



**Department of Classics
PhD in Classical Studies
Handbook**

August 7, 2024

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DESCRIPTION

The Department of Classics offers three programs leading to the PhD degree:

1. **PhD in Classical Studies** (Traditional, Full-Time, On-Campus)
This is a traditional course of study in Greek and Latin language and literature that prepares for careers in research and teaching at colleges and universities.
2. **PhD in Latin and Roman Studies** (Distance Learning Option 1)
This program is designed for high school teachers and community college teachers who wish to improve their skills, prepare for serious research, and improve their credentials with a special emphasis in Latin literature and Roman history.
3. **PhD in Classical Civilization** (Distance Learning Option 2)
This program is designed for high school teachers and community college teachers who wish to improve their skills, prepare for serious research, and improve their credentials with a more general emphasis in classical civilization.

This handbook is intended for students pursuing the **PhD in Classical Studies (Traditional, Full-Time, On-Campus)**. Distance Learning students are advised to consult www.cgjp.classics.ufl.edu for the latest information.

Assistantships and Fellowships

- Students awarded a Graduate Teaching Assistantship receive a stipend plus a full tuition waiver. Students are expected to become Florida residents after one year.
- The University also offers competitive fellowships.
- The department may provide research fellowships for PhD candidates.
- Department awards are also available for study abroad opportunities.

ADVISING

All first-year students will be advised by the Graduate Coordinator, unless otherwise specified.

Typically, at the beginning of the third year of study and before the Qualifying Examination, students choose a dissertation advisor, who becomes the principal advisor.

- The dissertation advisor will help recruit the dissertation committee, comprised of three more members with graduate faculty status.
- One of the three members is an External Member who represents the interests of the Graduate School and UF; knows Graduate Council policies; and serves as an advocate for the student at doctoral committee activities. The External Member has graduate faculty status but is not in the Department of Classics.

Please consult the [Graduate Committee Membership Key Terms and Policies](#).

A student may change dissertation advisor or members of the committee at any time. Any changes are expected to be discussed with the Graduate Coordinator and relevant faculty member(s).

Students are expected to follow the Graduate School calendar and updates <https://graduateschool.ufl.edu/academics/calendar/>

DEGREE REQUIREMENTS

Requirements for the PhD in Classical Studies fall into four categories:

- I. Coursework
- II. Department Examinations
- III. Qualifying Examination
- IV. Dissertation Defense (Final Examination)

Upon successful completion of the first three requirements, the student is admitted to candidacy. The successful completion of the dissertation defense and final submission of the dissertation to the graduate school are the final steps.

I. Coursework

Students must complete 90 credit hours beyond the BA, or 60 credit hours beyond the MA, by taking the following:

- 9 credits in the core seminars (any 3 core seminars at 3 credits each)
 - LNW 6935 Proseminar in Classics
 - CLA 6805 Classical Research Tradition
 - LAT 6425 Latin Prose Composition
 - LNW 6105 The Roman Tradition
 - GRE 6425 Greek Prose Composition
 - GRE 6105 The Greek Tradition
- 15 credits of seminars in Classics with prefixes CLA, GRE, GRW, LAT, or LNW at the 5000 or 6000 level (5 seminars at 3 credits each)
- 9 credits, approved by Graduate Coordinator, of elective coursework at the 5000-6000 level
- 27 credits, approved by Graduate Coordinator and in consultation with dissertation advisor, earned through
 - additional seminars,
 - independent study projects (including preparation for examinations),
 - supervised teaching,
 - additional electives,
 - advanced research (GRW or LNW 7979),
 - and dissertation research after candidacy has been achieved (GRW or LNW 7980).

The university requires that 30 hours of doctoral work be completed in residence on campus. Application for credit for previous graduate work in other departments or at other institutions must be submitted by the third semester of doctoral study.

II. Department Examinations

Students must pass the following seven examinations administered by the Department of Classics:

1. Comprehensive Reading Examination in Classical Greek
2. Comprehensive Reading Examination in Classical Latin
3. Comprehensive Examination in the History of Classical Greek Literature in its Historical Context
4. Comprehensive Examination in the History of Classical Latin Literature in its Historical Context
5. Special Author or Topic
6. Modern Language Proficiency
7. Modern Language Proficiency

Students are reminded that for department examinations, the University of Florida [Student Honor Code](#) is in force:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Student Honor Code. On all work submitted for credit by Students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Students are advised to confirm the exam format and parameters with the Graduate Coordinator and/or examiner before taking the exam.

(1-2) The Comprehensive Reading Examinations in Classical Greek and Latin are 3-hour translation examinations, one in Greek and one in Latin. Students should pass both examinations by the end of the second semester of their second year. Any student who fails to pass a reading exam on the third attempt is subject to dismissal from the program.

- Reading lists of Classical Latin and Greek are available [online](#).
- Format
 - 3 passages of prose, selected from the reading lists, approximately 165-190 words each
 - 3 passages of poetry, selected from the reading lists, approximately 20-25 lines each
 - Student must translate 2 passages of prose, 2 passages of poetry
 - Three hours. No dictionary.
- Rubric
 - **High Pass:** Translation is extraordinary work, which demonstrates an excellent mastery of vocabulary, morphology, and syntax. In addition to capturing the nuances of the semantics, the student recognizes and construes idioms, particles, and subordinate phrases accurately.
 - **Pass:** Translation clearly demonstrates a sound understanding of vocabulary, morphology, and syntax. In addition to recognizing the possible varieties of semantics, the student also recognizes idioms, particles, and subordinate phrases and translates them

correctly nearly all the time. The translation maintains the sense of the passage but may contain some gaps in vocabulary, which would evidently be remedied by recourse to a lexicon.

- **No Pass:** Translation demonstrates basic knowledge of vocabulary, morphology, and syntax, and construes complete sentences, but may not accurately convey all the nuances present in the original Latin and Greek. Errors may be many grammatical (e.g. misidentified morphology), syntactical (e.g., misconstrued subordinate clauses), or semantic (e.g., mistranslation of particles, especially in Greek). A translation with significant gaps of one or more lines of poetry, sentences, or lengthy subordinate clauses, may be deemed “no pass.”

- Timing: August, January, April.
- Two examiners are selected by the Graduate Coordinator set and grade the examination. If the examiners are not unanimous, the Graduate Coordinator serves as the third reader.
- The Graduate Coordinator notifies the students of the examination results and records them.

(3-4) Comprehensive Examinations in the History of Classical Literature in its Historical Context (Greek and Latin) are 2-hour examinations on aspects of the development and history of Classical literature, Greek and Latin. Students must complete these examinations no later than January of their third year in the PhD program. Any student who fails to pass either exam on the third attempt is subject to dismissal from the program.

- Suggested Reading List: *The Cambridge History of Greek Literature* for the Greek. Either *The Cambridge History of Latin Literature* or G. Conte, *Latin Literature: A History* and S. Braund, *Latin Literature* for the Roman exam. However, students may develop a more up-to-date reading list in coordination with the Graduate Coordinator who will convey the reading list to the examiner.
- Students prepare for the exams by studying the reading lists on their own and by taking GRW 6105 and/or LNW 6105 which are designed to cover some, but not all, material that students must master to pass the exams.
- Format
 - identification questions
 - short answer questions
 - essays on origins, development, and/or reception of Classical literature
 - Two hours.
- Rubric
 - **High Pass:** Examination is an extraordinary work, which demonstrates an excellent mastery of the historical developments. In addition to accurate identification, the student recognizes trends and responds to essay questions with a high level of detail.
 - **Pass:** Examination clearly demonstrates a sound understanding of the historical developments. In addition to a high level of accurate identification, the student recognizes trends and responds to essay questions with detail.

- No Pass: The examination contains errors about names, dates, titles of works, attributions of works, historical contexts, or other factual items. The examination misinterprets passages or misrepresents scholarship.
- Timing: once per year, typically in January. Students must notify the Graduate Coordinator of their intent to take the exam when they meet to discuss their semester schedules.
- Two examiners selected by the Graduate Coordinator set and grade the examination. If the examiners are not unanimous, the Graduate Coordinator serves as the third reader.
- The Graduate Coordinator notifies the students of the examination results and records them.

(5) Special Author/Topic Examination is typically a 15–25-page paper or 2-hour examination on the work of an author or on a literary or historical topic studied under the direction of a member of the graduate faculty. Students must complete this exam before the end of the Spring semester of their third year.

- Students select a faculty member to supervise the Special Author/Topic Examination. The Graduate Coordinator is notified of the decision by the student and the supervising faculty member.
- The supervising faculty member explains the format and grading of the examination to the student, arranges with the student an appropriate time for the examination, and notifies the Graduate Coordinator of the date and time of the examination.
- The format of the Special Author/Topic Examination may either be a paper, typically between 15-25 pages, or a set examination, typically with a time limit of two hours and no study aids.
- The supervising faculty member may choose to select a faculty member to serve as the second reader. If the supervising faculty member and the second reader are not unanimous, the Graduate Coordinator serves as the third reader.
- Upon completion of the Special Author/Topic Examination, the examiner will notify the student and Graduate Coordinator of the results.

(6-7) Modern Language Examinations demonstrate reading proficiency in German and French. Students whose area of study warrant proficiency in Italian or modern Greek may petition the Graduate Coordinator for a substitution. The student should meet the proficiency requirement in both modern languages by the end of the second year in the PhD program.

- Format:
 - One passage, approximately 500 words
 - Dictionary permitted
 - Translation of first half; summary of second half
 - Two hours.
- Students select a faculty member to set and supervise the examination. The Graduate Coordinator is notified of the decision by the student and the supervising faculty member.

- The supervising faculty member explains the format and grading of the examination to the student, arranges with the student an appropriate time for the examination, and notifies the Graduate Coordinator of the date and time of the examination.
- Upon completion of the examination, the examiner notifies the student and Graduate Coordinator of the results.
- In lieu of an examination, students can complete an approved graduate reading knowledge course with a grade of B or better.

III. Qualifying Examination*

Students who have completed all coursework and passed all seven department examinations proceed to the Qualifying Examination, the presentation of the dissertation prospectus to the dissertation committee. Satisfactory completion of the Qualifying Examination leads to candidacy. After admission to candidacy, students enroll in LNW or GRW 7980 (Research for Doctoral Dissertation). Students are expected to achieve candidacy before the end of the Spring semester of their third year in the PhD Program.

- In consultation with the dissertation advisor, the student prepares a prospectus.
- The dissertation committee conducts the Qualifying Examination of the prospectus.
- The Graduate Coordinator records the result of the Qualifying Examination in the Student Information System and GIMS, whereby the student is officially recognized as a doctoral candidate.

IV. Dissertation Defense (Final Examination)*

The candidate is expected to present and defend the completed dissertation in a forum open to the public in accordance with the rules and guidelines as specified by the graduate school. The dissertation defense, also called “Final Examination,” should be announced at least two weeks in advance. Dissertations are expected to be approximately 70,000 words.

Nota Bene: The [Graduate School Editorial Office](#) deadline for the first submission of the dissertation is generally in the **first three weeks** of the semester in which the candidate intends to graduate. Candidates should plan on defending the dissertation within the **first two weeks** of the semester. Candidates should therefore present a complete draft of the dissertation at the end of the semester **before the semester** in which they intend to graduate. Thus, for a Spring semester graduation, the candidate must present the complete draft of dissertation to the committee at the end of Fall semester (i.e., in December), for the defense in January and the graduation in May. Candidates are strongly urged to adopt the [dissertation template](#) as soon as possible.

***The following Classics Department Qualifying Examination Policy (in compliance with College of Liberal Arts and Sciences directive) applies to III. Qualifying Examination and IV. Dissertation Defense.**

Students may request either an in-person format or a remote format for their Qualifying Examination. All committee members are required, however, to use the same format. All exams require a simultaneous presence (whether electronic or physical) of the entire supervisory committee and the student, allowing all participants access to the presentation, all questions, and all responses in “real” time.

Departmental policy regarding the various means in which such Qualifying Examinations may be conducted will apply consistently to all students in degree programs.

SATISFACTORY PROGRESS

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

Every effort will be made to advise the student before dismissal becomes necessary. An annual review will take place no later than March 30, to inform students whether they are making satisfactory progress.

Criteria for satisfactory progress include:

- Adherence to professional behavior and ethical conduct in accordance with department, college, and university policies and regulations.
- Satisfactory completion of coursework to maintain an overall GPA of 3.33 or higher, with no course grade below a “B.”
- Completion of degree requirements in a timely fashion:
 - pass *at least* one department examination by the end of the Spring semester of the first year in the PhD program,
 - pass *at least* four department examinations by the end of the Spring semester of the second year in the PhD program, and
 - complete the Qualifying Examination and attain candidacy by the end of the Spring semester of their third year in the PhD program.
- Satisfactory performance of all duties and responsibilities associated with the position of Graduate Teaching Assistants, who are expected to:
 - be professional in appearance, demeanor, and attitude;
 - be punctual for every class, lecture, staff meeting, office hours, or other appointments related to teaching, ready to participate and cooperate fully;
 - respond within 24 hours to communications from students and faculty;
 - be responsible, prepared for the content of every lesson, and maintain accurate records;
 - be willing to receive feedback and implement suggestions for improvement.
 - Graduate Teaching Assistants may under no circumstance cancel their classes, change the time of a class meeting, or have a substitute teach their classes unless approved in advance by the TA supervisor.

PhD candidates may at the end of their fourth year in the PhD program request funding for a fifth and final year. The request will normally be approved only for students who have already begun work on the dissertation and are expected to defend and complete the dissertation by the end of their fifth year in the PhD program.

GRADUATE FACULTY

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Classics department faculty follows the recommendations of the graduate school best practices policy document: <http://aa.ufl.edu/media/aaufledu/policies/PhD-Programs-Policy.pdf>