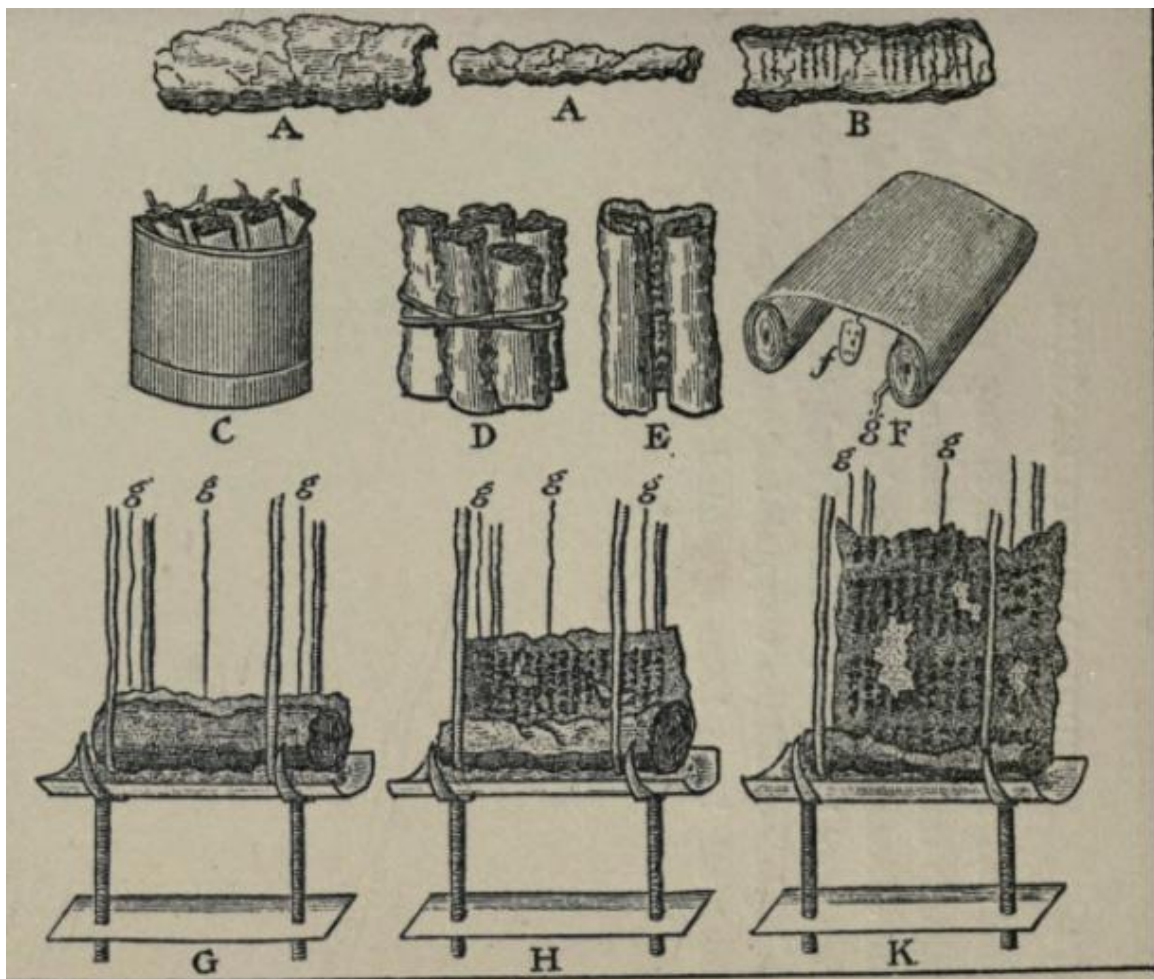


Classical Studies Graduate Program at Columbia University

Handbook 2023-24



Father Antonio Piaggio's machine for unrolling burnt Herculaneum papyri
(from Ethel Ross Barker, *Burnt Herculaneum*, A and C Black, 1908)

The Classical Studies Graduate Program (CLST)

Welcome	5
Handbook	5
Communication	6
M.A. and Ph.D. Programs	6
Interdepartmental and Interdisciplinary Nature of the Program	6
Libraries	7
Summer Research	8
Essay Prize	8
Leaves of Absence	8

The M.A. Program in CLST

Introduction	9
Full-Time or Part-Time Study	9
Suggested Schedules	10
Financial Aid	11
Degree Requirements	11
<i>Residence Units</i>	11
<i>Advising</i>	12
<i>Languages</i>	12
<i>Course Requirements</i>	12
<i>Thesis</i>	13
<i>Grading</i>	13
<i>Performance</i>	13

<i>GSAS Policies on Incompletes</i>	14
<i>CLST Community and Academic Events</i>	14
Degree Conferral	15
Applying to Ph.D. Programs after completion of the M.A.	15
B.A./M.A. Option	16

The Ph.D. Program in CLST

Introduction	17
Requirements	17
<i>Advising</i>	17
<i>Timely Degrees</i>	18
<i>Interim Degrees</i>	18
<i>Dissertation Progress Report</i>	19
<i>Registration Requirements</i>	20
<i>Coursework</i>	20
<i>GSAS Policies on Incompletes</i>	21
<i>Languages</i>	21
<i>Transition to Dissertation Research</i>	22
<i>M.Phil. Qualifying Exams</i>	22
<i>Prospectus Defense Exam</i>	23
<i>Dissertation Phase</i>	24
<i>Dissertation Defense Exam</i>	24
Fellowships	27
CLST Academic and Community-building Events	27

Satisfactory Academic Progress	28
Financial Aid	29
Teaching	30
Additional Funding Options	31
<i>Teaching in the Core Curriculum or Writing Center</i>	31
<i>Summer teaching</i>	32
<i>Conference Participation</i>	32
Placement	32
Doctoral Consortium	33
Exchange Scholar Program for Ph.D. Students	34

The Classical Studies Graduate Program (CLST) - Introduction and General Policies

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 & Archaeology, Classics, History, and Philosophy, although CLST graduate students frequently work closely with scholars in Religion, Anthropology, and English & Comparative Literature. Together with the Center for the Ancient Mediterranean – an interdepartmental initiative that serves as an academic hub for scholars of the Ancient Mediterranean throughout Columbia – CLST is the home of a vibrant research community and provides students with broad and coherent training in classical studies.

Handbook

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

Please rely on this guide, the CLST website, the Chair and DGS of the program, academic advisors, the Program Manager, fellow students, as well as the officers and website of the Graduate School of Arts and Sciences (GSAS) for support <<http://www.gsas.columbia.edu>>. Students should also familiarize themselves with Columbia University's essential policies: <<http://universitypolicies.columbia.edu>>.

It is vital that students regularly review the sections appropriate to their current stage in the program so that they are clear about upcoming deadlines and opportunities. The faculty, students, officers, and administrators in CLST are available to provide advice about academic plans and progress, but ultimately each student is responsible for making sure that they are making academic progress in a timely fashion.

Note: Classical Studies' 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.

A downloadable version of the handbook is also available online on the Classical Studies website: <<https://classicalstudies.columbia.edu/graduate-student-handbook>>.

Communication

CLST events occur throughout the academic year and are both important occasions for community-building among students and good opportunities for students to engage in conversations with the Chair and DGS of the program as well as with other faculty in the program. The CLST website is updated regularly and contains information about current events and news relevant to the program. Email is the official form of communication within GSAS, and all graduate students must check their Columbia email regularly, per the University's policy on student email communications: <<https://universitypolicies.columbia.edu/content/student-email-communication-policy>>. Managing busy inboxes is a challenge for students and faculty alike. Nonetheless, there is an expectation for CLST students, the Chair, the DGS, and the Program Manager that email messages received during working hours should receive a response within three working days. If this expectation is not met, it is appropriate to send a reminder.

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 are admitted either to the free-standing M.A. program or to the Ph.D. program.

The free-standing M.A. program is primarily intended for those who wish to develop an advanced competence in classical studies without continuing on to the Ph.D. degree at Columbia. If a student in the M.A. program wishes to proceed to Ph.D. study at Columbia, they 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 an 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. It is not subsumed within one of the Departments that participate in the program, even if it may be administratively linked. CLST graduate students pursue genuinely interdisciplinary courses of study (for details, please see the requirement sections). They take classes in a variety of different departments, typically fulfill their teaching obligations in more than

one department, and develop research projects that reflect an interdisciplinary understanding of the field.

CLST was founded in the 1980s as an interdisciplinary and interdepartmental graduate program (free-standing M.A. and Ph.D.). Since its inception, it has been chaired by faculty from Art History and Archaeology, Classics, History, and 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: <<https://classicalstudies.columbia.edu/contact-and-administration>>).

The **ACHP Advisory Committee** – named after the initials of the four participating departments and consisting of faculty representatives of Art History and Archaeology, Classics, History and Philosophy, who serve at the invitation of the CLST Chair – assists with larger-scale decisions in the program: <<https://classicalstudies.columbia.edu/achp-advisory-committee>>.

CLST students elect a **graduate student representative** annually, who works with the Chair and DGS as well as with the other students. The graduate student representative attends CLST administrative meetings (excepting any faculty-only portion of such meetings), provides reports and other feedback from the graduate student body at such meetings, and serves as a point of contact for both students and faculty to promote clear communication about program policies and issues of importance for the CLST community.

Libraries

Columbia has exceptional library resources <<http://library.columbia.edu>>, housed in twenty-three libraries whose holdings are grouped into three subject divisions and five distinct collections. Access to over six hundred online databases is available.

Butler Library contains many of the resources of the University Libraries' Humanities and History Division, as well as that portion of the Social Sciences collection acquired before 1974. Butler Library houses an **Ancient and Medieval Studies Reading room** and a **Papyrology and Epigraphy Reading Room**, which are ideal places to work for CLST students <<https://library.columbia.edu/libraries/butler/research-reading-rooms.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 allocated solely upon availability. Interested students should consult the Chair and/or DGS to obtain eligibility and application information. Assignments are typically made in the late summer.

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 Zak Rouse, Access Services Head (avery-services@library.columbia.edu), for further information.

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). **Ph.D. students pursuing summer research are eligible to apply to the program in the Spring for grants** to fund research trips, participation in excavations, and/or professional development.

Essay Prize

CLST organizes the Classical Studies Essay Award, an annual competition that awards \$250 to the best paper by a Ph.D. student and \$250 to the best paper by an M.A. student in Classical Studies. The award winners are selected by a four-faculty committee with representatives from the four participating departments, invited by the DGS. 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. Winners are also recognized on the CLST website.

Leaves of Absence

Leaves of Absence are governed by the policies set out on the GSAS website: <<https://www.gsas.columbia.edu/content/leaves-absence>>. Students are encouraged to apply for and take a formal leave if they find themselves unable to pursue their studies for a prolonged period because of a substantial disruption in their lives. Leaves must be processed by GSAS before the final day of classes for a semester. Students who think they might benefit from a leave in a given semester should talk to the DGS as soon as possible, given the complicated mix of academic and financial issues that are typically at stake.

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 field of Classics: students are given the unique opportunity to work with leading classicists specializing in a variety of areas, to make use of the intellectual and organizational resources of the four participating Departments, and to get access to the libraries of the University. Students are also eligible to work with the materials in Columbia's archaeological, epigraphic, and numismatic collections, may apply to Columbia's excavation projects, and are encouraged to participate in the numerous initiatives organized within the University such as seminars, lectures, conferences, and 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 faculty advisors as well as with the Chair and DGS of Classical Studies. The free-standing M.A. program is a good fit for students who wish to enrich their vision of classical antiquity by developing new skills or who wish to gain a specifically interdisciplinary perspective on antiquity. The program will also 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 free-standing M.A. degree may prove useful for anyone dealing with the ancient world – from museum curators to high-school teachers – who wants to acquire a broader perspective in order to more fully engage with ancient texts, images, and artifacts. Please see also the M.A. section on the CLST website:

<<https://classicalstudies.columbia.edu/ma>>.

Full-Time or Part-Time Study

Students in the free-standing M.A. program may elect to distribute tuition costs over a period of two to four semesters 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, $\frac{1}{2}$ RU, or $\frac{1}{4}$ RU each semester.

— 1 RU equals one term of full-time registration and entitles students to take up to 20 credits/points.

— $\frac{1}{2}$ RU entitles students to enroll in a maximum of three courses, regardless of credit/point value.

— $\frac{1}{4}$ RU entitles students to enroll in a maximum of two courses, regardless of credit/point value.

Tuition charges for 1 RU, $\frac{1}{2}$ RU, and $\frac{1}{4}$ RU may be found on the Student Financial Services website: <<https://www.gsas.columbia.edu/content/cost-attendance>>

Suggested Schedules

Part Time Enrollment: Four Semesters of Enrollment (recommended)

Matriculation: Fall 2023

Degree Conferral: May 2025

Students may need to take an additional elective (in any term) to achieve 30 points total.

	Fall	Spring	Fall	Spring
Residence Unit	1/2	1/2	1/2	1/2
	Language	Language	Elective	Thesis
	Elective	Elective	Elective	Elective
	Elective	CLST Research Seminar*	Elective	Elective

Part Time Enrollment: Three Semesters of Enrollment (recommended)

Matriculation: Fall 2023

Degree Conferral: February 2025

Students may need to take an additional elective (in any term) to achieve 30 points total.

	Fall	Spring	Fall
Residence Unit	1/2	1/2	1
	Language	Language	Thesis
	Elective	Elective	Elective
	Elective	CLST Research Seminar*	Elective
			Elective

Full-Time Enrollment: Two Semesters of Enrollment (not recommended for students who would be applying to a Ph.D. program for the next academic year)

Matriculation: Fall 2023

Degree Conferral: May 2024

Students may need to take an additional elective in the Fall term to achieve 30 points total. It is recommended that students take no fewer than 14 points in the first term to evenly distribute the degree requirements.

	Fall	Spring
Residence Unit	1	1
	Language	Language
	Elective	Thesis
	Elective	CLST Research Seminar*
	Elective	Elective

* The CLST Seminar (please see description on pg. 28) is not mandated for stand-alone MA students, as it is for Ph.D. students. It is, however, recommended for students interested in pursuing a Ph.D.

Financial Aid

CLST is unable to regularly offer financial aid to students enrolled in the free-standing M.A. program. Some students, however, may qualify for fellowships from external sources or for opportunities such as work-study. Further information is available on the GSAS [website](#). Following a student's first semester—and dependent on their academic performance as well as institutional need—there may be opportunities for MA students to work as a grader.

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
- 3 terms registered for 2 ½ RU's and 1 full RU
- or 4 terms registered for ½ RU.

Note: Attending part-time is not an option for Ph.D. students obtaining their M.A. *en route*.

Advising

Upon a student's entrance into the program, the CLST DGS and the Chair will act as general advisors and approve their program of study before registration. Students should be proactive in organizing a meeting with the DGS prior to their on-line registration appointments for the following terms. After a student's first semester, they should also identify a faculty mentor who will typically act as their Thesis Advisor.

Languages

Upon completion of the M.A., students must have competence in one ancient language (either Greek or Latin) and one modern language (German, French, or Italian). Competency is generally demonstrated through receiving an A- or above in an upper-level ancient language class (4000 or above) or an intensive reading-knowledge class for the modern language (e.g. GERM 1113 and 1114, GERM 1115, FREN 2106, ITAL 4005). Alternately, two semesters of the same ancient language are required with a minimum grade of B+. If the student is fully competent in a modern language upon arrival, they may elect to take a language exam that will typically be graded by the Chair or DGS of CLST. (Students taking four semesters at ½ RU generally can take a reading-knowledge class as part of their coursework while fulfilling requirements. This is not an option available to students taking ¼ RU or completing the MA in one year).

Format of CLST modern language exams:

A. Translation: students translate a short text related to their fields of interest (c. 400 words) into readable English; Use of a dictionary is permitted; 60 minutes.

B. Reading & Comprehension: students write a brief English summary of a short text (c. 1,000 words) related to their fields of interest; no dictionary; 50 minutes.

Course Requirements

All M.A. students must take eight courses in at least two of the following departments: Classics, History (ancient history section), Art History and Archaeology (classical section), and Philosophy (ancient), or related fields (esp. coursework relevant to the ancient world and/or reception in English, Comparative Literature, Anthropology, and Religion).

- At least six regular courses must be taken for a letter grade (as opposed to R credit, see below). **No more than four courses can be taken in any one department.** (Classics coursework in Greek and Latin is normally counted separately from courses in translation. That said, a student must take substantial coursework in departments other than Classics).
- At least two seminars or colloquia must be included in the total of eight classes.
- All told, 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 an article-length essay (“M.A. thesis,” typically 6,000-10,000 words) to be evaluated by the student’s Thesis Advisor and the DGS or Chair. Typically, free-standing M.A. students register for an Independent Study with their Thesis Advisor. Exceptions are to be discussed with the DGS 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. (While Ph.D. students may submit an augmented seminar paper, their M.A. thesis should be written such that it could be credibly considered for publication in a relevant journal.)

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 ascertain that the course will count toward their degree requirements. No more than two courses taken for R credit may count toward the M.A. degree. Students 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 credit course requirements. Requests for R credit are handled directly between students and faculty any time until the deadline of the eleventh week of classes (see Academic Calendar, <<https://www.registrar.columbia.edu/event/academic-calendar>>, for the precise deadlines). **Note: Permission must be granted by the instructor in writing, typically via email, to the student. This permission should include assignment expectations and agreements. Upon receiving this permission students should retain the document for their records and send a copy to the CLST Program Manager for departmental records.**

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 has made a written agreement with the instructor prior to the deadline set forth by GSAS policy (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.)

A+ outstanding

A	excellent
A–	good
B+	passing, but better performance is desirable
B	passing, but serious improvement is needed
B–	passing, but deficient in significant ways
C	and lower: failing grade.

Students are encouraged to seek extensive feedback on their work. In particular, a student who receives a B+ or lower in a course should seek advice from the faculty instructor, the DGS, and/or the Chair on how to improve their future performance.

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 and DGS 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 <<https://www.gsas.columbia.edu/content/grading-system>> 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.** If a student does not submit the outstanding work by the deadline, the grade will be changed to an F and cannot be changed at a later date.

— Leaves of Absence while carrying Incompletes: students who are not in good academic standing may take medical, personal, or military leaves of absence. Leaves of absence approved by GSAS stop the clock on incomplete deadlines. Upon returning from a leave the student must submit all outstanding work by the incomplete deadline for the semester of their return. 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, they will be considered not to be in good academic standing.

CLST Community and Academic Events

Free-standing M.A. students are encouraged to attend the same events as their peers in the Ph.D. program. The **CLST Research Seminar** provides an opportunity to workshop works in progress, take advantage of opportunities for professional development, and form community. **Classical Dialogues** events and **Center for Ancient Mediterranean**

talks provide CLST students with opportunities to meet and engage in dialogue with a variety of scholars. Finally, students will benefit from coming to CLST events, whether they are research related or purely social. ***Please note: if a Ph.D. student is resident in New York City, attendance at all Classical Dialogues events is mandatory.***

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 according to the instructions provided by the registrar. A student should notify the Program Manager of CLST when their application is submitted so they may monitor the application's status. Applications are due:

- September 1 for October 18, 2023 degree conferral
- November 1 for February 14, 2024 degree conferral
- December 1 for May 15, 2024 degree conferral
- March 1 for June 30, 2024 degree conferral

Distinction

Distinction in the M.A. degree may be awarded for excellence based on the following criteria:

- assessment of the M.A. thesis by faculty members, including the thesis advisor and the DGS
- assessment of the student's overall academic record
- assessment of the student's further activities in and engagement with 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 M.A. Distinction. To ensure uniform standards for the award of CLST M.A. Distinction, the DGS of CLST will solicit faculty input. ***Students who would like to apply for Distinction should write to the DGS of the CLST Program to this effect, attaching their M.A. 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 pursue a Ph.D. at Columbia must make a separate application to the Ph.D. program, which will be evaluated competitively with all other applications. 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 DGS of the program about how best to pursue that goal. In this case, it is wise to plan to undertake the M.A. over three or four semesters rather than two. Taking more time allows students in the M.A. program to amass a record at Columbia and to become known by the faculty members from whom they 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.

B.A./M.A. Option

The Classical Studies B.A./M.A. option allows exceptional current Columbia undergraduates (Columbia College, the School of Engineering and Applied Science, the School of General Studies, and Barnard College) interested in ancient studies to start graduate coursework while in the final year of their degree.

Applicants interested in the Classical Studies B.A./M.A. option should apply the semester before the one in which they intend to begin taking courses that will count toward the M.A. Prospective applicants must consult the Director of Graduate Studies (DGS) or Chair before applying. This consultation is a required part of the application process and must take place before a B.A./M.A. application may be submitted.

If admitted to the program, students take graduate-level coursework while still enrolled as undergraduates, and take classes in excess of the credit requirements for the B.A. Students then apply those extra credits toward the M.A. after they have graduated. Students utilizing the B.A./M.A. option enter our M.A. program with advanced standing: they can be credited with up to three courses at the 4000 level or above (for between 9 and 12 credits), and up to 0.5 Residence Units. Once they are enrolled, students work toward completing the remaining requirements for the M.A. Additional information can be found on GSAS's website <<https://www.gsas.columbia.edu/content/bama-option>>.

The Ph.D. Program in CLST

Introduction

The Ph.D. program in Classical Studies attracts students with interests in all fields of ancient studies and produces truly interdisciplinary scholars. 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. Unique in its scope, the program provides its students with access to the intellectual and organizational resources of the four participating departments – Art History and Archaeology, Classics, History, and Philosophy. Students are also encouraged to study with scholars in other departments, as appropriate. Opportunities abound to work with materials in Columbia's archaeological, epigraphic, and numismatic collections. Many students participate in Columbia's excavations in Greece and Italy as well as in the numerous initiatives organized by the University: seminars, lectures, conferences, museum trips, and more. In years two through seven, CLST students may also elect to take part in the Inter-University Doctoral Consortium (IUDC) to supplement their studies.

Although the program is interdepartmental, students form a close-knit community, fostered by shared seminars, lecture series sponsored by CLST and the Center for the Ancient Mediterranean, and social events. At various stages in their program, students will focus on coursework, teaching, preparing for exams, and conceiving and writing a doctoral dissertation. 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. Ph.D. students at Columbia are required as part of their doctoral training to assist in the teaching of undergraduate courses and most choose also to teach as sole instructor in a Greek or Latin class, in the Core Curriculum, and/or in a class of their own design.

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 relevant sections of the Handbook above, particularly the sections on Course Requirements, the M.A. Thesis, Grading, and Performance.

Advising

After being admitted to the program, students should consult the Chair and DGS to determine who will serve as their pre-dissertation advisor. Typically, the Chair or DGS of the program will 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 course 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 interdisciplinary training and that allow them to make original contributions to the field.

Timely Degrees

Students on multi-year funding packages should plan to finish, or be close to finishing, their dissertation within the time period covered by their funding, which is typically six years (see below, “Financial Aid”). Some students apply to teach as Preceptors or Teaching Fellows in Columbia College’s Core Curriculum. These are demanding positions; however, students who become Preceptors or Teaching Fellows are typically funded in their seventh year. 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 also 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, indicating their advanced standing in the program. 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.

Note: GSAS requires that students receive their M.A. degree by the end of the second year of the Ph.D. program and their M.Phil. degree by the end of the fourth year of the Ph.D. program.

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: <<https://www.registrar.columbia.edu/content/application-degree-or-certificate>>.

Application deadlines are well in advance of degree conferral date:

- September 1 for October 18, 2023 degree conferral
- November 1 for February 14, 2024 degree conferral
- December 1 for May 15, 2024 degree conferral
- March 1 for June 30, 2024 degree conferral

Because the application deadlines are so far in advance of degree conferral, students do not need to have completed the requirements for the M.A. degree when they apply. When submitting an application to the registrar, students should copy the Program Manager so that they can monitor the status of the application and address any questions.

The CLST program submits M.Phil. applications directly to the GSAS Office of Student Affairs. Again, please consult the Program Manager for details. Information and reminders about deadlines for both M.A. and M.Phil. applications are sent out regularly via email; 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, except that Ph.D. students do not complete their M.A. thesis in a dedicated independent study. Thus, for the first phase of study in the Ph.D. program, students should consult the requirements for the M.A. to organize their studies. 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.

The M.A. thesis must be approved before a student is permitted to continue on to the M.Phil. degree. *Please note that M.A. theses frequently require multiple drafts before they are accepted. Ph.D. students should submit a thesis well in advance of the deadline.*

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 their 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 faculty advisor will also provide a report directly to GSAS as part of this process.

A student's academic progress is assessed at the end of each year in the program by the Chair and DGS, in communication with relevant faculty. Successful academic reviews are a necessary condition for remaining in the program as a student in good standing and for the continuation of funding. For more detailed information on academic progress, see "Satisfactory Academic Progress" below.

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. While earning 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 are in their dissertation fellowship year, are no longer teaching, and/or are distributing and defending their dissertations, they must register for Matriculation and Facilities (M&F). This status allows them to maintain their status as full-time students and make use of all University facilities. If a student anticipates registering for M&F in their seventh year (or beyond) and is not teaching in the Core, they should meet with the DGS well in advance and plan to apply for external funding. GSAS expects unfunded advanced graduate students to cover these fees, which is an extra incentive to finish in six years and/or to teach in the Core. With proof of good faith efforts to secure funding (normally three applications to outside funding), GSAS and/or CLST may help cover these fees.

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 purchase 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 (gsas-studentaffairs@columbia.edu; (212) 854-8903). There is detailed information available about Leaves of Absence on the GSAS website <<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 DGS, students may take courses in other departments at 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. If a student took only one course for R credit during the M.A., they may take one of the further courses for the M.Phil. for R credit.

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 and DGS 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. Depending on circumstances, students may at this point be placed on academic 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 <<https://www.gsas.columbia.edu/content/grading-system>>. 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 in the Ph.D. program must demonstrate competence in a second ancient language and a second modern language. The ancient language is generally Greek or Latin, although in exceptional circumstances—and with permission from the advisor and the DGS—another ancient language may be substituted. Competence is demonstrated by receiving an A- or above in an upper-level (4000-or above) language class. Alternately, two semesters of the same ancient language are required with a minimum grade of B+.

The second modern language must be German, unless German had been passed for the M.A. Otherwise, it may be French or Italian. Competency is generally demonstrated through receiving an A- or above in an intensive reading knowledge class (e.g. GERM 1113 and 1114, GERM 1115, FREN 2106, ITAL 4005) or by taking a modern language exam administered by the Chair or DGS of CLST. Bilingual students whose second language is relevant to their research may be granted exemption by the DGS from one of the modern language requirements.

Please see the Languages section of the M.A. requirements above for the format of the modern language exams.

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 a student is nearing completion of their coursework requirements, they should approach three examiners for their M.Phil. exams (for more detail on the format of these exams, see the “M.Phil. Qualifying Exams” section below). Students should begin to think about three fields of study for the exam in their initial phase of study in the program. These fields should be relevant for the dissertation and also for a student’s future profile as a scholar. Students should aim to gain broad knowledge in an area of specialization, but they should also develop solid competencies in neighboring disciplines. Ideally the M.Phil. exams will help lay the ground for independent research and also provide the student with a wide spectrum of knowledge in ancient studies.

Once the M.Phil. exams are passed, students should develop a dissertation project. With the help of advisors, students identify a topic, begin research, develop an outline of what they aim to achieve in their dissertation, and write a dissertation prospectus. This proposal must be formally defended (for more detail on the format of this defense, please see the “Prospectus Defense Exam” section below). *Please note: It is common for students to submit multiple drafts of a dissertation prospectus. Thus it is extremely important to begin writing well in advance of the deadline.*

M.Phil. Qualifying Exams

Timing: The exams are to be 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 or DGS 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 and/or DGS of CLST discuss the general set-up of the exam with the student. *Please note: shared*

expectations are crucial to successful exams; thus, students should be sure to be in regular contact with their examiners in the months leading up to their exam.

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 advisor and the DGS 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 and DGS of CLST, a fourth examiner. The Chair and DGS of the Program are 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 can last up to 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 roughly 25 minutes to question the student. The oral exam should be held within a week of the written exams, such that the exams together take place over a two-to-three week period (the DGS of CLST should be informed of any scheduling difficulties, which may necessitate some flexibility in this timeline).

Forms: The Program Manager will provide the student with a form that every examiner should sign. The student should return the form to the Program Manager after the exams are completed.

Prospectus Defense Exam

Timing: Students are expected to present their dissertation proposal *within six months after completion of the M.Phil. oral examination*. GSAS policy states that students must defend the prospectus successfully by May 31 of their fourth year.

Format: After taking the M.Phil. exams, 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 Prospectus Defense, the sponsor and two further committee members discuss with the student their dissertation prospectus and the research they have done thus far. They evaluate whether the student has a viable project and, if that is the case, provide input for the next steps. A prospectus should normally be between 6000-7000 words and contain: a one-paragraph abstract briefly describing the scope of the proposed dissertation topic; a detailed 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 timeline for completion of the chapters or parts of the dissertation; and a preliminary bibliography.

Dissertation Sponsor: Typically, students identify a dissertation sponsor (or occasionally two dissertation co-sponsors) while preparing for the M.Phil. exams. Most students already work with a specific faculty advisor prior to the M.Phil. exams. Still, the student should confirm with the faculty member that they are prepared to act as the dissertation sponsor. In addition, the sponsor must be an approved dissertation sponsor for Classical Studies. The list of approved sponsors is online:

<<https://www.gsas.columbia.edu/content/doctoral-dissertation-advisors>>.

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, they receive substantive feedback not only from their sponsor, but also from two additional dissertation committee members.

Dissertation Phase

During their remaining years in the program, Ph.D. students must complete the dissertation. Per GSAS policy, beginning in the semester following the defense of their prospectus, *students should meet once each semester with their advisor and at least one other faculty member*, in order to receive timely feedback on their dissertation work and regular support throughout the dissertation-writing process. The Dissertation Defense Exam takes place at the end of this process.

The writing of the dissertation should take about two years, and cannot, per GSAS regulations, take more than four years. Extensions may be granted only with the approval of the sponsor, Chair or DGS, and the Dean. Students on multi-year funding packages from GSAS should aim to complete their Ph.D.s within six 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 or DGS.

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 the GSAS website: <<https://www.gsas.columbia.edu/content/nomination-and-appointment-defense-committee>>. In particular, since CLST is not a department but an interdepartmental 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 (e.g. collecting and returning voting sheet from and to the Program Manager, making sure that the defense begins at the correct time, etc.).

Note that the *student must distribute the dissertation to the Examining Committee members at least four weeks before the defense date* to allow them time to read it and formulate questions for the Defense.

GSAS Provides a detailed checklist of steps to take to prepare for Distribution and Defense of the Dissertation:

<<https://www.gsas.columbia.edu/content/distribution-defense-and-deposit-dissertation>>

Prior to distributing the dissertation the student should confirm with the Sponsor or Advisor the best ways to contact the members of your committee. Please note that it is the responsibility of the student to ensure that all members of the Defense Committee receive a copy of the dissertation in their preferred method (digital or print). (CLST encourages faculty members to consider the environmental and financial cost of print copies.) If the cost of providing a paper copy to those members of the committee that have requested one is prohibitive, the student should contact the DGS. Dissertations must be distributed by the deadlines set by GSAS: <<https://www.gsas.columbia.edu/content/dissertation-dates-and-deadlines>>. **Please note that all deadlines are at 4pm ET.**

The Program Manager will schedule the Defense with the student and the committee. The paperwork must be completed at least two weeks in advance of the Defense for the paperwork to be prepared by the Dissertation Office in Low Library. 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 should 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.” (Note that GSAS no longer awards dissertation distinctions.) 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 Ph.D. 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 using a 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 or DGS 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. More information can be found here: <https://www.gsas.columbia.edu/content/defense-and-evaluation>.

GSAS provides the following guidelines should a committee member be absent: “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 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 of 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."

After a successful dissertation defense, the student must deposit the dissertation in order to receive their 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 or DGS 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 <<https://www.gsas.columbia.edu/content/dissertation>> for complete information about the deposit process.

Fellowships

Students are encouraged by the Program to apply for additional external fellowships to support their work throughout their study and are ***required by GSAS to apply for an external fellowship within their first four years of study***. For more information on this policy and for information about how funds will be disbursed for successful applicants, please consult the GSAS website: <<https://www.gsas.columbia.edu/content/external-fellowship-policy>>.

Students should consult with their advisors about fellowships suitable to their phase of study and research profile. Beginning in their first year in the program, students should 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 and DGS of the program about their applications.

CLST Academic and Community-building Events

As an interdepartmental program, moments where the CLST community comes together are particularly important. To some extent the talks and events sponsored by the Center

for the Ancient Mediterranean (CAM) serve this purpose. Even more crucial to the success of the program, however, are the following.

CLST Research Seminar

The CLST Research Seminar is offered at least once every other year and may be taken for credit more than once. The seminar is designed as a setting in which students develop and workshop material intended for presentation and/or publication. ***All Ph.D. students residing in New York City who have not yet defended their dissertation prospectus must participate in the research seminar when it is offered***, whether or not they are taking it for credit, and they must take it for credit at least once. The research seminar fosters community, provides support and feedback for academic work, ensures students have an ability to speak confidently and legibly across disciplinary boundaries, and offers a venue in which special topics are addressed (applying for grants, cover letter development, etc.). ***All students in the dissertation stage are expected to present their work in this forum.*** In years when the CLST Research Seminar is not offered, there will be meetings held by the Chair and/or DGS that will serve many of the same purposes.

CLST Classical Dialogues

Attendance at the four annual Classical Dialogues is mandatory for all CLST students residing in New York City. It is expected that students will read the circulated material and come prepared to ask questions. For each event, two students in sub disciplines related to the speaker's own will give prepared 7-minute responses to the speaker's work.

Satisfactory Academic Progress

Permission for a student to register each term is contingent, in part, on the judgment that their 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 an annual 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 a student will be better positioned for timely completion of the degree if they devote years four and five to dissertation writing. Thus, *completing the M.A. and M.Phil. degrees earlier than is technically required is strongly recommended.*

In addition, students are not eligible to receive GSAS funding beyond their seventh year; for details, please see the GSAS website: <<https://www.gsas.columbia.edu/content/guaranteed-funding-and-additional-eligibility>>. Students are expected to complete the Ph.D. degree within nine years of registration.

Financial Aid

The CLST Ph.D. Program operates under a system of multi-year financial aid packages that are provided by GSAS. Such funding is awarded to all incoming Ph.D. students. The packages typically cover six 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 on the GSAS website: see both <<https://www.gsas.columbia.edu/content/introduction-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.

Typically, students who were admitted with multi-year funding packages will have their fellowship awards renewed provided that they 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 for external awards *at least once* during the first four years of registration in a GSAS doctoral program. An external fellowship is a fellowship offered by an agency or institution external to GSAS. For detailed information, see <<http://gsas.columbia.edu/content/external-fellowship-policy>>. The CLST-community also curates a list of fellowships relevant to the study of the ancient world. See the Program Manager for information on accessing it.

The DGS 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 six-year funding package are normally required to teach eight semesters, leaving four terms of funding without teaching (standardly, the first year and the fifth).

While on a Teaching Fellowship through GSAS, CLST students can be appointed as Teaching Assistant (TA) for undergraduate classes in the Departments of Art History and Archaeology, Classics, History, or Philosophy. Responsibilities of TAs usually include attendance at all class meetings, holding regular office hours, grading written work, and – if appropriate – running a weekly discussion or recitation section of the course. As per Columbia University policy, ***TA work should not amount to more than 20 hours per week.*** *Students who are teaching or TAing should not accept positions as instructors of record outside Columbia while they are on fellowship. Complying with these limits is a condition for receiving GSAS fellowship funding.* If students are encountering difficulties in communicating effectively with their course instructor, understanding what is expected of them, or carrying out their duties as a TA, they should discuss the matter as soon as possible with the CLST DGS, who can provide advice and also serve as a liaison to the course instructor.

Students have the opportunity to serve as Instructor of their own ancient language class in the Classics Department. Typically, CLST Ph.D. students take the three upper-level language survey classes in the Classics Department (History of Literature I & II and prose composition) and serve as a TA before taking on the responsibilities of teaching their own language class.

Another opportunity is to apply to teach in Columbia's Core Curriculum (Art Humanities, Literature Humanities, and Contemporary Civilization). Typically students would apply in their third year to teach in their fourth year. This is encouraged for the sake of a student's own teaching portfolio and also because teaching for the core can provide valuable teaching opportunities in the otherwise unfunded year 7. For more information, see the GSAS Core Preceptorship website, <<http://www.college.columbia.edu/core/node/2398>>, and the information below in the section titled Additional Funding Options.

Finally, many CLST students apply to teach their own course through the GSAS Teaching Scholars program once they have passed all requirements for the M.Phil. The courses they design are normally closely related to their dissertation research and meet as once-a-week seminars. More information is available online: <<http://www.gsas.columbia.edu/content/gsas-teaching-scholars-program>>

CLST and GSAS regard teaching as a vital component of graduate education and will provide opportunities for students to hone their skills in this regard. The faculty that CLST students TA for are vital resources. To this end, CLST students are encouraged to ask faculty course instructors about their expectations, about opportunities to present or lecture in class, and about the possibility of their faculty course instructor observing a section that they teach. Letters of recommendation written by members of the faculty who can write about a student's teaching ability are particularly effective. Students should also seek out the many resources of GSAS's Center for Teaching and Learning <<http://ctl.columbia.edu>> and attend teaching-related workshops in CLST and affiliated departments.

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 DGS 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 DGS 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 on the part of the student, they also have significant advantages: TA work can help a student broaden their training, which makes them more attractive when entering the job market.

At the end of the semester, the undergraduate students are 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 and taken into account in the academic review process. Students should make sure to save their evaluations as PDFs, as they are often asked for in job applications.

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 dissertation research is fully launched. ***Students are required to consult with their dissertation sponsor and the program's DGS 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. Students interested in teaching in the summer should discuss this plan with their academic advisor and the CLST DGS, as developing a good plan for how to progress on the dissertation over the summer is essential. The Program Manager can assist you in submitting applications to the Summer Teaching Representative in one of the four departments participating in CLST. In recent years, GSAS has often accepted applications for the Summer Teaching Scholars program, designated for Ph.D. students interested in teaching a self-designed course. Students should look out for announcements about this and other initiatives sent by GSAS and/or forwarded by the Program Manager.

Conference Participation

For students who have their M.Phil. degree, funding for travel expenses may be obtained through the GSAS Matching Travel Funds Program. <<https://www.gsas.columbia.edu/content/gsas-conference-matching-travel-fund>>

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:

<<https://classicalstudies.columbia.edu/phd-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 it must be repeated in successive application seasons. This is especially true for students who are applying to the job market prior to defending their dissertation.

The DGS of the program is the Placement Officer for CLST and works together with dissertation sponsors and committee members to prepare candidates for the job market. Their input can include the following: feedback on the CV and dossier; advice about the suitability of potential positions; arranging mock job interviews; advice on additional letter writers; etc.

CLST faculty can provide significant assistance with the following:

Writing Sample: Applications for many different types of opportunities will require a writing sample of roughly 6,000 words. This sample should convey the novelty and importance of a student's research in a manner that will be apparent to a reader in a

different subfield. For this reason, it is important to make sure that more than one faculty member provides feedback.

CV, Dissertation Abstract, Research Statement (if required): When preparing a CV, strive to make it as clearly structured and legible as possible. Place crucial information on the first page as well as a short (5-6 line) abstract of your dissertation. Keep track of even small travel grants and essay awards. For some positions, such as post-doctoral positions in interdepartmental Humanities centers, a research statement is requested. Think carefully about a plausible next project. Use this statement to deepen the committee's understanding of your intellectual profile. Make sure to receive feedback on these documents and consider taking advantage of the expertise and resources offered by GSAS: <<https://www.gsas.columbia.edu/content/what-curriculum-vitae>>.

Job Talk: Put significant effort into preparing for an on-campus interview. Students in the final year of dissertation writing will normally give a Classical Studies Doctoral Talk to the assembled community. This talk should be a talk you intend to use on the job market. Make sure to inform the DGS when you feel you are ready, and aim to give the talk well in advance of potential campus interviews. In our experience, the feedback students receive at these occasions can take a few weeks to implement.

Interview: Because it can be difficult to talk in a clear and engaging way about one's own research, the DGS typically organizes mock interviews to help a candidate prepare. Even outside of such a forum, it is crucial to seek out opportunities to discuss your research with others, both in your field and outside it. The CLST Research Seminar provides an excellent opportunity to do so and to receive feedback on how it is received.

Dossier: Several months before first preparing a job application, 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. 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 <<https://www.careereducation.columbia.edu/audiences/graduate-students>>.

Doctoral Consortium

GSAS is a member of the Inter-University Doctoral Consortium (IUDC) <<https://www.gsas.columbia.edu/content/inter-university-doctoral-consortium-iudc>>, which gives students the opportunity to cross-register at a group of 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:

- CUNY Graduate Center www.gc.cuny.edu
- Fordham University www.fordham.edu
- New School for Social Research www.newschool.edu
- New York University www.nyu.edu
- Princeton University www.princeton.edu
- Rutgers University www.rutgers.edu
- Stony Brook University www.sunysb.edu
- Teachers College www.tc.columbia.edu

Students who are interested in taking a course at an IUDC institution should contact the GSAS Office of Student Affairs (gsas-studentaffairs@columbia.edu; (212) 854-8903). The host institution may 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 may use their CUID card at New York University. Students should familiarize themselves with the academic regulations of the host institution, 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 (gsas-studentaffairs@columbia.edu; (212) 854-8903). This application should be completed before registration. For further information about the Exchange Scholar Program, see the GSAS website <<https://www.gsas.columbia.edu/content/exchange-scholar-program>>.