Classical Studies Graduate Program at Columbia University

Handbook 2018-19
The Classical Studies Graduate Program (CLST)

Welcome 5
Handbook 5
Communication 5
M.A. and Ph.D. Programs 6
Interdepartmental and Interdisciplinary Nature of the Program 6
Libraries 7
Summer Research 7

The M.A. Program in CLST

Introduction 8
Full-Time or Part-Time Study 8
Financial Aid 9
Degree Requirements 9
Residence Units 9
Advising 9
Languages 9
Course Requirements 10
Thesis 10
Grading 10
Performance 11
GSAS Policies on Incompletes 11
CLST Research Group 11
Degree Conferral 12
Applying to Ph.D. Programs after completion of the M.A. 12

The Ph.D. Program in CLST

Introduction 14

Requirements 14

Advising 14

Timely Degrees 15

Interim Degrees 15

Dissertation Progress Report 16

Registration Requirements 16

Coursework 17

GSAS Policies on Incompletes 17

Languages 18

Transition to Dissertation Research 18

The M.Phil. Qualifying Exams in Classical Studies 19

Proposal Defense Exam 20

Dissertation Phase 20

Dissertation Defense Exam 21

Fellowships 23

CLST Research Group and CLST Research Seminar 23

Satisfactory Academic Progress 24

Financial Aid 25

Teaching 25

Additional Funding Options 27

Teaching in the Core Curriculum or Writing Center 27
Summer teaching 27
Conference Participation 27
Placement 28
Essay Prize 29
Doctoral Consortium 29
Exchange Program for Ph.D. Students 30
The Classical Studies Graduate Program (CLST)

Welcome

Welcome to the interdepartmental Classical Studies Graduate Program (CLST) at Columbia University. CLST is dedicated to the interdisciplinary study of the Greek and Roman worlds, as well as the larger Ancient Mediterranean. Participating departments are Art History and Archaeology, Classics, History, and Philosophy. Together with the Center for the Ancient Mediterranean, CLST is the home of a vibrant research community that provides broad and coherent training in classical studies.

Handbook

This handbook contains much of the academic and administrative information you will need while you are pursuing graduate work. You can find additional information about the program, students, staff, faculty, events, summer activities, and other current news on the CLST website: <http://classicalstudies.columbia.edu>.

Please rely on this guide, the CLST website, the Chair of the program, your academic advisors, the staff who administer the program, your peers, as well as the officers and website of the Graduate School of Arts and Sciences (GSAS) for support <http://www.gsas.columbia.edu>. You should also consult Columbia University’s essential policies: <http://www.essential-policies.columbia.edu>.

It is important that you review the requirements sections so that you are clear about your commitments. Most importantly, you should stay in touch with the Chair as well as your advisors, and regularly seek advice about your academic plans and progress. Classical Studies’s official abbreviation is CLST. Please use it in conjunction with the program’s full name in communications with GSAS and with administrators across the University.

Communication

CLST holds a number of events throughout the academic year. These events are occasions for all students in the program to get together and to be in an on-going conversation with the Chair of the program. The CLST website is updated regularly and contains information about current events and news relevant to the program. Moreover, email is now the official form of communication within GSAS and all graduate students must check their Columbia email regularly. It is easy to reach the Chair of the program,
as well as other faculty and administrators and the offices of GSAS, by email anytime. Please bear in mind that this is how we communicate with you as well.

**M.A. and Ph.D. Programs**

The CLST Graduate Program at Columbia University offers two graduate degree programs through the Graduate School of Arts and Sciences (GSAS), the M.A. and the Ph.D. programs. Candidates may be admitted either to the M.A. program or to the Ph.D. program.

The M.A. program is primarily intended for those who wish to develop an advanced competence in classical studies without going on to the Ph.D. degree at Columbia. If a student in an M.A. program wishes to proceed to Ph.D. study, he or she must submit a new application, which will be evaluated competitively with all other applications to the program.

Students who are enrolled in the Ph.D. program will earn their M.A. degree *en route* to the Ph.D. In addition, upon fulfillment of all requirements prior to the dissertation phase, Ph.D. candidates will receive an M.Phil. degree. There is no separate degree program leading to the M.Phil.

**Interdepartmental and Interdisciplinary Nature of the Program**

CLST is an interdepartmental and interdisciplinary graduate program at Columbia University. This means that it is a self-standing, independent entity, rather than belonging to one of the Departments that participate in the program. CLST graduate students pursue genuinely interdisciplinary courses of study (for details, please see the requirement sections). They take classes in several departments, fulfill their teaching obligations in several departments, and develop research projects that reflect the interdisciplinary nature of the field.

CLST was founded in the 1980s as an interdisciplinary and interdepartmental graduate program (free-standing M.A. and Ph.D.), a “graduate interdepartmental subcommittee.” Since its inception, it has been chaired by faculty from Art History and Archaeology, Classics, History, and most recently Philosophy. The program was extended in 2011 to formally include Philosophy, which contributed informally before.

For contact details for the current administrators of the program see: <http://classicalstudies.columbia.edu/about/administration/>.

The ACHP Internal Committee – named after the initials of the four participating departments and consisting of faculty representatives of Art History and Archaeology,
Classics, History and Philosophy, all invited by the CLST Chair – assists with larger-scale decisions in the program: <http://classicalstudies.columbia.edu/about/committee/>.

CLST has a graduate student representative who works with the Chair as well as with the other students.

**Libraries**

Columbia has exceptional library resources <http://library.columbia.edu>. They are housed in twenty-three libraries, whose holdings are grouped into three subject divisions and five distinctive collections. Access to over six hundred online databases is available through terminals located in the libraries and at other on-campus sites.

Butler Library contains many of the resources of the Humanities and History Division, as well as that portion of the Social Sciences collection that was acquired before 1974. It has an Ancient and Medieval Studies Reading room which is an ideal place to work for CLST students <http://library.columbia.edu/indiv/manc.html>. Students who have received their M.Phil degree and are conducting dissertation research may apply for carrel space located in Butler Library. Space is limited and is based solely upon availability. Interested students should consult the Chair to obtain eligibility and application information. Assignments are made in the late fall.

Avery Library is a non-circulating library whose holdings include all books and journals on ancient art and archaeology. In addition to normal patron privileges, CLST students have the right to use Avery’s graduate reading room and can request reserved seating elsewhere in the Library. CLST doctoral candidates whose dissertation has a significant art historical and/or archaeological component may apply for a dedicated reading carrel in Avery. Interested students should contact Kitty Chibnik, Associate Director of Avery (krcl1@columbia.edu), for further information.

For a list of online resources relevant to the study of antiquity, please consult the CLST website <http://classicalstudies.columbia.edu>.

**Summer Research**

Classical Studies includes a number of disciplines that involve field work and in-depth acquaintance with ancient art and architecture, as well as other valuable testimony that may be housed in collections and archives worldwide. CLST students are encouraged to make good use of their summers. They are eligible to participate in Columbia-run excavations, and particularly in the archaeological projects of the Advanced Program of Ancient History and Art (APAHA) <http://classicalstudies.columbia.edu/summer/>.
The M.A. Program in CLST

Introduction

The M.A. Program in CLST pursues an integrated approach to the ancient world. It particularly aims to acquaint students with the richness of evidence characterizing the study of classical antiquity, and to stimulate them to use knowledge of the relevant materials and texts with skill and imagination.

To this effect the program draws upon the many resources of Columbia in the classical field: students are given the unique opportunity to work with leading classicists specializing in a variety of areas, take advantage of the intellectual and organizational resources of the four participating Departments, get access to the libraries of the University; they are eligible to work with the materials of Columbia’s archaeological, epigraphic, and numismatic collections, can apply to Columbia’s excavation projects, and participate in the numerous initiatives organized by the University (seminars, lectures, conferences, museum trips).

Variety and flexibility are among the defining features of the program. Incoming students are encouraged to devise their own curriculum according to their specific intellectual and professional goals, in consultation with their advisors as well as with the Chair of Classical Studies. The M.A. program especially addresses those students who wish to enrich their vision of classical antiquity by developing new skills, or who wish to gain an interdisciplinary perspective on antiquity. The program will give more solid foundations to those students who intend to pursue a doctoral career but do not yet meet the admission requirements of Ph.D. programs in ancient studies. More generally, the M.A. degree will prove useful for everybody dealing with the ancient world – from museum curators to high-school teachers – and wishing to acquire a broader perspective in order to fully exploit the numerous potentialities inherent within ancient texts, images, and artifacts. Please see also the M.A. section on the CLST website: <http://classicalstudies.columbia.edu/degrees/m-a/>.

Full-Time or Part-Time Study

Students in the M.A. program may elect to distribute tuition costs over a period of several years by attending the program on a part-time basis. (Part-time study is not available to students enrolled in the Ph.D. program.)

The Residence Unit (RU) constitutes the basis of the University’s tuition charges. Rather than charge students for individual courses, tuition is set for full-time registration for one
term (semester). Students in the free-standing M.A. program may register for 1 RU, ½ RU, or ¼ RU each semester.
— 1 RU equals one term of full-time registration and entitles students to take up to 18 points.
— ½ RU entitles students to enroll in a maximum of three courses, regardless of point value.
— ¼ RU entitles students to enroll in a maximum of two courses, regardless of point value.
Tuition charges for 1 RU, ½ RU, and ¼ RU may be found on the Student Financial Services website: <http://gsas.columbia.edu/content/tuition-fees>

Financial Aid

CLST is not able to offer financial aid to students enrolled in the free-standing M.A. program. Some students may qualify for fellowships from external sources, and it is wise to investigate as many such sources as possible by checking with the GSAS Office of Student Affairs (107 Low Library) and with CLST administration for information.

Degree Requirements

In order to earn an M.A. degree in CLST, students must satisfy the following requirements. The requirements below should be read in conjunction with the general requirements of the Graduate School.

Residence Units
To earn an M.A. degree in CLST, students must accumulate two Residence Units (2 terms registered for 1 RU or 4 terms registered for ½ RU, for example).

Advising
After admittance to the program, students should consult the Chair to determine who will serve as advisor during their time in the program. Typically, the Chair of the program shall act as general advisor. In addition, an individual advisor may be assigned depending on the specific interests of the students. Each student’s program of study must be approved before registration.

Languages
Upon completion of the M.A., students must have competence in one ancient language, Greek or Latin, to be demonstrated by either course work or examination, and one modern language, preferably German, by examination.

Please note that modern language exams, if they are not part of classes you are taking to fulfill the requirement, are administrated by the Chair of CLST.
Format of the CLST modern language exam:
A. Translation: you translate a short text related to your fields of interest (c. 400 words) into readable English; you can use a dictionary; 60 minutes.
B. Reading & Comprehension: you write a brief English summary of a short text (c. 1,000 words) related to your fields of interest; no dictionary; 50 minutes.

Course Requirements
Eight courses in classics, history (ancient history section), art history and archaeology (classical section), and philosophy (ancient), or related fields, with at least six taken for a letter grade. No more than four of these courses can be taken in any one department. At least two terms of a seminar or colloquium must be included in the total of eight. Students are expected to maintain at least a B+ average in their graded courses. A minimum of 30 credit points obtained through graduate-level courses (including an Independent Study leading up to the M.A. thesis) must be earned in order for a student to be eligible for the M.A. degree.

Thesis
Each student is required to submit a substantial seminar paper (“M.A. thesis”) to be evaluated by the student’s Thesis Advisor and the Chair. Typically, students register for an Independent Study with their Thesis Advisor. Exceptions are to be discussed with the Chair of the Program. The credits earned through this Independent Study, which leads up to completion of the M.A. thesis, count toward the required 30 credits.

Grading
In order to earn a letter grade, a student must complete all the requirements for the course. In order to earn R-credit (Registration credit), a student must attend the course and satisfy any additional requirements the instructor may impose. No letter grade is awarded with R-credit.

Before electing to take a course for R credit, students should first consult the Chair to ascertain that the course will count toward their degree requirements. They should also confer with the instructor of the course to obtain permission to take the course for R credit. Students should always discuss the requirements for earning the R-grade at the beginning of the semester. At this time, students should discuss any specific assignments the instructor may have in lieu of regular E-credit course requirements. Ideally, these requirements should be put in writing, as in an e-mail. Requests for R are handled directly between students and faculty any time until the deadline of the eleventh week of classes (see Academic Calendar, http://registrar.columbia.edu/calendar, for the precise deadlines). Permission has to be granted by the instructor in writing, typically via email, to the student.

GSAS policies also determine that (1) no grade of R may be changed to a letter grade after it has been officially recorded as R, and (2) no grade of Incomplete can be changed
to an R unless the student submitted the R-credit form to GSAS before the deadline (and received an Incomplete as a result of not completing all the agreed-upon work).

**Performance**

Students are expected to maintain at least a B+ average in their graded courses. For graduate classes, CLST uses the following grading system. (Please note that this system differs from the grading system that GSAS states on its website; GSAS explicitly allows Departments to set their own grading policies.)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>outstanding</td>
</tr>
<tr>
<td>A</td>
<td>excellent</td>
</tr>
<tr>
<td>A−</td>
<td>good</td>
</tr>
<tr>
<td>B+</td>
<td>passing, but better performance is desirable</td>
</tr>
<tr>
<td>B</td>
<td>passing, but serious improvement is needed</td>
</tr>
<tr>
<td>B−</td>
<td>passing, but deficient in significant ways</td>
</tr>
<tr>
<td>C</td>
<td>and lower: failing grade.</td>
</tr>
</tbody>
</table>

Students are encouraged to seek extensive feedback on their work. In particular, a student who receives a B+ or lower should get advice from faculty.

**GSAS Policies on Incompletes**

— Registered students should not hold more than one Incomplete at a time. Students who carry two or more Incompletes simultaneously will be permitted to register in their programs, but they will receive a message from GSAS, copying the Chair of CLST, alerting them that they are not making satisfactory academic progress and are therefore not in good academic standing until they hold fewer than two Incompletes. Departments may want to supplement this GSAS notification by placing the student on probation.

— Time to submit work for an Incomplete: students are allowed approximately six months in which to complete the requirements for classes in which they have received a grade of Incomplete: June 30 for fall Incompletes; December 31 for spring or summer Incompletes. See the GSAS website for a full description of the mark of Incomplete. Departments and instructors may set an earlier deadline for completion of the outstanding work; that deadline will supersede the GSAS deadline.

— Leaves of Absence while carrying Incompletes: students who are not in good academic standing may take medical, personal, or military leaves of absence. Such leaves will not count toward the time allowed for completion of Incompletes. Until a student who has returned from leave carries fewer than two Incompletes, however, he or she will be considered to be in poor academic standing.

**CLST Research Group**

Students are expected to attend the meetings of the CLST Research Group [<http://classicalstudies.columbia.edu/events/research-group/>]. Students are expected to
participate in discussions of each others’ research and of news – publications, etc. – in ancient studies.

Degree Conferral

Students who have fulfilled all of the degree requirements for the M.A. must submit an application in order to receive their degree. Information on this process is available on the University Registrar’s web site <http://registrar.columbia.edu/registrar-forms/application-degree-or-certificate>. Please submit the completed form to the University Registrar and make two copies, one for your own records and one for Student Coordinator of CLST. Applications are due:
— August 1 for October degree conferral
— November 1 for February degree conferral
— December 1 for May degree conferral

Distinction

CLST M.A. Distinction may be awarded for excellence with the M.A. degree based on the following criteria:
— assessment of M.A. thesis by faculty members, including the thesis advisor and the Program Chair
— assessment of overall academic record
— assessment of the student’s further activities in the program

It is to be understood that, normally, no more than 10% of the students who complete the MA degree in any five-year period are awarded CLST MA Distinction. To ensure uniform standards for the award of CLST M.A. Distinction, the Chair of CLST must be in charge of collecting faculty input. Students who would like to apply for this award are requested to write to the Chair of the CLST Program to this effect, attaching their MA thesis, at least four weeks prior to their graduation.

Applying to Ph.D. Programs after completion of the M.A.

Students who do well in the free-standing M.A. program will be in a good position to apply to Ph.D. programs. However, the free-standing M.A. program in CLST at Columbia University is not intended as the first step toward earning a Ph.D. at Columbia. M.A. students who wish to pursue a Ph.D. should plan to apply widely to Universities that run relevant programs. Any M.A. student who wishes to apply for a Ph.D. here must make a separate application to the Ph.D. program, which will be evaluated competitively with all of the other applications we receive. There is no guarantee whatsoever that they will be admitted to the Ph.D. program, nor should there be any expectation that their chances of being admitted are improved by the fact of having obtained an M.A. degree at Columbia University.
Students who are pursuing the M.A. degree in order to enhance their chances of being admitted to a distinguished Ph.D. program should consult with the Chair of the program about how best to pursue that goal. Usually, it is wise to plan two years for the M.A. rather than one. That will allow more time to amass a record at Columbia, and to become known by the faculty members from whom the students will be requesting letters of recommendation. If there are financial or personal reasons for trying to complete the degree within one year, we advise our M.A. students to wait until after they complete their M.A. before applying to Ph.D. programs.
The Ph.D. Program in CLST

Introduction

The purpose of earning a Ph.D. in Classical Studies is to become an independent scholar as well as a teacher of the subject. Perhaps the single most important accomplishment during your Ph.D. studies is the writing of a doctoral dissertation, which is typically a student’s first substantial and original scholarly contribution to the field. The coursework that is undertaken in advance of the dissertation is meant to consolidate the students’ education and training, and as preparation both for writing the dissertation and for teaching. In addition to coursework and the dissertation, Ph.D. students at Columbia are required to assist in the teaching of undergraduate courses as part of their doctoral training.

The Ph.D. program in Classical Studies attracts students with a broad range of interests in all fields of ancient studies. Unique in its scope, the CLST Program provides access to the intellectual and organizational resources of the four participating Departments, Art History and Archaeology, Classics, History, and Philosophy. Students are eligible to work with the materials of Columbia’s archaeological, epigraphic, and numismatic collections, can apply to Columbia’s excavation projects, and participate in the numerous initiatives organized by the University: seminars, lectures, conferences, museum trips, and more.

Research topics among CLST students extend significantly beyond the confines of a traditional focus on Greco-Roman antiquity. Through CLST, students have access to faculty who, as innovators in their fields, stand for a commitment to think more broadly about the study of antiquity. Please consult also the Ph.D. section on the CLST website: <http://classicalstudies.columbia.edu/degrees/ph-d/>.

Requirements

The requirements below should be read in conjunction with the general requirements of the Graduate School. For further details about the M.A. degree, please consult the Handbook’s M.A. description, and particularly the sections on Residence Units, Course Requirements, M.A. Thesis, Grading, and Performance.

Advising

After admittance to the program, students should consult the Chair to determine who will serve as their pre-dissertation advisor. Typically, the Chair of the program shall act as general advisor, and individual advisors may be chosen depending on the specific
interests of the students. Each student’s program of study must be approved before registration.

Variety and flexibility are among the defining features of the program. Each scholar graduating from the Classical Studies Program has a different profile. Generally speaking, students should use the pre-dissertation phase to deepen their knowledge in their area of specialization, as well as branch out and aim for broad knowledge of antiquity. Throughout their time in the program, students are expected to develop their language skills further, first by gaining a high level of general competence, and then by acquiring additional language skills of special relevance to their area of research. As students proceed toward dissertation work, advisors help them identify topics that reflect their inter-disciplinary training and that allow them to make original contributions to the field.

**Timely Degrees**

Students on multi-year funding packages are expected to complete their Ph.D. within the time period covered by their funding, which is typically five years (see below, “Financial Aid”). Some students apply to teach as Preceptors or Teaching Fellows in Columbia College’s Core Curriculum. Because these are demanding positions, students who become Preceptors or Teaching Fellows are expected to complete their Ph.D. within six years. Please note that students beyond the sixth year have no automatic right to continue to live in University Housing; if they wish to do so, they must submit an application during the Spring term of their sixth year. Furthermore, the Graduate School of Arts and Sciences recognizes absolutely no obligations to students who pass beyond seventh-year standing.

**Interim Degrees**

Along the way to earning the Ph.D. in CLST, students automatically fulfill the requirements for the M.A. degree. In addition, upon fulfillment of all relevant requirements, Ph.D. candidates will receive an M.Phil. degree. The possession of these degrees is often a prerequisite to various fellowship and teaching assignments both within and outside the University. Ph.D. candidates are therefore required to apply for these degrees as soon as they have completed the requirements.

Also, GSAS requires that students have their M.A. degree by the end of the second year and their M.Phil. degree by the end of the fourth year.

Please note that there are two entirely separate processes for applying for the M.A. degree and applying for the M.Phil. degree.

M.A. applications go through the University Registrar in 210 Kent Hall. The procedure is the Registrar’s standard Application for Degree or Certificate procedure: <http://registrar.columbia.edu/registrar-forms/application-degree-or-certificate>. Application deadlines are well in advance of degree conferral date:
— August 1 for October degree conferral
— November 1 for February degree conferral
— December 1 for May degree conferral

Because the application deadlines are so far in advance of degree conferral, you do not have to have completed the requirements for the M.A. degree when you apply. The Student Coordinator of the CLST program will assist you with any questions you might have.

The CLST program submits M.Phil. applications directly to the GSAS Office of Student Affairs. Again, please consult the program’s Student Coordinator for details. Information and reminders about deadlines for both M.A. and M.Phil. applications are sent out regularly via e-mail; please watch out for these notices.

Requirements for the free-standing M.A. degree in Classical Studies and the M.A. degree taken en route to the Ph.D. are identical. That is, for the first phase of study in the Ph.D. program, please consult the requirements for the M.A. Importantly, the explanations provided there for E-credit and R-credit as well as the grading policies apply to all graduate students in the program. Please note, however, that Ph.D. students may not register part-time.

Your M.A. dissertation must be approved before you are permitted to continue on to the M.Phil. degree.

Dissertation Progress Report
Continued registration is contingent on satisfactory progress in the program as determined by the program’s requirements described below and by GSAS. A student who fails to maintain satisfactory progress will have his or her candidacy terminated. GSAS requires all Ph.D. students who have received the M.Phil. or who are beyond fourth-year standing to complete a Dissertation Progress Report on a yearly basis. The report must be submitted electronically during the Fall Term of each year through Student Services On-Line (<https://ssol.columbia.edu>). The student’s advisor will also provide a report directly to GSAS as part of this process.

Your academic progress will be assessed at the end of each year in the program by the Chair, in communication with faculty who advise you and whose classes you have taken. Successful academic reviews are a necessary condition for remaining in the program as a student in good standing, and for the continuation of your funding. For more detailed information on academic progress, see “Satisfactory Academic Progress” below (p. 23).

Registration Requirements
In order to earn a Ph.D. degree in CLST, students must satisfy the following registration requirements. Throughout the program, each student must be formally registered with GSAS.
There are three registration categories:
— Residence Units: The Residence Unit (RU) constitutes the basis of the University’s tuition charges. Rather than charge for individual courses, the University charges tuition for full-time study. One term of full-time registration equals one Residence Unit. To earn a Ph.D., students must accumulate six residence units. Two of these are required for the M.A. degree, and six of them (including the two for the M.A) are required for the M.Phil degree.
— Extended Residence: After completing six residence units, Ph.D. students are required to register for Extended Residence for any term in which they hold a university teaching or research appointment or are taking a course.
— Matriculation and Facilities: When Ph.D. students have completed all required teaching duties and are on a dissertation fellowship, they must register for Matriculation and Facilities (M&F), which allows them to maintain their status as full-time students and make use of all University facilities. Students who are registered for M&F are not allowed to teach or to register for classes.

Please note that all Ph.D. students must be continuously registered as full-time students during the entire time of their graduate program. The only exceptions to this requirement are official Leaves of Absence, which may be granted only by the Dean of GSAS. Note that students on Leaves of Absence are not registered at the University for that time period and may not use University facilities (including the libraries and computer labs) for that period without making special arrangements with the Registrar’s Office (which may require the payment of Matriculation and Facilities fees or the purchasing of library visitation passes through Butler Library). Fellowships, health insurance, health services, housing and other services will be terminated once a leave has been granted. Students going on a Leave of Absence should consult the GSAS Office of Student Affairs prior to requesting a leave. There is detailed information available about Leaves of Absence at <http://gsas.columbia.edu/content/leaves-absence>.

Coursework
Students must successfully complete six additional courses for a letter grade beyond those completed for the M.A., to be taken in the Departments of Classics, History, Art History and Archaeology, or Philosophy. No more than three of these courses may be in any one department, and at least two of them must be colloquia or seminars. If it is justified by the student’s research interests and with the consent of their advisors and of the Chair, students may take courses in other departments of Columbia University. Students are expected to maintain at least a B+ average in their graded courses. For details about grading, please consult the “Grading” section in the M.A. description above.

GSAS Policies on Incompletes
— Registered students should not hold more than one Incomplete at a time. Students who carry two or more Incompletes simultaneously will be permitted to register in their programs, but they will receive a message from GSAS, copying the Chair of CLST, alerting them that they are not making satisfactory academic progress and are therefore
not in good academic standing until they hold fewer than two Incompletes. Departments may want to supplement this GSAS notification by placing the student on probation.

— Ph.D. students must complete and receive grades for all courses marked Incomplete in order to receive the M.A. or M.Phil. en route to the Ph.D., whether the course is a requirement for the degree or not.

— Time to submit work for an Incomplete: students are allowed approximately six months in which to complete the requirements for classes in which they have received a grade of Incomplete: June 30 for fall Incompletes; December 31 for spring or summer Incompletes. See the GSAS website for a full description of the mark of Incomplete. Departments and instructors may set an earlier deadline for completion of the outstanding work; that deadline will supersede the GSAS deadline.

— Leaves of Absence while carrying Incompletes: students who are not in good academic standing may take medical, personal, or military leaves of absence. Such leaves will not count toward the time allowed for completion of Incompletes. Until a student who has returned from leave carries fewer than two Incompletes, however, he or she will be considered to be in poor academic standing.

Languages
Students must demonstrate competence in a second ancient language, Greek or Latin, either by course work or by examination, and in a second modern language (one of the two must be German, the other may be French or Italian), by examination. International students whose native language is not English but is relevant to their research may be granted exemption from one of the modern language requirements. Please consult the Chair.

Please note that modern language exams, if they are not part of classes you are taking to fulfill the requirement, are administrated by the Chair of CLST.

Format of the CLST modern language exam:
A. Translation: you translate a short text related to your fields of interest (c. 400 words) into readable English; you can use a dictionary; 60 minutes.
B. Reading & Comprehension: you write a brief English summary of a short text (c. 1,000 words) related to your fields of interest; no dictionary; 50 minutes.

Transition to Dissertation Research
Typically, students should begin to study for their M.Phil. exams during the summer after their second year in the program. During the third year in the program, students should transition towards dissertation work by taking two exams: the M.Phil. and the Proposal Defense exams. When you are nearing completion of your coursework requirements, you should approach three examiners for your M.Phil. exams (for more detail on the format of these exams, see below). Students should begin to think about three fields of study for the
exam early on: which three fields will be relevant for your dissertation and future profile as a scholar? Think of this in the following terms: you should gain broad knowledge in your main field of specialization, but you also need solid competencies in neighboring disciplines. Ideally, the M.Phil. exams help you to lay the ground for independent research, while at the same time providing you with a wide spectrum of knowledge in ancient studies.

Once you passed the M.Phil. exams, you should develop a dissertation project. With the help of your advisors, you should identify a topic, begin research, and develop an outline of what you aim to achieve in your dissertation. You should write a dissertation proposal. This proposal as well as the research you have done in putting the proposal together will be the subject of your Proposal Defense.

The M.Phil. Qualifying Exams in Classical Studies

Timing: The exams are taken after the student has met all language and course requirements, and prior to defending a dissertation proposal.

Fields: The student, three examiners, and the Chair of CLST agree on three fields and/or topics. At least two of the four disciplines (Art History/Archaeology, Classics, History, Philosophy) must be represented. For each field/topic, the examiner acts as advisor during the time leading up to the exam, providing input regarding the relevant bibliography and cluster of questions. The student’s advisor and/or Chair of CLST discuss the general set-up of the exam with the student.

Written exams: Each examiner sets a three hour written exam. The format is flexible and should be discussed with the examiners. All three exams are to be taken within a one week period; exceptions are to be discussed with the student’s main advisor and the Chair of CLST. Copies of the written exam are accessible to all examiners and to the fourth examiner who chairs the oral exam.

Oral exam: The student’s advisor invites, in consultation with the Chair of CLST, a fourth examiner. The Chair of the Program is in general prepared to act in this role, but other faculty associated with CLST are equally eligible. The fourth examiner is to chair the proceedings and can add some questions to the discussion. The oral exam lasts two hours, and is based on but not strictly limited to the three written exams. Individual examiners can handle this with flexibility; they can adjust the format/content to the requirements of their discipline. Each of the examiners has c. 30 minutes to question the student. The oral exam should be held within a week of the written exams, such that, all in all, the exams take place over a two-to-three week period (given the difficulty of scheduling matters, this is handled with flexibility; the Chair of CLST should be kept in the loop and approve the overall plan).
Forms: The Student Coordinator of the program will provide the student with a form that every examiner should sign. The student should return the form to the Student Coordinator.

Proposal Defense Exam
Timing: Students are expected to present their dissertation proposal within six months after completion of the M.Phil. oral examination.

Format: After taking the M.Phil. exam, students begin to work closely with their dissertation sponsor to identify a suitable dissertation topic and to begin formulating the outlines of their project. At the Proposal Defense Exam, the sponsor and two further committee members discuss with the student her/his dissertation proposal and the research she/he has done up to now. They evaluate whether the student has a viable project and, if that is the case, provide input for the next steps. A proposal should contain: a first paragraph that provides an abstract; a description of the questions to be explored in the dissertation and an explanation of their relevance; a summary of the state of research in the field; a description of how the dissertation will advance the field; a sketch of the methods that will be used; an account of the sources and materials that will be analyzed; a chapter-by-chapter breakdown; a time-line; a preliminary bibliography.

Dissertation Sponsor: Typically, the student finds a dissertation sponsor while preparing for the M.Phil. exams. Most students already work with a faculty advisor prior to the M.Phil. exams. Still, the student should confirm with the faculty member that she/he is prepared to act as her dissertation sponsor. In addition, the sponsor must be an approved dissertation sponsor for Classical Studies. The list of approved sponsors is available at <http://gsas.columbia.edu/dissertation-sponsors>.

Dissertation Committee: The three committee members serve, at least for the time being, as the student’s Dissertation Committee. If the student’s interests change (or in response to other developments), the composition of the committee can change. However, the student should make sure that, at all times while writing a dissertation, she/he receives substantive feedback not only from her sponsor, but also from two additional dissertation committee members.

Dissertation Phase
During their remaining years in the program, Ph.D. students must complete a dissertation. The Dissertation Defense Exam is taken at the end of this process.

The writing of the dissertation should take about two years, and in any case, as per GSAS regulations, no more than four years. Extensions may be granted only with the approval of the sponsor, Chair, and the Dean. Students on multi-year funding packages from GSAS should aim to complete their Ph.D.’s within five years. They should include in their Dissertation Progress Report a tentative timetable for finishing, which must be approved by their dissertation Sponsor and by the Chair.
**Dissertation Defense Exam**

Once a complete draft of the dissertation has been approved by the candidate’s Dissertation Committee, the student may apply to defend the dissertation before an Examining Committee. Students do not participate in the selection of the dissertation defense committee.

The Examining Committee comprises the three members of the Dissertation Committee and two additional examiners. At least one of the five examiners should be an external examiner. For a detailed description of GSAS’s criteria on who counts as an external examiner, see here: <http://gsas.columbia.edu/defense-committees>. In particular, since CLST is not a department but an inter-departmental graduate program, the following consideration applies to the definition of who counts as an internal or external examiner: the inside examiners should come from the list of approved dissertation sponsors for CLST.

The Chair of the Committee is a member of the Dissertation Committee other than the Sponsor and is in charge of running the proceedings at the actual defense (collecting and returning voting sheet from and to the program’s Student Coordinator or DAAF, making sure that the defense begins at the correct time, etc.).

Applications for defense, together with an annual calendar of deadlines and the guidelines for final deposit of the dissertation, are available from the Dissertation Secretary in 107 Low Library, and on the Dissertation Office section of the GSAS website: <http://gsas.columbia.edu/dissertations>

Note that the dissertation must be distributed to the Examining Committee members at least four weeks before the defense date, to allow them time to read it.

The defense lasts approximately two hours. It typically begins with a brief account of the dissertation by the candidate. Then, the examiners proceed to ask questions in turn. At the end of the defense, each examiner signs an evaluation form in one of four columns:

- “Approved as submitted:” The committee may ask that minor revisions or corrections be made before the dissertation is deposited. A written description of those minor revisions should be provided to the candidate at the defense. These minor revisions should be completed to the satisfaction of the sponsor within one month after the defense.
- “Approved pending revisions:” The committee may ask that revisions be made before the dissertation is deposited. A written description of those revisions should be provided to the candidate at the defense or shortly afterward. These revisions should be completed to the satisfaction of the sponsor within six months after the date of the defense.
- “Referred:” The committee believes that substantial work must be undertaken on the dissertation by the candidate before it can reach a recommendation to award the degree.
A detailed written description of the reservations about the examined dissertation should be provided to the candidate at the defense or shortly afterward. At the time of the defense, a subcommittee composed of at least three unanimously agreed upon members of the original committee (and including the sponsor) will be formed. The specified revisions should be completed to the satisfaction of the subcommittee within one year after the date of the defense. A statement from the candidate indicating the specific changes made in response to the committee’s request for revision must accompany the revised version, and both be sent to the sponsor. The sponsor will share the statement and the revised version with the members of the defense subcommittee, each of whom must communicate explicitly to the sponsor his or her appraisal of the revisions undertaken. A majority of the subcommittee must approve the revised version for the candidate to be recommended for the degree. The dissertation will then be recommended for award of the degree.

– “Fail.” The committee believes that the dissertation is not acceptable, and the candidate will not be recommended for the degree. No candidate may have a second defense unless the dean of GSAS concludes, upon evidence provided either by the candidate or by a member of the committee, that procedural irregularities occurred during the defense.

Dissertations that have been “Approved as Submitted” may be considered for “Program Distinction.”¹ Distinction is not officially conferred until the final version of the dissertation has been accepted for deposit by the Office of the Dean. CLST Dissertation Distinction may be awarded to a PhD dissertation in CLST if and only if all the following conditions are fulfilled:

— the dissertation must be of outstanding originality;
— all five members of the Dissertation Examination Committee must vote in favor of recommending the award of a Departmental Distinction (secret ballot);
— it is to be understood that, normally, no more than 10% of dissertations in CLST in any five-year period should be awarded Program Distinction;
— to ensure uniform standards for the award of CLST Dissertation Distinction, the Examination Committee’s recommendation must be approved by the Chair of CLST.

According to GSAS policies for the Dissertation Defense Exam, maximally, two members of the dissertation defense committee may participate remotely; the committee chair and the dissertation sponsor must be present at the defense. Committee members who participate remotely are requested to submit comments, questions, and a provisional vote in advance so that the defense exercise may proceed in the event technical difficulties are encountered during the proceedings.²

¹ As of May 16, 2012, Columbia University no longer formally grants distinction through GSAS. Departments and programs are free to set their own policies for Departmental or Program Distinction.
² Quoting GSAS’s guidelines on unexpected absences: “The dissertation defense committee may convene when one member is prevented from participating by extreme circumstances at the time of the defense. Such a last-minute absence will count toward the total of two members allowed to participate remotely. If possible, the absent member should submit before the defense a report containing comments, questions, and
After a successful dissertation defense, the student must deposit the dissertation in order to receive her/his Ph.D. degree. This involves submitting a PDF copy of the final version to the Dissertation Secretary, along with a Deposit Card bearing the signatures of both the Dissertation Sponsor and the Chair of the CLST program. It is understood that the “final version” of the dissertation must include all required (minor or major) revisions. This final version must also be in the correct format and as free from error as possible. Please note that the program does not cover the deposit fees charged by GSAS. Students should refer to the GSAS Dissertation Office web site <http://gsas.columbia.edu/dissertations> for complete information about the deposit process.

Fellowships

Students are encouraged to apply for additional external fellowships, and to consult GSAS guidelines about fellowship applications. Students should consult with their advisors about fellowships suitable to their phase of study and research profile. Already during their first year in the program, students should begin to apply for travel fellowships and similar ‘smaller’ awards that help them attend conferences or add to their budget for summer research. As soon as students can plausibly argue that they have a research project, they should also apply for year-long external fellowships. The writing of fellowship applications is a vital skill for academic success throughout one’s career. Students should consider this requirement as an occasion for acquiring this skill. They should consult with their advisors as well as the Chair of the program about their applications and make the best of the information available through GSAS’s web resources.

CLST Research Group and CLST Research Seminar

The Chair and the students regularly meet in CLST Research Group meetings, where students present their work and receive comments from their peers as well as the Chair. See also <http://classicalstudies.columbia.edu/events/research-group/>. The CLST Research Group was founded in 2011. It serves as a regular occasion for all members of the program to meet, update each other, and foster discussion about on-going research in the program. All students are required to attend.

---

a provisional vote on the dissertation's approval. The committee chair will convey these questions to the candidate at the defense and rule on the quality the responses made. If circumstances prevent the submission of a report before the defense, the absent member’s report should be sent as soon as possible after the defense to the dissertation defense committee chair and to the Dean of the Graduate School. The committee vote will not be considered final until the report is reviewed and the defense committee chair determines whether any further action is warranted.”
During a semester of the academic year, the CLST Research Group may meet in a formal seminar setting, the CLST Research Seminar. Ph.D. students are required to take the class for credit once during their career in the program, ideally during the year when they are working toward the dissertation proposal exam. Throughout the dissertation phase, students are required to present their research once a year in the CLST Research Group or Seminar. The main goal of this requirement is that students receive regular feedback on their work, and have regular deadlines to meet, with a view to making timely progress toward their degree.

**Satisfactory Academic Progress**

Permission to register each term is contingent, in part, on the judgment that progress in the degree program is satisfactory. A student who fails to maintain satisfactory progress will have his or her candidacy terminated.

The satisfactory progress of doctoral students is assessed annually on the basis of academic performance, including the timely completion of all language examinations and all certifying and comprehensive examinations and thesis requirements, grades, and performance in any required teaching or research apprenticeships. In addition, GSAS requires that all Ph.D. students in the Arts and Sciences departments who have received the M.Phil. or who have reached fifth-year standing complete the Dissertation Progress Report. Both students and their advisors complete sections of this on-line report that detail progress, quality of work, and schedule for dissertation and degree completion.

In line with GSAS requirements, the CLST Program considers progress to be *minimally satisfactory* when it is such that a student completes
— the M.A. degree by the end of the second year
— the M.Phil. degree by the end of the fourth year.
A GSAS-approved official Leave of Absence stops the clock on the student’s time in registered-student status and time to completion of the degree.

Please note that you will be better positioned for timely completion of your degree if you can devote years four and five to dissertation writing, and that is, if you are completing the M.A. and M.Phil. degrees earlier than you are minimally required to do.

In addition, note that students are not eligible to receive GSAS funding beyond their seventh year; for details, please consult [http://gsas.columbia.edu/content/seven-year-funding-eligibility](http://gsas.columbia.edu/content/seven-year-funding-eligibility). Students are expected to complete the Ph.D. degree within nine years of registrations.
Financial Aid

The CLST Ph.D. Program operates under a system of multi-year financial aid packages which are provided by GSAS. Such funding is awarded, as far as possible, to all incoming Ph.D. students. The packages typically cover five years. All fellowship awards cover the entire cost of tuition as well as health insurance and access to the Columbia Student Health Service. In addition, they provide an annual nine-month fellowship stipend. A detailed overview of the GSAS financial aid system, including the possibility of combining GSAS funds with external fellowships, is available online at <http://gsas.columbia.edu/financial-aid> and <http://gsas.columbia.edu/content/fellowship-information-doctoral-students>.

Please be aware that Student Activities Fees and University Facilities Fees (and also the International Services Charge for international students) are not covered by fellowship awards or by the CLST Program.

Renewal of fellowship awards for students who were admitted with multi-year funding packages will be the normal procedure for those who receive favorable academic reviews. However, the continuation of funding is not automatic. Students who wish to continue to receive GSAS funding are required to file a Fellowship Application Form each year, which is due on the first Monday in February.

In addition to filing an internal financial aid application each year, continuing funded students are required to apply each year for at least one outside fellowship, i.e., a fellowship offered by an agency or institution external to GSAS. For detailed information, see <http://gsas.columbia.edu/content/external-fellowship-policy>.

The Chair of CLST typically serves also in the role of the program’s Fellowship Officer. Students are required to consult with the Fellowship Officer about their applications and to provide evidence of their efforts to attain external fellowships.

Teaching

Columbia University is committed to training its Ph.D. students to become distinguished teachers as well as distinguished scholars in their field. Therefore, GSAS requires that all Ph.D. students teach at least two terms as a requirement for the Ph.D. degree. All students who receive a five-year funding package are normally required to teach six terms, leaving four terms of funding without teaching.

While on a Teaching Fellowship through GSAS, CLST students can be appointed as Teaching Assistant (TA) for an undergraduate class in Departments of Art History and Archaeology, Classics, History, or Philosophy.
Students have the opportunity to serve as Instructor of their own ancient language class in the Classics Department. Typically, CLST Ph.D. students serve as TAs before taking on the responsibilities of teaching their own language class. In preparation for teaching their own language classes in Classics, CLST students either pass requirements through exams, or they take a sequence of language classes in the Classics Department.

Another opportunity is to apply to teach Masterpieces of Western Art, also called Art Humanities, one of Columbia College’s Core Curriculum classes <http://www.mcah.columbia.edu/arthumanities/>. CLST Ph.D. students are eligible to apply to teach Art/Hum in their fourth year. Like teaching a language class, this is a chance to teach one’s own class, thereby gaining valuable experience. Art/Hum is chaired and administered by faculty from Columbia’s Art History and Archaeology Department. The selection of Art/Hum instructors is entirely in the responsibility of the Art History and Archaeology Department. However, in the past students who taught Art/Hum in their fourth year in the program were well-positioned to return to teaching Art/Hum in their sixth and seventh year. For further details about the application and selection process, please contact the Director of Art Humanities: <http://www.columbia.edu/cu/arthistory/about/administration.html>.

Teaching is an important component of your education: it is an occasion to grow as a scholar in your field, and to gain valuable teaching experience. The CLST faculty is highly involved in helping you develop the skills of a good teacher.

Since Teaching Fellowships are awarded as part of a funding package, they will be given only to students in good academic standing who are making satisfactory progress towards the Ph.D. degree. Typically, students teach in their second, third, and fourth year in the program. TA assignments must be approved by GSAS. The Chair of CLST, in consultation with representatives (typically, with the DGS and/or Chair) of the four Departments, determines the TA assignments for CLST students. The students are welcome to talk to the Chair of the program about their preferences. Preferences are also solicited from faculty who teach the relevant classes. Sometimes students are asked to TA for a class that is not in their main field of expertise. Though these assignments involve some additional work in acquainting oneself with the course material, they also have significant advantages: TA work can help you broaden your training, which makes your profile more attractive when entering the job market.

Once you know to which faculty member and which class you are assigned, you should ask the professor what precisely she/he expects from Teaching Assistants in this class. Do not hesitate to consult with the faculty who teaches the classes about any teaching-related questions that come up. You should also make use of the resources of GSAS’s Center for Teaching and Learning <http://ctl.columbia.edu>. The Chair of the program is also available for consultation.
Responsibilities of TAs usually include that they attend lectures, hold office hours, grade written work, and – if this is the format of the class – run sections. As per Columbia University policy, TA work should amount to a maximum of 20 hours per week.

At the end of the semester, the undergraduate students who took the class will be asked to submit written evaluations of their TAs. Faculty will also be asked to evaluate the performance of their TAs, and to give them feedback and advice about their overall performance. These evaluations will be kept by the program’s administration for future reference. They will be taken into account in the academic review process. You should make sure that you save the student evaluations of each class you TA for as PDFs, so that you can use them later on when you apply for positions.

Additional Funding Options

Teaching in the Core Curriculum or Writing Center
CLST Ph.D. students are eligible to apply to teach in Columbia College’s Core Curriculum or in the Undergraduate Writing Program starting in their fourth year in the program and after having been awarded the M.Phil. degree (<http://www.college.columbia.edu/core/> and <http://www.college.columbia.edu/core/uwp/writing-center>). It is advisable to postpone applications until your dissertation research is fully launched. Students are required to consult with their dissertation sponsor and the program’s Chair before submitting applications. The selection process for positions in the Core Curriculum and in the Writing Center is competitive and internal to the Core Curriculum and the Writing Center. That is, while CLST faculty can write letters of recommendation for students who apply, the positions are not awarded through the CLST program.

Summer teaching
Ph.D. students in CLST may also apply to teach in the Columbia University Summer Term. If you are interested in teaching in the summer, you are required to discuss this plan first of all with your academic advisor and the program’s Chair. They will help you develop a good plan for how to make progress with your education over the summer. Moreover, they will consult with you about submitting applications to the Summer Teaching Representative in one of the four departments participating in CLST. In recent years, GSAS often accepted applications for a competition where Ph.D. students can design their own summer classes as Summer Teaching Scholars. You should look out for announcements about this initiative.

Conference Participation
For students who have their M.Phil. degree, funding for travel expenses may be obtained through the GSAS Post-M.Phil. Matching Travel Funds Program. Please contact the program’s DAAF, who will direct you to the relevant forms.
Placement

The CLST Graduate Program strongly supports its graduate students’ efforts to obtain academic appointments, and has met with considerable success in this regard in the past. For recent placement records, see: <http://classicalstudies.columbia.edu/about/placement/>.

Since the job market is highly competitive, and since employment opportunities depend on any number of factors outside of the student’s control, candidates are advised to be both tenacious and realistic: the process is often complicated and arduous, and sometimes must be repeated through several application seasons.

The Chair of the program, in collaboration with the student’s dissertation sponsor, is available for advice. Their input can include the following: feedback on your CV and dossier; advice about the suitability of positions that you might apply for; mock job interviews; help you think about additional letter writers you might approach; etc.

Here are some particularly important components of your application where CLST faculty can provide significant assistance:

Writing Sample: In our experience, a polished writing sample which conveys the quality of your research is extremely important. You should make sure that more than one faculty member has given feedback on this paper. If your best work is highly technical, consider including two writing samples: one for specialists in your discipline and the other for readers whose background is in ancient studies, though not immediately in your sub-field.

CV, Dissertation Abstract, Research Statement (if required): Your CV should be very well-structured. Think of committee members who are reading lots of files: make things easy for them. This can involve formatting that ensures legibility; it can also include putting crucial information on the first page. It is helpful if the CV contains a very short (5-6 lines) dissertation abstract. A longer abstract can be placed at the end of the CV (same file) or in a separate document. For some positions, in particular for post-doctoral positions in interdepartmental Humanities centers, a research statement is requested. Think carefully about a plausible next project. Use this statement to convey further sides of your intellectual profile.

Job Talk: Once you have attained an invitation for a campus interview, you should put significant effort into preparing. The CLST Research Group is an ideal forum for giving a so-called mock job talk, i.e., a practice run of the presentation you want to give when invited for campus interviews. You should plan to take advantage of this opportunity well before the actual campus visit might take place. In our experience, the feedback students
receive at these occasions is not easily integrated within just a week or two. Instead, you should schedule several weeks for revisions and additional preparation.

**Interview:** It is difficult to talk in a clear and engaging way about one’s own research. The Chair of the program will organize Mock Interviews to help you prepare. Ideally you begin to practice talking about your research with peers and people you meet at conferences at an early stage. You will see that you need short accounts (sometimes called “elevator pitch”) of what your research is about. By talking about your research with peers, you gain experience about what it is that others may find questionable. This helps you re-think your proposals or find more straightforward formulations. Be aware that, in particular in an interdisciplinary field, you are always also talking to non-specialists. Presentations that are packed with technical jargon are not helpful. Explain terminology, and think about ways in which you can describe the upshot and significance of your work to those who are not yet on board with your line of research.

**Dossier:** Several months before making your first job application, you should go to Columbia University’s Center for Career Education to open a dossier. The dossier is a file containing a candidate’s CV and letters of recommendation. Make sure you familiarize yourself with the Center’s policies regarding payment for services. The Center usually sends a certain number of dossiers free of charge, then charges a fee for requests in excess of that number. For further information, please visit their website at <http://www.careereducation.columbia.edu/students/grad/phd/academic>.

**Essay Prize**

CLST organizes the Classical Studies Essay Award, an annual competition that awards $300 to the best paper by a PhD student and $200 to the best paper by an MA student in Classical Studies. The award winners are selected by a four-faculty committee with representatives from the four participating departments, invited by the Chair. Students are asked to submit research papers, which are assessed for academic originality and the quality of the scholarship involved in researching and writing the paper.

**Doctoral Consortium**

GSAS is a member of the Inter-University Doctoral Consortium (IUDC) <http://gsas.columbia.edu/iudc>, which gives students the opportunity to cross-register among several academic institutions in the New York City area.

All graduate students who have completed one full year of Ph.D. study are eligible to participate in the IUDC. (Note: This program is available for the Fall and Spring semesters and not over the Summer.) We strongly encourage students to make use of this extraordinary opportunity. GSAS allows a maximum of two courses to be credited
toward the student’s M.Phil. course requirements per semester, and it is expected that those classes taken are presently and in the near future not available at Columbia.

Here is the list of the nine institutions currently participating in the IUDC, along with contact telephone numbers and website addresses:

— CUNY Graduate Center 212-817-7400 www.gc.cuny.edu
— Fordham University 718-817-4406 www.fordham.edu
— New School for Social Research 212-229-5712 www.newschool.edu
— New York University 212-998-8030 www.nyu.edu
— Princeton University 609-258-3030 www.princeton.edu
— Rutgers University 732-932-7034 www.rutgers.edu
— Stony Brook University 631-632-7046 www.sunysb.edu
— Teachers College 212-687-3052 www.tc.columbia.edu

Students who are interested in taking a course at an IUDC institution should contact the GSAS Office of Student Affairs in 107 Low Library. It is possible that the host institution will also require students to register there. Tuition is paid to the Graduate School. Classes may be taken for a letter grade or for R-credit and will appear on the Columbia transcript. Students will receive a letter or ID card allowing them library reading privileges at the host institution. Columbia students going to New York University may use their CUID card. It is understood that students should familiarize themselves with the academic regulations of the host institution, including its location, grading system, applicable deadlines, and calendar.

**Exchange Scholar Program for Ph.D. Students**

In addition to the above-mentioned schools, Ph.D. students have the opportunity to take courses through the Exchange Scholar Program at: Brown University, Cornell University, Harvard University, Massachusetts Institute of Technology, University of Pennsylvania, Yale University and a number of schools located outside the Northeast. This program does not operate during the summer. To participate in the Exchange Scholar Program, students must fill out an application, which is available from the GSAS Office of Student Affairs in 107 Low Library. This application should be completed before registration. For further information about the Exchange Scholar Program, see the GSAS website.