

University of Kentucky

Department of Modern and Classical Languages, Literatures, and Cultures

Classics Division

Graduate Student Handbook

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I. Introduction

This graduate student handbook is provided for the general assistance of all students associated with the Classics Division of the Department of Modern and Classical Languages, Literatures, and Cultures. The handbook is not meant to be all-inclusive, nor in any way proscriptive, but rather to provide as much useful information to as many graduate students as possible.

To that end, we would urge all students and faculty members who have recourse to this manual to note areas and items that need to be added or modified and relay that information to the handbook's general editor, Ted Higgs (ted.higgs@uky.edu).

<http://mcl.as.uky.edu/>

<http://mcl.as.uky.edu/classics>

Last updated: May 1, 2012

II. The Master Of Arts Degree in Classics

The M.A. in Classics Program is committed to the belief that the study of the classical languages, Latin and Greek, together with the study of the rich and various cultural heritage with which it is inextricably intertwined, is essential for understanding both the core of the Western civilization and the details of all its aspects, as well as for the understanding of the languages derived from Latin and Greek, of English, and of any language at all.

Furthermore, the M.A. Program, through its track in the University of Kentucky Institute for Latin Studies (<http://mcl.as.uky.edu/latin-institute>), conceives the Latin patrimony as continuous from ancient until modern times, and the Latin language as never having lost its status of a language of active communication, which makes a natural and stronger connection between the classical studies and the modern world. Another bridge between the classical studies and the modern world is the special interest and expertise of the Program in early Christian studies, as well as in digital humanities.

The mission of the M.A. Program is to train classicists who would become Latin teachers, or who, having obtained a solid knowledge of the classical languages, would pursue a Ph.D. degree in Classics, History, Philosophy, Divinity, or other related fields; while the classical training of graduates of the Program who would choose a profession not closely related to Classics would lead them to excellence in any endeavor they may engage in.

A. Admission.

An applicant to the Program should first be admitted to the Graduate School.

General requirements for admission to the Graduate School can be found in the Graduate School Bulletin: <http://www.research.uky.edu/gs/bulletin/bullinfo.shtml>. For further information, please email the Admissions officer of the Graduate School Maureen Barker (Maureen.Barker@uky.edu).

Requirements for admission to the MA Program in Classics are these:

1. An undergraduate grade point average of 3.0 or above on a 4.0 scale.
2. A combined score of 1000 on any two of the three parts of the Graduate Record Examination.

The Director of Graduate Studies may admit students with an undergraduate grade point average below 3.0 or lower GRE scores on the basis of a student's last two years of work, grades in Classics, or general academic competence.

3. Competence in one of the classical languages (Latin or Greek) and at least basic competence in the other.

An undergraduate major in Classics, Latin, or Greek is not required for admission, but the Program suggests that entering students should have completed at least six semesters of either Latin or Greek and four semesters of the other language. Students lacking sufficient preparation in one of the classical languages may be required to remedy such deficiencies by taking undergraduate courses. (It is possible, but not guaranteed, that a student may receive credit for one graduate course upon the successful completion of two undergraduate classes. Such a credit would apply to one course only.)

The following documents should arrive to the Director of Graduate Studies by February 1, if the applicant is seeking financial aid, or before April 30 otherwise:

1. A one-page statement describing the applicant's reasons for seeking a Master's degree. If an applicant wants to be considered for financial aid (i.e., a fellowship or an assistantship), this is to be indicated in the opening sentence of the personal statement.
2. Three letters of reference (normally from former teachers) mailed or emailed directly to the Director of Graduate Studies.
3. A list of Latin and Greek works read with approximate number of lines.
4. Unofficial copies of transcripts and GRE scores (the official ones are to be sent to the Graduate School).

B. Degree Requirements.

The Division offers the M.A. degree under two plans:

Option A (thesis) requires completion of 24 semester credit hours of graduate work, the writing and defense of a Master's thesis (6 credits), and a reading exam, which will constitute the exit exam.

Option B (non-thesis) requires completion of 30 semester credit hours of graduate work and a reading exam, which will constitute the exit exam.

A. Requirements Common to Option A and Option B:

1. The student must have a GPA of 3.0 or higher on a 4.0 scale for all graduate work.
2. The student must earn at least half of the semester credit hours in graduate courses numbered 600 or above.
3. The student must take at least two-thirds of her/his semester credit hours in regularly scheduled courses and seminars.
4. The student must take at least two-thirds of her/his semester credit hours in the Classics Division.

5. A student's schedule of courses for each registration period, including any changes, must be approved by the DGS to be acceptable toward the fulfillment of degree requirements.

The Program offers at least one graduate course/seminar combination in Greek and one in Latin each fall and spring semester. Seminar topics vary from one semester to the next. Students are encouraged to speak to faculty if they would like to see a particular topic addressed in a seminar. There are opportunities for independent study and research carrying course credit.

Latin prose composition, CLA 501, is required of all M.A. students.

6. A student must earn a minimum of nine credit hours in graduate courses in each of the classical languages and an additional six credit hours in graduate courses in either Greek or Latin or a combination of the two. When special circumstances arise, the DGS has the authority to revise this requirement. Authorized revisions will be issued in written form and placed in the student's divisional file.

7. All students must pass an exit exam before receiving the MA degree. (See D, below.)

8. The student may transfer up to nine hours from a graduate program at another university or from post-baccalaureate graduate work at UK.

9. The student must have taken all course work within eight years of the semester in which the degree is awarded.

B. Special Requirements for Option A (thesis):

1. The student must complete at least 24 credit hours in graduate courses, and meet the requirements described in A.

2. The student must complete a thesis (which accounts for six credit hours), and defend a thesis in front of a committee.

When a student has determined an area of interest, the DGS, in consultation with the student, appoints a thesis director. The student first prepares a thesis proposal—normally not later than the end of the second semester of graduate study—in consultation with the thesis director.

When the proposal has been accepted, the DGS appoints a thesis committee of three members in consultation with the thesis director. The composition of this committee must meet the requirements of the Graduate School. This committee reviews the thesis proposal for approval, rejection, or alteration. When the proposal has been approved, the thesis director becomes the student's advisor.

The student submits the thesis to the committee at least two weeks prior to its defense. The date of the defense is set by the thesis director in consultation with the members of the committee, the

DGS, and the student. The thesis defense should be scheduled before May 15 (and at least eight days before the end of the spring semester for awarding a degree in May), and may be scheduled during the summer months only in exceptional circumstances and with the agreement of the committee members.

The thesis must be accepted by the committee and signed by the thesis director and by the DGS before it is submitted to the Graduate School. Theses must be prepared in conformity with the instructions published by the Graduate School. Detailed instructions can be found at http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html. The thesis in its final form must be received in the Graduate School within 60 days of the Final Examination. Theses must be presented to and accepted in the Graduate School by the last day of the semester if a student plans to graduate that semester. Theses submitted by candidates become the physical property of the University of Kentucky. The University protects the authors' rights by placing certain restrictions upon the use of theses.

3. The student must pass the exit exam. Normally, the thesis committee also serves as the committee for reading and evaluating the results of the student's final exit exam. For the exit exam, see D.

C. Special Requirements for Option B-non-thesis:

1. The student must complete 30 semester credit hours of graduate courses and meet the requirements described in A.

2. The student must pass an exit exam. The exam committee normally consists of three members appointed by the Dean of the Graduate School upon the recommendation of the DGS.

D. M.A. Exit Exam:

An exit exam is required for either plan. This reading exam will consist of two 2-hour parts, separated by an interval (e.g., two hours in the morning, two in the afternoon).

Each of the two parts will focus on a specific author or text. The author/text is to be determined by consultation between the student and his/her exam committee (see below). It is understood that the authors or texts will be taken from the subjects of the student's graduate seminars. Both parts of the exam may be in Latin or Greek, or one part can be Latin and the other Greek.

In each part of the exam, the student will be given a previously seen passage and a sight passage to translate. The total number of lines to translate for each part of the exam will be no less than 50. Translation may be from the Latin/Greek to English, Greek to Latin or vice versa, or with the prior approval of the student's committee, from Latin/Greek into another language.

The translation submitted must be of finished and polished quality, both in terms of its grammar and syntax and its physical presentation on the page, and must be easy to read and comprehend in whatever language it is rendered.

The student bears responsibility for seeking out a faculty member as an exam advisor and consulting with the DGS about this. Together they determine the specific author(s)/text(s) to be used on the exam. The name of the exam director should be forwarded to the DGS no later than 1 December; information concerning the composition of the exam should be sent to the DGS by the first day of the spring term.

The DGS then, in consultation with the other faculty members, establishes an exam committee which will be recommended to the Dean of the Graduate School for appointment. The chair of the exam committee will advise the student on specific matters pertinent to the exam. The date of the exam is set by the chair of the exam committee in consultation with the members of the committee, the DGS, and the student. The exit exam should be scheduled before May 15 (and at least eight days before the end of the spring semester for awarding a degree in May), and may be scheduled during the summer months only in exceptional circumstances and with the agreement of the committee members.

Students will normally have six years from the beginning of their program to complete their degree.

III. Financial Support and Funding

A. Fellowships and Teaching Assistantships.

1. The University offers a number of competitive fellowships for graduate study, some annual and some multi-year.
2. A limited number of TAs are awarded on the basis of the Classics faculty's judgment of academic performance of the applicant and her/his potential for teaching. The TAs normally teach elementary Latin or manage the computerized course in medical terminology. All teaching assistants are regarded as teachers-in-training; they participate in University-required orientation sessions, they are carefully supervised and evaluated by a member of the Program faculty, and they have access to the University Teaching and Learning Center for preparation for a college teaching career and for their own teaching development.
3. Teaching assistantships are awarded annually and are renewable depending on performance satisfactory to the teaching faculty of the Program, a minimum average of 3.3 with no individual grade lower than a "B," and on availability of funding.
4. Teaching assistants usually teach one course (normally four contact hours per week), assist with courses offered by permanent faculty, and enroll in three courses (9 credit hours) during each semester. Teaching assistants may also apply for summer appointments, which are sometimes available.
5. Teaching assistantships pay \$11,000 a year, and also carry a full tuition scholarship and cover health care.
6. Applicants are encouraged to review fellowship opportunities at the Graduate School web page: <http://www.research.uky.edu/gs/StudentFunding/fellowships.html>.

B. Other Funding Possibilities.

1. Funds are available to students enrolled in graduate programs for assistance with expenses relating to thesis research as well as for travel to present research at professional meetings. Students should contact the Graduate School Fellowship Office for application forms for student support or go to http://www.research.uky.edu/gs/StudentFunding/external_funding.html.
2. U.S. citizens and eligible non-citizens may apply for federally supported loans and work-study assistance. To be considered, complete the Free Application for Federal Student Aid (FAFSA), available in the UK Student Financial Aid Office, 128 Funkhouser Building, Lexington, KY 40506-0054, 859-257-3172; fax 859-257-4398. Students may also apply online at www.fafsa.ed.gov or go to www.uky.edu/FinancialAid/.

IV. Professional Development

All graduate students are encouraged and expected to become active participants in the intellectual and social life of the Program. Each year the Program sponsors distinguished classicists and educators for seminars and public lectures.

Regularly scheduled academic opportunities include the following:

Various lectures sponsored by the Division of Classics, as well as those sponsored by the Cottrill-Rolfes Chair of Catholic Studies, the Department of Modern and Classical Languages, and lectures on topics of interest to Classics by other departments.

The Kentucky Foreign Language Conference, held each April, featuring lectures by visiting scholars in the modern languages.

<http://web.as.uky.edu/kflc/>

Lectures sponsored by the Kentucky chapter of the Archaeological Institute of America:

<http://www.archaeological.org/>.

The Kentucky Foreign Language Festival, judged by Program faculty and graduate students:

<http://www.kwla-online.org/>.

The summer conventiculum, a week-long active Latin conference, whose participants represent leading exponents of active Latin from around the world:

<http://mcl.as.uky.edu/conventiculum-latinum>.

Weekly Latin lunches of the students in the Institute for Latin Studies.

V. The UK Institute for Latin Studies

The UK Institute for Latin Studies is a series of graduate courses in Latin studies designed to provide anyone with a special interest in Latin with a thorough command of the Latin language in reading, writing and speaking, along with a wide exposure to the cultural riches of the Latin tradition in its totality. This means a deep immersion in classical Latin texts as well as the Latin of the church fathers, the Middle Ages, the Renaissance and even more recent times. This curriculum provides an unusually solid preparation for any profession or discipline in which skill in Latin is highly important, such as Classics, Theology, Philosophy, History, etc. We recommend this curriculum not only for those who aspire to enter a doctoral program, but also for anyone who is interested in teaching Latin in the secondary schools and would like to acquire an active command of the language along with a wide-ranging knowledge of Latin letters.

A. Method.

Modern Latin curricula typically place vastly more emphasis on passive understanding of the language, i.e. reading only, than on inculcating facility in active use of the language as a means of communication in speaking and writing. It is well established that participation in a variety of learning modes, including writing, listening and speaking—not merely reading and translating—enhances the comprehension of any language and the appreciation of its nuances. The active use of Latin in speaking and writing, in addition to the reading of Latin texts, is one of the cornerstones of this sequence in Latin Studies.

B. Scope.

The Institute is distinctive for its methodology, and also for the rich material of its courses. Latin is currently taught in high schools and in undergraduate curricula almost entirely as an ancient language, despite the fact that much of Latin's history as a literary language and an active means of communication extends to fairly recent, and, in some regions and environments, up to very recent times. The Latin works written in medieval and early modern centuries include seminal texts in the development of European literature, thought and science. The Institute sequence in Latin Studies includes a significant amount of this material as well as fundamental Roman texts, in order to present students with a more accurate view of the history of Latin, and to show future teachers how they can vastly enrich Latin education. The wide scope of our curriculum is based on the conviction that teachers of Latin should present Latin from the start (even in high schools) as not only the Romans' language, but the universal cultural language of the formative phases of later Europe. Even early training in Latin should reflect the fact that Latin is fundamental for a wide variety of disciplines studied at the university level, which range from classics, philosophy, and history all the way to medical terminology, and is an essential asset for the study of English and western European languages. One could hardly find a better example of a field that is multi-cultural and truly 'interdisciplinary' than the study of Latin literature approached from this wider and more historically-accurate perspective.

C. Curriculum.

The core of the Institute, or Graduate Certificate Curriculum in Latin Studies, consists of courses in which Latin is the language of teaching and instruction, class activities, and assignments. The series begins with an intensive course in spoken and written composition, joined with exemplary readings from a wide range of authors, designed to prepare Institute students for the following courses. Subsequent courses focus on various periods of Latin literature from Antiquity to the present. Course activities always involve extensive reading, writing, and speaking in Latin. Other course projects may include such events as the performance of Latin drama. During the summers, Institute students have an excellent opportunity to take part in the “conventicula Latina,” the well-known summer immersion workshops in spoken Latin held on the campus of UK, which now regularly attract participants from Europe and Australasia, as well as from all over North America. A candidate who successfully completes 9 credit hours of Institute course work may earn a Graduate Certificate in Latin Studies.

Those who successfully complete the Institute curriculum can earn a Graduate Certificate in Latin studies. This certificate is awarded independently of the M.A. in Classics. Candidates for the Certificate may also be candidates for the M.A. in Classics, or they may be enrolled in a degree program in another department, and take the courses in Latin Studies along with the required courses in their disciplines. Courses in the Institute curriculum occupy only a portion of a full-time course load for a student each semester.

D. Admission.

Applicants to the Institute should normally have successfully completed at least three years of undergraduate Latin, or the equivalent, before they come to UK, and once enrolled at UK, must successfully complete CLA 501, our graduate course in basic composition, unless the Institute staff decides that a candidate has already completed the equivalent level of work.

The Institute is an optional series of courses within the graduate program in Classics at the University of Kentucky, not a separate degree-granting program. Those who intend to be candidates for the Graduate Certificate in Latin Studies must first be accepted into the Graduate School at the University of Kentucky. In most cases, such candidates will also be candidates for the M.A. in Classics, or some other post-graduate degree.

VI. Scholarly Resources

The following entries are designed to assist Classics graduate students in their research and writing while at the University of Kentucky.

A. General Sources.

1. Classics Web List: <http://mcl.as.uky.edu/classics-resources-links>.

This list contains many reference sites that may prove useful to graduate studies. Feel free to make recommendations if there are sites that you think should be on the list.

2. UK Libraries: <http://www.uky.edu/Libraries/>

This is the main entry page for the UK libraries. Students should become familiar with the web links associated with our library. A few of the more important links are included here:

InfoKat, our basic catalog http://infokat.uky.edu/vwebv/searchBasic?sk=en_US

Selected Library Resources <http://infokat.uky.edu/remote.htm>

Research guide for Classical Studies http://www.uky.edu/Libraries/guide.php?sub_id=33

3. Interlibrary Loan http://www.uky.edu/Libraries/page.php?lweb_id=8

One of the most important services offered by the UK library is the ILL service it provides. Graduate students are encouraged to establish an ILL account early.

4. Recommended Sites: The following sites have been recommended by members of the Classics faculty.

Journals

APh standard title abbreviations: <http://www.lib.berkeley.edu/ARTH/lannee.html>

BMCR: <http://bmcr.brynmawr.edu/> (link also on Classics website —Resources & Links| list)

Classics article search (TOCS-IN): <http://www.chass.utoronto.ca/amphoras/tocs.html>

(link also on Classics website —Resources & Links| list)

APh (L'Année philologique) article search:

<http://www.anee-philologique.com.ezproxy.uky.edu/aph/>

Reference

OCD (*Oxford Classical Dictionary*) on-line:

http://oxfordreference.com.ezproxy.uky.edu/views/BOOK_SEARCH.html?book=t111&subject=s3

(link also on Classics website —Resources & Links| list)

Oxford Reference for Classics on-line:

http://oxfordreference.com.ezproxy.uky.edu/views/SUBJECT_SEARCH.html?subject=s3

UK Lib e-journals: <http://sfx.uky.edu/sfxlcl3/azlist/default>

UK Lib Classical Studies research guide: http://www.uky.edu/Libraries/guide.php?lsub_id=33

Electronic Resources for Classicists:

<http://www.tlg.uci.edu.ezproxy.uky.edu/index/resources.html> (if links appear not to open, mouse click for “open link in new window”)

Dictionaries & Texts

Perseus: <http://www.perseus.tufts.edu/hopper/>

(link also on Classics website —Resources & Links list)

TLG: <http://stephanus.tlg.uci.edu.ezproxy.uky.edu/inst/fontsel>

Archimedes: <http://archimedes.fas.harvard.edu/pollux/>

Lacus Curtius: <http://penelope.uchicago.edu/Thayer/E/Roman/home.html>

Internet Classics Archive: <http://classics.mit.edu/index.html>

The Latin Library: <http://www.thelatinlibrary.com/>

Corpus Scriptorum Latinorum: <http://www.forumromanum.org/literature/abelardx.html>

A repertorium of Neo-Latin texts: <http://www.philological.bham.ac.uk/bibliography/>

B. Style Guides.

Many of your professors will require papers and ask you to format these papers in a specific way. The format that is likely to be required is that found in *The Chicago Manual of Style*. A copy of this manual may be found in the Classics TA Office, POT 1022. There are, however, many web sites that may be helpful. Here are a few that are recommended:

Chicago Manual of Style On-line <http://www.chicagomanualofstyle.org/home.html>

Chicago-Style Citation Quick Guide

http://www.chicagomanualofstyle.org/tools_citationguide.html

Chicago Manual of Style Citation Guides (Ohio State University)

<http://library.osu.edu/sites/guides/chicagofd.php>

OWL: Purdue Online Writing Lab <http://owl.english.purdue.edu/owl/resource/717/01/>

Citation Guide: Chicago/Turabian (Simon Fraser University)

<http://www.lib.sfu.ca/help/writing/chicago-turabian>

Also, consider visiting the UK Writing Center in Young Library. Some of our brightest Classics students work there: <http://www.uky.edu/AS/English/wc/>

C. Citation and Scholarly Conventions.

As a graduate student, you are expected to observe the scholarly conventions in citing ancient texts and journal articles, in both papers and whatever academic writing you do. These conventions allow the writer to use a convenient “shorthand” and assure that the scholarly public will know exactly the sources being cited.

1. Journals: Conventions for abbreviating and citing journal articles are determined by *L'Année Philologique* (conveniently listed at <http://www.lib.berkeley.edu/ARTH/lannee.html>).

A shorter and handier list may be found at the TOCS-IN site:
<http://www.chass.utoronto.ca/amphoras/tdata/inform.html>.

2. Classical Texts: The standard authority for abbreviating classical texts is the *Oxford Latin Dictionary* for Latin and the Liddell-Scott (new edition Jones-McKenzie) *Greek-English Lexicon*. The *Oxford Classical Dictionary* can also be used (and is likely to prove more convenient), though occasionally the abbreviations will differ between it and *OLD/LSJ*. In those cases, either abbreviation may be used, as long as it is used consistently in whatever you are writing. The list of abbreviations are found in the front matter of all these volumes. Note that the convention for abbreviating Greek works frequently uses the Latin title of the work.

3. Non-Classical Texts: Biblical, Late Antique, Patristic, Medieval, and other texts also have their conventions and authorities. For a number of these texts, a handy authority is the *Society of Biblical Literature Style Sheet*, a copy of this is in POT 1022 (abbreviations list is in the back). See also the Student's Supplement to the Handbook at http://www.sbl-site.org/assets/pdfs/SBLHS_SS92804_Revised_ed.pdf, for useful information especially in citing Biblical texts.

In all cases, you are to observe the scholarly conventions in this regard. **DO NOT MAKE UP ABBREVIATIONS AND CITATION FORMATS ON YOUR OWN.**

Examples:

Cicero's *De officiis* is cited Cic., *Off.* 3.38 (abbreviated author, title, book #, chapter# -- note there is no comma after the title abbreviation). Often Roman numerals are used for book numbers and the first-level divisions of a text (III.38), but the trend lately has been away from this, since fewer errors occur using the Arabic.

Aristophanes' *Birds* is cited Ar., *Av.*, 125-31 (author is abbreviated Ar.; Arist. is the abbreviation for Aristotle, *Av.* is the abbreviation of the Latin title (*Aves*), then comes the line number(s) from a standard edition in the original language.

Works of poetry in which the collection or its poems do not have titles are cited by the author's name and the book and poem number, e.g., Mart. 4.53 (Martial).

D. Greek Keys Unicode.

The Classics Division owns a site license for Greek Keys Unicode 2008, software which will allow you to type and print polytonic Greek. The software is available in both PC and Mac versions, and is compatible with all Microsoft applications, including Word and Power Point, Apple applications, email, and any application that is Unicode compatible. The software folder includes a user guide, quick start guide, and keyboard template. Under our license, you may download Greek Keys to your own computer without charge – though we would ask you to delete the program after you have completed your association with the university. Copies of the software should be available in the TA office, POT 1022, and are also available from Prof. J. Francis, the Division Director. Simply ask for a copy to download.

VII. Graduate Student Information

A. General Requirements.

1. Before registering, graduate students must obtain approval of their proposed schedule from the DGS and, if applicable, their advisor(s).
2. When Graduate School or degree program requirements are changed after a course of study has begun, the students shall have the option of fulfilling either the old or the new requirements. In the event that students interrupt their work on a graduate degree (i.e., are not enrolled) for one calendar year or more, the Dean of the Graduate School shall determine, upon recommendation of the Director of Graduate Studies, whether the old requirements or the new requirements shall apply.
3. It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. Therefore, the student should become familiar with the Graduate School Bulletin, including 1) the section presenting the requirements for degrees, 2) the specific program offerings and requirements, and 3) the timetables and deadlines for degree examination and filing.
4. The Director of Graduate Studies in the student's major program should be consulted concerning course requirements, any deficiencies, the planning of a program, and special regulations.
5. All courses numbered 500 through 799 may be counted for credit toward a graduate degree provided they are approved as an appropriate part of the student's graduate program by the student's graduate advisor or committee. Courses numbered 400G to 499G carry graduate credit for non-majors only.
6. The normal academic load of a graduate student during any semester is nine credit hours or equivalent. Under no circumstances may it exceed 15 credit hours or equivalent. For the student who is a full-time teaching assistant or whose service to the University requires approximately 20 hours per week, the academic load shall not exceed 10 hours. This maximum may be increased to 12 hours for students with lighter service loads upon recommendation of the Director of Graduate Studies and approval of the Dean of the Graduate School.
7. An overall average of B (3.00) on all graduate work in the program must be attained before an advanced degree may be awarded.
8. Upon request of the DGS, a total of 9 hours may be transferred into a master's degree program.
9. To be eligible for a degree, a student must file Application for Degree Cards in the Graduate School within 30 days after the beginning of the semester (15 days in the summer session) in which they expect to graduate.

B. Advising, Satisfactory Progress, Termination.

1. Advising.

The Director of Graduate Studies serves as advisor to all students. While the DGS assists students in developing a course of study and ensuring that all requirements for the master's degree are fulfilled, the student is ultimately responsible for knowing and meeting all requirements. A student's schedule of courses for each registration period, including any changes, must be approved by the DGS to be acceptable toward the fulfillment of degree requirements.

2. Satisfactory progress.

A student is expected to make satisfactory progress towards an MA degree. Satisfactory progress involves a 3.0 or higher grade point average in all course work taken. The Graduate School requires that grades of "Incomplete" be made up within one year and before the awarding of a graduate degree; after a year the grades of "Incomplete," except in special circumstances, revert to failing grades. The DGS confers with each student regularly, noting and recording the progress that the student is making toward completion of the degree.

3. Termination.

The graduate faculty of the Program regularly evaluates the academic performance of its graduate students. It may instruct the DGS to send a warning of unsatisfactory progress if a student's grade point average for work taken the previous semester was below a 3.0 or if a student has six or more credit hours of incomplete work.

The graduate faculty may terminate a student for (A) a grade point average below 3.0 in each of two semesters of work; (B) six or more credit hours of incomplete work more than one semester old. (The Graduate School automatically terminates students who twice fail the exit exam.)

A student who is terminated will receive a written notice of the grounds for termination. The student will be offered an opportunity to meet with the graduate faculty. After meeting with the student, the graduate faculty may choose to reconsider the question of termination.

C. Filing for the Degree.

1. A student filing for the degree must be enrolled as a regular student in the Program and must apply for the degree by the deadline published by the University.

2. As part of the process the Program must file a form for the exit exam with the Graduate School at least two weeks prior to the exam.

3. No exam can be scheduled if the student has an Incomplete grade or does not have sufficient hours to fulfill the requirements of the degree. All credits transferred from another university or taken under post-baccalaureate status must have been approved at this point by the DGS and by the Graduate School.

VII. Teaching Assistants

A. TA Responsibilities.

1. TA's teaching the beginning Latin sections:

This assignment involves offering 4 hours of instruction weekly in introductory Latin (CLA 101 in the Fall and CLA 102 in the spring) plus the duties that regularly accompany teaching, such as but not limited to the following: keeping regular office hours, preparing and grading assignments and exams, participating in meetings and activities under the Director of the Latin program.

Under certain circumstances for qualified TA's, 200-level Latin may be substituted for 100-level, under the same set of duties and expectations.

The assignment also involves providing assistance to large lecture courses. The nature and distribution of effort in assisting with large lecture courses can vary greatly. Duties in this regard can include but are not limited to proctoring and grading examinations, holding office hours, attending course lectures, meeting with students in small groups, leading discussion sections, and assisting the instructor in the lecture.

On an occasional and ad hoc basis, the TA may also be asked to accomplish other tasks in support of the teaching or research of Classics faculty as may be required.

2. TA for CLA 131, Medical Terminology:

This assignment involves managing the computer-assisted course in Medical Terminology (CLA 131) under the direction of the faculty instructor-of-record. Accompanying duties include but are not limited to the following: interacting with students in person or on line, maintaining records of student performance, careful and regular communication with the instructor-of-record.

The assignment also involves providing assistance to large lecture courses. The nature and distribution of effort in assisting with large lecture courses can vary greatly. Duties in this regard can include but are not limited to proctoring and grading examinations, holding office hours, attending course lectures, meeting with students in small groups, and assisting the instructor in the lecture.

On an occasional and ad hoc basis, the TA may also be asked to accomplish other tasks in support of the teaching or research of Classics faculty as may be required.

3. All TA's are also expected to help with the annual Kentucky World Language Association state competitions in May, which are held on campus. Specific guidelines will be furnished the TA's in the spring term.

4. The annual renewal of a teaching assistantship position is contingent upon successful performance both as a student in the Classics Graduate Program and as a classroom teacher,

assistant in large lecture courses, or course administrator for CLA 131, as well as upon the diligent execution of the other duties expected of a TA in our division.

5. The academic standard for retaining a TAship is a minimum GPA of 3.3 with no single grade lower than a B. Students who fall below this mark may, upon decision of the faculty, not have their TAship renewed for a second year. The DGS will inform first-year TA's of their status in this regard in a timely fashion so that TA's in an uncertain position may demonstrate improvement. Successful teaching, as evidenced by the TA supervisor's observation and written evaluation, as well as student teaching evaluations, is also required for renewal.

B. General Information.

The following links are provided to assist the TA's in their studies and teaching while at the University of Kentucky:

1. Graduate TA Resources <http://www.research.uky.edu/gs/CurrentStudents/resources.html>.

2. Graduate School Bulletin
<http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>.

3. Useful Links from the Ombud's Office concerning such topics as the syllabus, dead week, course evaluations, and much more may be found here:
http://www.uky.edu/Ombud/ForStudents_QandA.php#body.

4. TA observation form used by TA supervisor:
<http://www.research.uky.edu/gs/StudentDevelopment/Documents/TeachingAssistantObservationForm.pdf>.

VIII. General University Information

A. Graduate Student Resources

<http://www.research.uky.edu/gs/CurrentStudents/resources.html>.

This resources page provides links to many of the activities and offices that a graduate student will have recourse to, e.g. student ID cards, academic calendars, postal services, computer services, health services, and more.

B. Campus Guide

<http://www.uky.edu/CampusGuide/>

This site provides a map of all campus buildings and facilities.

C. Graduate School Home Page

<http://www.research.uky.edu/gs/>

D. Graduate School Bulletin

<http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>.

E. Financial Aid

<http://www.uky.edu/FinancialAid/>

F. Health Care

<http://ukhealthcare.uky.edu/uhs/>

G. Campus Directory

<http://www.uky.edu/Directory/Updates/>

When you first arrive, the campus directory will store your address and phone number and other information. To monitor how much of that you wish to be available to the public, go to this site.

H. Graduate and Family Housing

<http://www.uky.edu/Housing/graduate/index.html>