additional Funding Opportunities

Graduate Division offers a huge list of fellowships for which Classics grads might be eligible (see the full list; this is just a list of the most likely possibilities):

UCLA Affiliates: Scholarships, \$2K to \$5K; spring quarter interview; one nomination per department.

Philip and Aida Siff Educational Foundation: \$5K; need-based; students must have a 3.75 GPA or better.

Conference Travel and Research Funds: For travel the department can't cover.

Clark Library Dissertation and Predoctoral Fellowships: To be eligible, students would need to be working on the reception of Classics in England, 1640-1750, or on Oscar Wilde and the Classics. \$15K plus fixed fees for dissertators; \$6K for predoctoral students

Constance Coiner Graduate Fellowship: \$1500 for research on feminist and working-class issues. Requires: demonstration of excellence in teaching and commitment to teaching as activism

Edward A. Dickson History of Art Fellowships: up to \$17K plus fees, mostly for Art History students, but an outsider is possible; see the Art History SAO.

George Eliot Dissertation Award: \$1K for a dissertation on women or gender using historical perspective in literature or the arts.

Friends of Archeology Graduate Research Fellowship: \$800 to \$1700.

Jean Stone Dissertation Research Fellowship: \$3K for research on women and/or gender. Run by CSW. April deadline.

Mary Wollstonecraft Dissertation Award: \$1K for a dissertation on women and/or gender using historical materials and methods. Run by CSW. April deadline.

The UCLA Stavros Niarchos Foundation Center for the Study of Hellenic Culture (<https://hellenic.ucla.edu/fellowships/>) offers support for graduate students who need to travel to Greece for research purposes.

In addition, Graduate Division has a huge database on “extramural support,” i.e. non-UCLA funding: <https://grad.ucla.edu/funding/#/>

Conference and Travel Reimbursement

Conference Travel

All graduate students are guaranteed \$1000 to fund conference travel by UCLA’s Graduate Division. On top of this, once students have passed the MA requirements, the Classics department will reimburse graduate students for the travel costs of one conference per year (with dollar limits of \$600 for domestic travel, \$700 for travel to Canada, and \$1000 for other international travel). To apply for this funding, you must forward the acceptance email, along with the abstract, title, time limit, date and venue/conference title of your talk to the Grad Advisor immediately upon hearing that it has been accepted (and then remind them two weeks before the start of the quarter in which your paper is to be delivered—or six weeks earlier if the conference occurs in the first two weeks of the quarter). As a condition of your travel funding, you will be expected to make yourself available for and deliver a practice talk which conforms to the stipulated time limit and is accompanied, if applicable, by a completed handout or powerpoint presentation.

Summer Travel

There are several funding sources available for summer travel (such as archaeological digs or programs such as the American School Summer Program):

1. **Lenart Travel Fellowship** (Humanities): Look out for an email from the Grad Advisor or SAO in February. Completed applications are due around the first week of March.
2. **CMRS-CEGS Research and Study Travel Grants**: Applications are accepted on a rolling basis, but must be submitted at least two months in advance of travel departure date.
3. **Department Funds**: Applications for summer funding will be solicited via email by the Grad Advisor at the beginning of the Spring Quarter for the following summer. Students must submit a formal proposal, including (1) a detailed description of the program or project for which they are seeking support, (2) a brief justification or rationale as to why this would be a worthwhile activity for them during that particular summer, and (3) an itemized budget. It goes without saying that we assume students will investigate other sources of funding: for example, many such summer programs offer scholarship or fellowship opportunities of their own.

Taxes and Other Funding Miscellanea

Students must file their taxes in California in order to establish and maintain residency. Graduate Division has information on taxes for fellowship recipients (<https://grad.ucla.edu/funding/financial-aid/tax-information-forms-for-ucla-fellowship-recipients/>) and VITA at UCLA offers free tax services to the Los Angeles community (<https://vitacla.wixsite.com/vitaatucla>). Note that more taxes are typically withheld during TA years than fellowship years, such that, barring other financial circumstances, students ordinarily owe more taxes at the end of fellowship years than TA years.

While on fellowship, you will generally receive at least part of your stipend at the very beginning of each quarter. By contrast, TAs get paid on the first of the month for the previous month's work (for TAs, this means a paycheck on the first of every month, November through July). Especially when switching from fellowship to TAing, this can make for a scant September and October. Please do contact the department about a loan or advance in this situation if you need one to make rent!

Teaching

The UCLA Classics department places teacher training at the heart of our PhD program. We regard teaching as an essential skill for all PhD candidates and aim to foster teaching excellence through a variety of opportunities. Students normally begin teaching in their second year at UCLA and spend at least two and usually three or four years as TAs. There are also opportunities for summer teaching. The department sets high standards for teachers, maintains close supervision of TAs, and teaches a required course in teaching methods for all students in their first spring quarter. Classics TAs have repeatedly won campus-wide awards. What follows is a brief overview of department-specific information; see the UCLA TA Handbook for more details and resources.

Teacher Training

Students are on fellowship during their first year in the program and typically begin teaching in their second year (unless they have received a GRM or other additional funding). In the spring of their first year, they must take Classics 495, the department's 2-unit teacher training course. Not only is this course an essential introduction to pedagogical norms and practices in UCLA Classics, but it will also allow first-years to begin to develop a working relationship with the TA Coordinator and TA Supervisor (a grad student/faculty duo liable to change each year).

As part of their ongoing training, students can expect to attend both a department teaching orientation and a campus-wide TA training conference each Fall. Each TA will be observed and receive feedback from their supervising faculty member at least once per quarter. In addition, there are a broad range of (optional) continuing professional development opportunities through the Center for the Advancement of Teaching, which offers a variety of workshops and programming throughout the year.

Teaching Assignments

Each year, the department chair will send an email asking all grad students to indicate teaching preferences for the following year. Please do respond! Sometimes it's impossible to accommodate everyone's preferences, but the chair will at least try to keep them in mind, especially if you have a compelling reason. Students will usually (although not always) TA in classical civilization courses in their first year of TA activity and will TA for Latin in their second. The options in a given year will certainly include elementary Latin, Classics 10 (Discovering the Greeks), 20 (Discovering the Romans), and 30 (Classical Mythology), and Classics 51A & B (Greek & Roman Art and Archaeology); with some variability depending on the year, they usually also include other offerings, such as Medical Terminology, Origins and Nature of English Vocabulary, Medicine in the Ancient World, Cinema and Ancient World, Ancient and Medieval Political Theory, and more.

Each summer, the Department typically hires TAs in two types of courses: (1) the eight-week language workshops (Greek and Latin) and (2) the six-week GE lower-division courses (Classics 10, 20, and 30). Students normally need to have received the M.A. to teach in the summer language workshops, and preference is given to experienced TAs who have not taught the workshop more than twice. Students need to be advanced to candidacy to teach one of the GEs. These summer positions are excellent opportunities to get experience

teaching Greek (not typically a graduate teaching assignment during the academic year) or being the instructor of record for a GE course.

Teaching Awards and Other Opportunities

The UCLA Classics department recognizes and applauds teaching excellence; both faculty and graduate students have been recipients of important teaching awards (through both the university and the SCS) in recent years. We are proud of our department's teaching record and encourage our graduate students to apply for teaching awards and opportunities, including:

Collegium of University Teaching Fellows (CUTF): Each Winter quarter, graduate students who will advance to candidacy by the following Fall may submit an application to their home department to develop and teach their own lower-division course.

Excellence in Pedagogy and Innovative Classrooms (EPIC): Depending on the year, EPIC often offers seminars or other innovative teaching programs open to graduate students.

Professionalism

All members of the UCLA community are covered by the same policies of proper academic conduct, as enforced by the university's ombudsmen, and are equally covered by the same anti-discrimination policies, whether these pertain to issues of sex and gender, race, or disability. Being covered by these policies means that you are both protected by them, and that you must also answer to the standards that they set. Students who experience such forms of discrimination, whether from faculty, administrative officers or from other students, should report them to the relevant offices: Title IX, for sexual violence or harassment; the Discrimination Prevention Office, for matters of racial, religious or ageist bias; and the Employee Disability Management Service for the negotiation of appropriate disability accommodations (see below for the contact details of these offices). In the case of Title IX cases, ALL of the university's employees (faculty, staff and graduate students) are obliged to pass on any reports of sexual harassment or violence that they receive to the Title IX director, whether or not they are certain that the incident concerned constitutes a valid Title IX grievance.

As teaching assistants and lecturers, graduate students are entrusted with the teaching of undergraduates, a task that is accompanied by a number of serious responsibilities -- toward the students, the university, and the material itself. A TAship is regarded by the university as an apprentice position -- not just a means of paying your expenses, but an integral part of your PhD training. This definition means that only graduate students who are 'in good standing' (with at least a 3.0 GPA), and making satisfactory progress toward their degree, are eligible to teach. Our undergraduate student body is very diverse, and comes from a wide variety of educational backgrounds, so TA instructors need to be flexible and open-minded to their different contributions to class and pedagogical needs. Teaching the civilization classes often involves covering difficult material, dealing with physical and sexual violence. In order to do this responsibly, TAs need to be sensitive to the reactions that such material can trigger in students. For support in thoughtfully and effectively teaching undergraduates, students receive training in CL 495 during their first year, get ongoing guidance in CL 375 each quarter they teach, and are encouraged to seek additional training and support through the Center for the Advancement of Teaching.

The same kind of professionalism is expected of graduate students in their capacity as students, where the responsibility lies toward their own colleagues. Being a member of the UCLA research community is accompanied by certain expectations about the way in which you conduct yourselves and, in particular, about the respect that you demonstrate toward one another. One of the main goals of graduate study is the creation of new knowledge. Graduate seminars are spaces for developing and nurturing incipient ideas, and only work well as such when students show courtesy towards each other and respect for their different perspectives and forms of expertise. These attitudes of respect and courtesy extend outside the parameters of the seminar room into all the shared spaces on campus where graduate students congregate (e.g. the Reading Room and Dodd 2). The success of our seminars and of our program more generally depends on the inclusive dynamic of our graduate community. Every graduate student in the Classics PhD program therefore has an interest in fostering a respectful, welcoming atmosphere in all the shared spaces on campus.

If you experience any form of harassment or discrimination, or observe another student experiencing the same, please contact the relevant anti-discrimination office:

Title IX

Email: titleix@equity.ucla.edu
Tel.: 310 206 3417

Advocacy & Support

UCLA CARE (Confidential): Campus assault Resources & Education
Website: careprogram.ucla.edu
Email: advocate@careprogram.ucla.edu
Tel.: 310 206 2465

Equity, Diversity and Inclusion

Website: <https://equity.ucla.edu/>
Report an incident: <https://equity.ucla.edu/report-an-incident/>

Discrimination Prevention Office

Email: dpo@equity.ucla.edu
Tel.: 310 794 1232

Section V: Resources

Libraries

The main university library is the Young Research Library (YRL). Here students can find the Rare Book collection, along with major research tools like Pauly, the TLL, and the CIL and IG (we also have Pauly and TLL in our own Reading Room). In addition to YRL, students often find themselves using Powell Library (the undergrad library) and the English Reading Room in the Humanities Building. Also very useful are: the Art Library, which (oddly) is in the Public Administration building, just north of LuValle; the medical library, quite a haul to the south, but that's where the ancient medicine books are; and the Law Library, right next door.

For assistance with library resources, contact the Classics subject librarian, Shannon Tanhayi Ahari (skahari@library.ucla.edu).

People to know

A few people critical to the functioning of the department include:

- **Paul Gass** (gass@humnet.ucla.edu), Front Office Manager. Contact Paul about employment, payroll, keys, textbook orders, desk copies, office supplies, phone requests, online directories, building directories, mailing issues, and vehicle service requests.
- **Bret Nighman** (bret@humnet.ucla.edu), Department Manager. Contact Bret about department operations and administrative services.
- **Neli Petrosyan** (npetrosyan@humnet.ucla.edu), Student Affairs Officer. Contact Neli about class scheduling, course enrollment, registration, and other academic logistics (e.g. petitions, exam scheduling, "incompletes," etc.).
- **Alberto Salazar** (asalazar@humnet.ucla.edu), Departmental Technology Analyst. Contact Alberto about tech support.

Electronic access

Through the UCLA library catalogue you have access to innumerable electronic resources, e.g. JSTOR, Project MUSE, and all kinds of databases. In addition, we have the TLG online, along with *L'Annee Philologique* and the full collection of Loebs. Students will need a VPN hookup or the UCLA proxy server to access this material from off-campus. To install the UCLA proxy server, go to <http://www.bol.ucla.edu/services/proxy/> and follow the directions to install <http://proxy.ucla.edu/cgi/proxy>. Contact Alberto Salazar (asalazar@humnet.ucla.edu) with any tech support questions.

Office space

Dodd 2 is our hybrid graduate student lounge/work space/dining hall and TA office space. Many students spend time in Dodd 2 between or before classes, read Greek or Latin together, etc., and because of the computers and free printer, people also do work in Dodd 2. The multi-purpose nature of the room means that there can sometimes be differences of opinion on what the room is there for. First and foremost, this needs to be a place for TAs to hold office hours. This means three things: (1) conduct and conversation in the room in general should always be of a standard consistent with the professionalism we aim for as TAs, (2) noise should be kept down to a reasonable level, so as not to distract those holding office hours, and (3) a TA holding office hours always has priority in the small side offices (especially the three with windows). The back office (the long office with no window) is

designated for people who want to study quietly. Students are welcome to use the first three offices for studying when they are not needed for office hours.

Reading Room

A list of resources available in the Reading Room (and where they're located) can be found at https://www.librarything.com/catalog/UCLA_Classics. Main rule: don't remove books from this room (except very briefly, for brief in-class use or to make copies).

Photocopiers

Grad students have their own copier/scanner in Dodd 2, and have at times used the copier/scanner on the second floor of Dodd. The copier/scanner in Dodd 100 is set aside for faculty use and particularly for staff use, and students are not to use this copier without permission and, if using it, must yield to incoming staff and faculty. If the copier in Dodd 2 or on the second floor is out of order, tell Paul Gass.

Keys

Grad students get keys to the Reading Room (second floor of Dodd) and to Dodd 2, but not to the building (which is locked in the evenings). See Paul Gass about keys. Please remember to return all Dodd keys to Paul after graduation or leaving the department as the keys are expensive to replace.

Telephones

Dial 8 for an outside line. UCLA phone prefixes: numbers are often given as extensions, as in x54274. Here's the full list of prefixes: 794; 825; 206; 267; 441; 312; 319. The department's offices are all either 825 or 206.

Graduate Student Resource Center

The Graduate Student Resource Center (<https://gsrc.ucla.edu/>) can put students in contact with a wide variety of campus resources, from the Graduate Writing Center and career services to emergency housing and the Economic Crisis Response Team.

Appendix A: Greek & Latin Reading Lists

Greek:

- Homer: 8 books of each epic
- Hesiod: one complete work (*Theogony* or *Works and Days*) and the first 212 verses of the other
- Homeric Hymns: 250 verses
- Lyric: all in Budelmann and Allan, plus 50 more verses of Theognis, 50 more verses of Alcaeus, Alcman 3 PMG, Bacchylides 3, 5, 17, 18. [i.e.: Budelmann's *Greek Lyric* and Allan's *Greek Elegy and Iambus*, both in the Cambridge Green and Yellow series.]
- Pindar: 300 verses
- Herodotus: 80 **consecutive pages** [see below for clarification] including book 1.1-5
- Aeschylus: 2 plays (including *Agamemnon*)
- Sophocles: (2 plays)
- Euripides: (2 plays)
- Aristophanes (2 plays)
- Satyr drama: 200 lines
- Thucydides: 80 **consecutive pages**, including book 1.20-22 and book 2.34-46
- Gorgias: *Encomium of Helen* or *Defense of Palamedes*
- Lysias: Lysias 12, or speeches totalling 20 pages or more
- Xenophon: one book from the major works
- Isocrates: one work
- Demosthenes: one speech or speeches totaling 20 consecutive pages or more
- Parmenides: fragments 1 and 8
- Plato: one long dialogue (e.g. *Phaedo*, *Symposium*, or *Gorgias*, or three books of *Republic*); and one more dialogue (may be short)
- Aristotle: *Poetics*; and one other book chosen from *Nicomachean Ethics*, *Politics*, *Rhetoric*, *Metaphysics* (but not little alpha), *Physics*, *De Generatione Animalium*, *Historia Animalium*
- Menander: 500 verses
- Callimachus: 200 verses
- Theocritus: 200 verses
- Apollonius: 200 verses
- Hellenistic poetry: 500 more verses
- Lucian: **20 consecutive pages**
- Longinus: **10 consecutive pages**
- Plutarch: **20 consecutive pages**
- Chariton, Longus, Heliodorus: **15 consecutive pages** each
- Polybius: **20 consecutive pages**
- Imperial prose: **30 more consecutive pages**

Where **CONSECUTIVE PAGES** of a text are requested, you need not stick to one whole section, but **MUST** choose sensible chunks, rather than cherry-pick many discrete passages. Please consult with the graduate advisor when choosing your passages.

Latin:

- [Archaic Latin](#)
- Caesar: one book of either *BG* or *BC*
- Catullus: all
- Cicero: one long oration (e.g. *Pro Caelio* or *Catilinarians* 1-3); one major philosophical book (unless you choose *de Legibus*, for which you should read all 3 books); one major rhetorical book (but not *Topica*); letters in the Shackleton Bailey selection
- Lucretius: I, III, V
- Plautus: 2 plays
- Terence: 2 plays
- Sallust: one monograph
- Horace: 10 *Satires*, 3 books of *Odes*, the *Epodes*, the *Ars Poetica*, 10 letters from *Epist.* I-II (including one from *Epist.* II)
- Livy: Preface, Book 1, and one other
- Propertius: Book I or III
- Tibullus: Book I
- Sulpicia: all
- Ovid: 1 book of elegiacs, 2 books of *Metamorphoses*, *Ars Amat.* 1
- Virgil: 10 books of *Aeneid*; *Eclogues* (all); *Georgics* IV
- Juvenal: 1, 3, 6, 10
- Persius: 1
- Martial: 1 book
- Seneca: 1 play and 1 dialogue (*De tranquillitate animi* or *De brevitate vitae*) or equivalent amount in the *Epistulae morales*
- Pliny: 15 pages of letters (including 6.16, 6.20, 10.96, 10.97)
- Suetonius: 1 book of *De vita Caesarum*
 - NB: for the first 6 Caesars, 1 book = 1 Caesar; for the last two books 1 book = 1 Caesar-sequence (ie. Galba-Otho-Vitellius or Vespasian-Titus-Domitian)
- Lucan: 1 book (but not Book X)
- Petronius: *Cena Trimalchionis*
- Tacitus: 3 complete books of *Annals* or *Histories* and one minor work
- Quintilian: Book X, Chapter 1
- Apuleius: *Metamorphoses* 4.28-6.30 [Cupid & Psyche] or another continuous selection of equal length from the *Metamorphoses*
- 800 more lines imperial epic other than Lucan (e.g. Statius or Valerius Flaccus)
- Post-classical Latin: 15 consecutive pages

Appendix B: 10 Key Things to Know

(1) Grad Division’s website, including Standards and Procedures, and especially their “forms” page: <http://www.gdnet.ucla.edu/forms.asp>. This contains all the funding application forms mentioned below, and also your **TAX FORMS** since you are a taxpayer (this is required for California residency). See “T” for “Tax Info and Forms for UCLA Fellowship Recipients” and “W” for “W-9 Form.”

(2) Grad Division is the final authority for **establishing California residency**, which you *must* do: the process starts before your first quarter of classes at UCLA. If you do not establish residency in time, you will be responsible for paying the difference between resident and non-resident supplemental tuition [NRST] from your second year onward—no small sum. See the SAO for advice and paperwork and consult the Dept. PDF “Establishing California Residency.”

(3) If you go on **Leave of Absence (LOA)**, and you establish residency in any way in a state outside California, you will lose your California residency and the department will probably not have the money to pay non-resident supplemental tuition (NRST) for you if/when you return. Leaves of Absence require departmental approval and this will usually be granted only in the case of a documented medical or personal crisis or approved academic opportunities, and then only if you are making satisfactory progress.

(4) Many things can be fixed before the last day of classes. Many things cannot be fixed thereafter. Whatever you want to change, do it before the quarter ends. Do not assume that the department will be able to solve problems with Grad Division retrospectively. Nor should you assume that the Department will pay any late fees you may incur. **If you get an Incomplete in a course, you have only one term to complete the course.** The work has to be done and all the paperwork completed for the grade change by the end of the next quarter, or your grade is automatically replaced with an F. It *is* possible to complete the course and record a passing grade at a later date, by petition, but the F will still be on your record.

(5) You must carry 12 units in each quarter for which you are registered, even after you advance to candidacy. If you fail to do this, Grad Division may simply terminate you.

(6) If your GPA drops below 3.0, you will be on academic probation and liable for termination by Grad Division.

(7) The modern foreign language requirement is a Grad Division requirement, not just a departmental requirement, and each language you pass must be registered with them by petition. You must be proactive in making sure these petitions go through and show up on your transcript; you’ll need one for your M.A. and the second to advance to candidacy—otherwise, everything will be held up.

(8) The “Advancement to Candidacy for the MA Degree” form must be filed for you to get your MA degree. You must see the SAO about this and double check that all the required courses **AND ONLY** the required courses are listed on this form (otherwise they cannot count toward your Ph.D.).

(9) Your offer letter from the department offers you **six years of support**, and we will probably not be able to offer you more from our own funds. You should thus take every opportunity to apply for extra years of support in the form of GRMs and Dissertation Year Fellowships. Six years is do-able if you stay on top of things. If you do not get a GRM, you need to be done with the pre-doctoral requirements by the end of your fourth year of support.

(10) Planning for your final year in the program must start early in the previous year. Consult with the Grad Advisor!

Appendix C: Establishing California Residency

You must begin the requirements for establishing residency when you arrive in California because the department will only pay your Nonresident Supplemental Tuition (NRST) during your first year in the program. If you do not establish residency during your first year, you will be responsible for covering the NRST cost of \$15,102 each year.

After making California their residence for at least 365 continuous calendar days, students are eligible to be classified as California residents for tuition purposes if they are US citizens or permanent residents. In order to maximize your eligibility for California residency, you need to do the following things **before your first fall quarter begins**:

- open a bank account at a bank located in California
- register to vote (applications available at post offices; keep the voter registration receipt)
- apply for a CA drivers license or identity card (both are available at the DMV—the nearest one is in Santa Monica)
- register your car, if any, in California

And, in the spring, file your taxes as a California resident, which means paying state income taxes.

Students are required to provide proof that they have applied for the above residency steps to the SAO by October 1st each year. Do not hesitate to reach out to the SAO and/or the Grad Advisor if you have any questions about this process

If you've done all this, your application for residence should be successful. Starting in June of your first year, you can complete and submit a Petition for Residence Classification to the Residence Deputy at the Registrar's Office, 1113 Murphy Hall. (The form is online at www.registrar.ucla.edu/forms/residenceclass.pdf.) You will also need to submit your voter registration receipt with the registration. Please do not forget to consult with the SAO on any questions to do with residency issues.

Appendix D: Registering for Courses

The last day to drop or add a course without a fee is the end of the second week. The last day to add a course at all (with a fee) is the end of the third week.

Students are reminded that, in order to maintain full-time status, they must be registered for at least **12 units at all times** in the Fall, Winter and Spring quarters. A student who drops below this level may be terminated from the program or at risk of losing financial aid.

In the Fall quarter of a student's first and second year in the program they will typically enroll for 14 units because they are also required to take CL 287 (2 units, S/U).

To find what classes are on offer

Go online to the UCLA schedule of classes (accessible through myucla, see below) and search for all classes at the 200 level or above under the three different subject areas "Classics," "Greek," and "Latin." You will find there the times, rooms, book orders, and exam schedules for each course.

New students: Note that in the Fall quarter of your first year you must enroll in CL 287 (2 units, S/U) and it is likely that you will end up enrolling in whichever of the 200A/B/C courses is on offer.

Enrolling in classes

New students: please note that you should not register for Classics courses before meeting with the Graduate Advisor on the day before classes start. Do not worry about courses filling up before then.

You can enroll in courses through myucla, which can be accessed at www.ursa.ucla.edu. If you have never logged on to myucla before, you will need to create a UCLA logon ID and password, which you can do on the home page. To create your logon ID and password, you will need your UCLA ID number.

Most seminars in the department (except for 200A/B/C) can be taken either for 4 units or for 2 units. The **2-unit option** allows you to do the work of the seminar without a final paper. You should always discuss this with the course professor before proceeding. If you choose to take a department seminar for 2 units, **you must register at the same time to take the course for S/U grading**. This is your responsibility and cannot be done retroactively.

Registering for **500-level** (independent study) courses: You will need permission from the sponsoring professor and the graduate advisor, and a PTE number. If a professor grants permission, send an email to the SAO including the course name and number (Ex. Classics 596), the number of units, the 9-digit course ID, your UID, and CC the sponsoring professor.

Email communication

Please be aware that faculty and staff use email as the primary means of communicating information with the graduate students in this program. In order to maintain a status of "in good standing" in the department you must check and respond to email messages within a timely manner. It is recommended that you set up forwarding between accounts so that you are sure to receive emails.

Transfer Credit

If a course (200 level) is taken at another UC or here through Extension we can petition for it to count toward your course work. Classics does not have “elective” coursework, so if we want coursework to count that was taken outside of the UC system we would have to petition it (letter and backup syllabus would be required) to count toward your 200-level coursework. Students entering the M.A. program from the postbacc program can bring two 200-level courses with them; see the SAO to do the paperwork.

Appendix E: Graduate Certificates in other Departments and Programs

UCLA offers a number of “certificates” in other programs. Those most commonly taken by students in Classics are:

- Certificate in Indo-European Studies
- Certificate in Digital Humanities
- Certificate in Gender Studies
- Certificate in Global Medieval Studies
- Certificate in Experimental Critical Theory
- Certificate in Writing Pedagogy

If you are interested in taking one of these certificates you should research the requirements yourself first (both on the web and by contacting other graduate students) and then discuss with the Graduate Advisor. (Note that although, in consultation with the Grad Advisor, you may begin work on a certificate as soon as you like, students often find that they have much more time to dedicate to coursework outside the department beginning in their third year, once surveys and other required courses have been completed.)

Please be sure to let the Graduate Advisor and SAO know both when you embark upon and when you have completed a Certificate. Certificates do not typically appear on your transcript nor, in most cases, are actual certificates issued. But you should put them on your CV and confirmation can be provided from or from the relevant program whenever necessary.

Appendix F: Greek & Latin PhD Exam Procedure

This document applies to students intending to sit the Greek or Latin PhD Exams. Please read it carefully.

Important things to know

1. These exams are 3 hours long with a 15-minute grace period.
2. They are typically offered in the 7th (or alternatively the 8th) week of each quarter.
3. They are taken on a clean computer provided by the department.
4. They are anonymously graded (the examiners do not know who the examinees are nor do the examinees know who the examiners are).
5. *Do not tell anyone else on faculty that you are planning to take the exam.* The only people who should know in the department (apart from other graduate students) that you are taking the exam are the Graduate Advisor and the SAO. Even if you are reading with a professor in a sight reading group, you should still not tell them when you are taking any of your exams.
6. The exam will take place on a weekday in a 3.5 hour window between 9am and 6pm.
7. The SAO will set the time and date of the exam based on the examinees' URSA schedules. Please do not schedule any extra events, such as doctor's appointments or trips away, in week 7. If you have an unavoidable appointment in Week 7 you must let the SAO and Graduate Advisor know by the end of Week 1.
8. You will be assigned a Candidate Number by the Graduate Advisor. Please use that Number (e.g. "Greek Candidate 1") on your Reading Lists and on your Exam. Do not include your name on either document.
9. Cell phones, dictionaries, and books are not allowed in the exam. You may bring scrap paper and a pencil. You may also bring drinks and, if necessary, a quiet snack.
10. Students with exam-taking accommodations should coordinate with the Graduate Advisor and the Center for Accessible Education (CAE) as early as possible in the process.
11. You may request copies of prior exams (1 Greek, 1 Latin) from the Graduate Advisor.

Timeline

If you plan to take one of these exams you must take the following steps. It is your responsibility to meet these deadlines. *Please do not expect to be able to take the exam if you are late on any of the following:*

1. Two weeks before the start of the quarter in which you plan to take the exam, let the Graduate Advisor know. Even if you have previously told the Graduate Advisor that you plan to take the exam that quarter, please alert her again.
2. At the end of the first week of classes, confirm with the Graduate Advisor and the SAO that you are taking the exam.
3. By the end of the second week of classes, send the Graduate Advisor 1) your Reading List (see further instructions below); 2) your preference of MAC / PC / Either.

How to Compile the Reading List

- *You can find a link to the Department's Greek and Latin Reading Lists in Appendix A.
- *Your reading list is checked by the Graduate Advisor and then sent on to the examiners.
- *Your reading list should include passages that run in sequence and that occur in sizeable blocks as much as possible. For example, you should not jump around in prose texts choosing some paragraphs and skipping others (this has been a problem in the past for [Longinus] *On the Sublime*).
- *You should make your list as clear as possible, including specific line numbers where applicable. Where applicable also include the number of pages or lines in brackets.
- *Latin PhD exam only: Include a PDF of your postclassical Latin reading, with the start and end points clearly marked if you have only read an excerpt from the text.

Appendix G: Qualifying Paper

In the eyes of Graduate Division, this paper serves as one of the “Written and Oral Qualifying Examinations” which precede the University Oral Qualifying Examination. It should be submitted between the MA paper and the Dissertation Prospectus, typically after one of the ancient language PhD exams has been passed. As you are planning the topic of your QP, you should also meet with your proposed dissertation advisor to sketch out a possible dissertation /Special Field Exam topic in order to avoid overlap.

1. Length: We are interested in quality over quantity. The QP is normally between 7,000 and 12,000 words including notes but not including bibliography.

2. Content: The QP should differ in content from the MA paper and from the Special Field Exam (SFE). It should not address either the same author or the same genre/period as the MA paper or the SFE/dissertation. It should also make a different type of argument (for example, if your dissertation is going to be on the color red in Homer, a qualifying paper on the color green in Catullus will not be acceptable).

If there is any question as to whether your QP has too much overlap with your MA paper or dissertation work, the Graduate Advisor will request that you provide a brief proposal (1 paragraph) and title to the Graduate Affairs Committee, along with a complete list of your graduate coursework (including titles of papers written), the title of your MA paper, and the proposed titles of your SFE and dissertation. The proposal will then be assessed and a decision will be made by the Graduate Affairs Committee as a whole (if the proposed mentor is also on Grad Affairs, they will be asked to recuse themselves from the voting).

3. You should write the QP under the supervision of a faculty member. Please secure their approval AND the approval of the Graduate Advisor well ahead of time.

4. Before you start writing the QP, you should meet with your mentor and together decide, in writing, on a clear plan of action, including proposed bibliography, range and direction of argument, word count, and deadline. Please note that after that point the faculty member will leave you alone to write the paper, reading drafts as they see fit.

5. We recommend that you take one Independent Study course under the supervision of your mentor, consisting of 2-4 credit units, to write the QP.

6. Think of the QP as an exercise in writing up a conference paper for publication in a conference proceedings volume. In such cases, the editor of the volume would ask for you to provide a version of the paper you delivered at the conference by a specific date. They would also give you an approximate word count. Instead of developing a conference paper, you might here be developing a term paper from one of your seminars. Approaching the QP as a practice conference proceedings submission will provide valuable experience for the future and will help you to practice the skill of writing towards a target.

7. After the QP has been approved, make the final edits and give your mentor a clean copy with a title page containing the title, your name, the date, the words “PhD Qualifying Paper,” and the mentor’s name typed out with a line next to it for a signature, followed by the word “Grade” with another line. Collect this signed and graded paper from your mentor and turn it in to the SAO. At this point, you should also let the Graduate Advisor know that you have completed the QP requirement.

8. Please be aware that the Dissertation Prospectus Defense cannot be scheduled until the Qualifying Paper has been approved

Appendix H: Scheduling PhD Exams

It is your responsibility to schedule your SFE & Prospectus Defense. You should check in and get as much advice as is needed from the SAO and Graduate Advisor throughout the process.

1. SFE
 - a. Settle on two examiners within the faculty
 - b. Discuss with those examiners
 - i. the format of the exam
 - ii. the date and time of the exam
 - iii. which of the two will proctor the exam
 - c. Contact the SAO about procuring a room and ask them to book it for you.
 - d. Contact the Dept Technology Analyst and ask them to arrange for a clean computer for you.
 - e. Let the Graduate Advisor know when you have set a date for the exam.
 - f. Let the Graduate Advisor and SAO know the outcome of the exam.

2. Dissertation Prospectus Defense
 - a. Settle on your committee within the faculty.
 - b. You may have an outside examiner but the department cannot pay their way to LA or put them up in a hotel for the defense. Video conferencing can be arranged, however.
 - c. Determine a date and time for the exam with all of your committee members. Think about this well ahead of time. All of your committee members should be present and only one member may video-conference in. Ensure ahead of time that your committee members will not be traveling for conferences etc.
 - d. Contact the SAO about procuring a room. Let the Graduate Advisor know when the defense is scheduled.
 - e. Ensure with the SAO that you have fulfilled all of your requirements, including 210, QP, SFE.
 - f. Ask the SAO help you to fill out the appropriate paperwork to constitute your committee. This must be done, and approved by Graduate Division, well ahead of the exam.
 - g. Establish with your Committee Chair a timeline for sending out your prospectus. You should send out a presentable version with enough time (i.e. 3 weeks) for faculty to get back to you with comments, for you then to revise that proposal (1-2 weeks), and then to get it back to your committee so that they can reread it before the exam (1 week).
 - h. Double check with the SAO and Graduate Advisor throughout the process.

Appendix I: UCLA Classics Graduate Program Year Calendar

September

- By start of month: notify Graduate Advisor if you'll be taking a language exam in Week 7.
- Tuesday before classes start: orientation for new grads; diagnostic evaluations.
- Wednesday before classes start: TA orientation.
- Friday of first week of classes: Graduate Committee meets with all grads. New grad reps should be chosen around now, either before or soon after this meeting, but definitely before the first faculty meeting (this date is set by the Chair).
- Week before classes start: meet with Graduate Advisor to plan year's course schedule.
- Reports due on How I Spent My Summer Money (department, summer GRM—due to Graduate Division)
- Watch for calls for papers for the UCLA "Thinking Gender" conference (Women's Studies).
- Dissertators: time to start writing if you want to go on the market in a year; if you're on the market, time to start reading job ads and getting your materials together
- Forms to request a leave of absence must be filed by Friday of the second week of quarter (earlier if possible)

October

- If you're interested in applying for the Rome Prize or for other one-year fellowships listed on the Graduate Division website, get materials ready this month
- Late in the month: winter quarter schedule of classes appears
- Dissertators: if just beginning to write, get started with the Thesis and Dissertations Adviser; if on the market, C.V.s due to SCS Placement Service, first week; first job applications due this month—dossier must be ready

November

- Registration for winter quarter courses; be sure you see Graduate Advisor first, esp. if there are changes since September.
- Watch for chair's email re: summer teaching; be sure to respond if interested.
- Begin thinking about (and speaking with your potential advisor about) GSRM and GRM applications, which are typically due in February.
- Deadline for application for AAUW Fellowships, Charlotte Newcombe Dissertation Fellowship, Rome Prize (usually November 1).
- Dissertators: job application deadlines (most tenure-track jobs); get your list of positions applied for to your referees.

December

- Graduate committee meets to discuss cases of students on departmental probation.
- Work on application for American Academy Summer School, due mid-January.
- Expect to give a practice talk if you've had a paper accepted at the SCS (or attend practice talks if you haven't).
- Dissertators: last tenure-track job applications due early this month; expect to hear about any SCS interviews by the end of the month; get ready for the SCS meeting and the interview process

January

- SCS annual meeting, first Thursday through Sunday
- Early January: application materials due to department for most fellowships administered by Graduate Division (UCLA Affiliates, etc.)
- Watch for email on deadlines for Collegium of Teaching Fellows
- Friday of first week of classes: Graduate Committee meets with all graduate students
- Mid-month: applications due for American Academy Summer School
- Mid-month: student proposals due to Graduate Committee for summer money.
- Work on GRM proposal, due next month (line up advisers; work on drafts of proposal).
- By end of month (or early February): department meets to discuss all students in program; warning letters (if any) sent out within thirty days
- End of month (or early February): Graduate Committee, having read applications, meets on admissions, makes invitations, and begins planning Visits Week for late February - early March.
- Dissertators: work with your advisor to prepare an abstract for submission to the SCS Program Committee for the following year (first deadlines are in February).

February

- Graduate admissions takes up this whole month plus the first week in March (or a bit later); Visits Week takes place in late February or early March. Graduate students may be asked to help with recruitment.
- Spring quarter schedule appears early this month; registration begins mid-month.
- Early this month: summerlong GSRM proposals are due.
- Late this month: yearlong GRM proposals are due
- Re: next year's TAs, expect general call from chair with list of potential TAs available for next year, to which you should respond with a statement of interest; let the chair know (politely) about any big holes you see in your teaching experience
- Dissertators: application process for a Dissertation Fellowship gets under way—we'll need your materials by mid-March; first deadlines now for SCS abstracts for the following January; on-campus interviews this month.

March

- TA scheduling for next year continues (through June)—sorry, this is always subject to multiple changes. Summer teaching schedule should be done.
- By end of classes: M.A. papers must be in and approved.
- Late in the winter quarter: meet with the Graduate Advisor about your plans for the spring.
- Dissertators: Dissertation Fellowship applications due to Graduate Division *from the department* in mid-month; one-year job market begins this month, restart job application process

April

- By start of month, notify Graduate Advisor if you'll be taking a language exam in Week 7.

- During Week 1: M.A. students arrange with Graduate Advisor about scheduling of M.A. paper presentations, which take place throughout the month.
- Friday of first week of classes: Graduate Committee meets with all graduate students.
- By end of month: “Advancement to Candidacy for the M.A. Degree” forms should be in.
- April 15: last day for admitted students to decide where they’ll go; final list of new students should be out in a week or so
- Dissertators: defense or filing date this month is best for optimum job placement

May

- Dissertators: final deadlines for abstracts for the next SCS are this month; keep applying for jobs.

June

- Fall schedule appears online; registration begins late June. Make appointment with Graduate Advisor for late June re: any issues concerning next year’s schedule.
- First-year students: start process to file for California residency.
- Early June: department meets to discuss students’ progress; end-of-year letters will be sent out after spring quarter grades are filed (i.e. usually in late June/early July).
- Dissertators: you should hear about the acceptance (or not) of your SCS paper by the end of this month; decide this month with your director whether you’ll be on the market in the following year; Dissertation Fellowships are announced by Graduate Division late this month; keep applying for jobs, and make a fallback plan in case nothing comes through.

July-August

- End-of-year letters should appear in email inboxes by the first week.
 - First-year students: complete legwork and first draft of your M.A. paper, working closely with your readers; intensive forms and grammar review; read for surveys; study modern language(s) if you need to.
 - Post-M.A. students: read for Ph.D. language exams.
 - Dissertators: keep writing; clean up chapter to be used as writing sample for job applications.
-