

Department of Classics
University at Buffalo
State University of New York

**GRADUATE STUDENT HANDBOOK
MASTER'S AND PH.D. PROGRAMS**

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INTRODUCTION

The Department of Classics offers an **MA in Classics** with a focus in *Ancient History* or *Latin, Language and Literature, Mediterranean Archaeology* and a PhD in Classics with a focus in *Classical Literature, Ancient History, or Mediterranean Archaeology*. Students can also obtain an **MA in Critical Museum Studies**, a pre-professional interdisciplinary MA program run in collaboration with the Departments of Anthropology, Arts Management, Art, and Media Studies.

Our prestigious faculty is renowned for its research and scholarship in a variety of fields, including Mediterranean archaeology, ancient religion, Greek and Latin epic poetry, linguistics, and Greek urbanism. Graduate students engage in training that combines specialization with a foundation of considerable breadth. In the first year of study, students strengthen their command of the classical languages and have the opportunity to survey methods, contents, and issues of the field as a whole. From the third year, students choose an area of interest and begin an independent investigation.

A list of faculty can be found at: <https://arts-sciences.buffalo.edu/classics/faculty/corefaculty.html>

ADMISSIONS

We welcome your application and hope you can join our community of scholars!

Prospective graduate students may apply to either the MA or Ph.D. tracks in Classics. Students who enter the PhD program without a Classics MA will complete a course of MA study as part of their PhD curriculum. Students who enter the Ph.D. program holding an MA in Classics may apply to have their MA credits approved and applied toward the total required credits for completion of the Ph.D., as well as toward disciplinary track requirements. Applicants must complete the appropriate transfer credit paperwork and submit an official MA transcript.

Please note: The department expects entering graduate students to have completed at least two years of ancient Greek and two years of Latin at the college level for all tracks. It is also expected that applicants have a general knowledge of Classical Archaeology and/or Ancient History at the time of application. At least one year in Greek or Roman Archaeology and/or Ancient History at the college level is preferable.

Application Deadline: December 15 for Ph.D. programs and rolling for MA programs.

The department reviews applications for admission to the graduate tracks in February or March of each year for entry at the beginning of the following academic year (i.e., late the following August). Prospective applicants must complete and submit an application by December 15 to guarantee full consideration, including consideration for financial assistance. The department typically does not accept applications at other times during the academic year.

Application Instructions

Step 1: Apply Online

Use this link <https://ubgradconnect.buffalo.edu/apply/?sr=273262f1-a0b7-4960-8f17-6eabaa1e277b> to access our online application system. You should begin by creating an account. Once created, you will be prompted to choose an application, and select your term year and program. Please read the directions on your College of Arts and Sciences application carefully. Returning users can use this link to log in to their existing application(s).

The completed application, plus all supplemental materials, must be submitted by **December 15. Please note, MA applications are accepted on a rolling basis.**

The following **required** supplemental materials may be uploaded to the online application for faster processing:

- **Curriculum Vitae (CV) • Copy of Academic Transcripts* • Personal Statement**

*Official transcripts are only required if a student is accepted by the department. Once accepted, official transcripts should be mailed or delivered to:

Department of Classics University at Buffalo 338 Academic Center Buffalo, NY 14261

Step 2: Submit Additional Supplemental Materials

- **GRE scores** must be submitted electronically through ETS. (University code: **2925**; Department code: **2901**) **GRE SCORES ARE CURRENTLY WAIVED**

- Instructions for **Letters of Recommendation** (written by persons able to discuss your qualifications for graduate work in Classics) can be found in the online application.
- **It is also required that applicants submit a writing sample.** This should consist of a paper (minimum 10 pages in length) written by the applicant, preferably on a topic relating to Classics that will enable faculty to evaluate the applicant's aptitude for undertaking graduate-level work in Classics.

Financial Assistance

All applicants for admission to the PhD program are automatically considered for financial assistance in the form of a teaching assistantship unless the applicant specifically indicates that he/she does not wish to be considered. In some cases, it is possible to extend an offer of financial assistance to PhD applicants who are initially admitted to the program without such an offer during the spring or summer as additional teaching assistantships become available to the department. Applicants to the MA program are generally not eligible for financial assistance. [Graduate Funding Sources](#)

International Students

Students educated abroad are expected to meet the same general application requirements as those educated in the United States. Applications from international students should be completed and in the hands of the department by December 15 for admission the following fall semester.

After the department grants approval to applications, they are processed by the Office of Admissions. Students whose native language is not English must demonstrate a satisfactory command of the English language by passing the Test of English as a Foreign Language (TOEFL) and must have sufficient funds available in the United States to meet their expenses and Immigration and Naturalization Service regulations.

[See English Language Proficiency Requirements](#)

Entering Students

Entering students who will serve as teaching assistants should arrive in Buffalo **no later than the third week of August**, leaving time to settle in and participate in a required four-day training seminar sponsored by the University prior to the opening of the academic year. Immediately upon entering the program, a new student meets with the Director of Graduate Studies so that he/she can be assigned an advisor. This is generally a member of the faculty with expertise in the area of Classical studies that is of specific interest to the student. The advisor assists the student in his/her selection of courses and supervises his/her progress within the program and more general development within the field.

MA PROGRAMS – GENERAL INFORMATION FOR ALL TRACKS

The Department of Classics offers MA concentrations in Classical Literature, Ancient History, and Mediterranean Archaeology, as well as standalone Master's programs in Latin Teaching and Ancient History

Students in the MA program receive training that combines individual specialization with a foundation of considerable breadth, comprising 36 credit hours. In the first year of study, students are allowed to strengthen their command of the classical languages and to survey methods, content, and issues of the field as a whole. In the second year, students choose a special area of interest and undertake an independent investigation leading to a Master's

project. With the MA, students may choose to continue their training in Classics or a related field or seek professional placement in areas where obtaining an advanced degree is deemed valuable.

CHOOSING AN ADVISOR

Once admitted to the Master's Program, the student should seek the interest of a faculty member to act as a principal advisor during the two years. It is **mandatory** to select an advisor by the **end of the first semester**.

The advisor guides and supports the student throughout the Program. The student and the faculty member coordinate their meeting frequency, although meetings are required to occur at least once a month.

MODERN LANGUAGE EXAMINATION

Translation examination is administered twice a year in each of the four modern languages recognized by the program (Italian, French, German, and modern Greek). This test consists of a two-hour written exam in which the student must translate two passages relating to some classical topic from the language in question into English. For one of the passages, the student may use a dictionary, and for the other, they may not. Students may retake the exam as many times as they need to pass. Students may pass one part of the exam and retake only the other part, in which case they must complete it in no more than 60 minutes.

Modern language examination can be substituted by passing a modern language course offered by UB that satisfies the requirement of the examination (proficiency in reading/understanding and translating).

REVIEW – 4TH SEMESTER

A general review is set for the 4th semester of the Master's program. The student will seek advice from the faculty member, who will act as an advisor and coordinate the review. Faculty members should maintain regular contact with their advisees to monitor progress and provide guidance on advancing through the course of study. At the conclusion of the 4th semester of study, advisors and advisees submit separate reports to address these specific areas of concern. Although only mandatory for the 4th semester, it is advisable to conduct a review with the advisor at the end of each semester. Only the last review requires a formal report. Every year, the week after spring break, students are requested to submit a first draft of their progress report, which the faculty members will evaluate. The final report, assessed by the faculty members, must be submitted no later than the last day of the Spring semester to Alison Blaszk (ablaszak@buffalo.edu)

INDEPENDENT STUDY

In addition to the graduate courses offered by the Department of Classics, students can enroll in Independent Studies with a sponsoring faculty member.

Independent study is personalized student work under the guidance of a faculty member. These courses are intended to pursue topics that are not currently offered through regular coursework at the Department of Classics. Independent study may be the focal point in the design of an individual program, or it may merely add the desired depth or breadth to a student's research project.

Typically, the independent study project is created by the student. Before approaching faculty members for an independent study, consider writing a project proposal that includes a brief explanation of why you want to complete an independent study, along with a short list of suggested readings. This will give the instructor a starting point from which to negotiate the course requirements.

Faculty members are not obligated to advise a student on an independent study project. They may be unable to do so due to other commitments, even if they are excited about the topic. Students should seek out a faculty supervising instructor as early as possible.

To enroll in independent study, students must identify a faculty member willing to sponsor their project and work with them to complete the independent study form. Then the student must submit the form with the faculty signature to Alison Blaszak (ablaszak@buffalo.edu) by the add/drop deadline of the semester students wish to be registered. Independent study is typically taken for 3 credits and will count towards the student's elective requirements.

Two independent study courses are allowed each semester, with a maximum career total of ten.

MA PROJECT OR MA EXAM

The MA project usually takes the form of a research paper (approx. 30-50 pages in length – 12,000 to 20,000 words) written under the direction of a member of the faculty selected by the student. It is read and evaluated by that same faculty member and one additional faculty member. In many cases, the project represents the further development of a paper the student initially developed in a graduate seminar.

The MA exam is a three-hour written exam on a topic the student selects in consultation with a faculty member. The exam is read and evaluated by that same faculty member and one additional faculty member.

LEAVE OF ABSENCE

M.A. students in the Classics Department may request a leave of absence (LOA) from the program if they face severe circumstances that require them to pause their studies. Students must obtain written approval from their advisor and the Director of Graduate Studies for the LOA. Students will be expected to return after no longer than a year to resume their programs and progress to degree. A LOA for a second year will be granted only under extreme and exceptional circumstances, and requires written approval of the student's advisor, the Director of Graduate Studies, and the Department Chair. No student can have more than two LOA years. If a student is denied a LOA and does not continue making progress to the degree, the student's program will be terminated, and the student wishing to continue studies in the department will need to reapply to their program.

DEGREE COMPLETION SCHEDULE – ALL TRACKS

Year 1 (Fall)	Year 1 (Spring)	Year 2 (Fall)	Year 2 (Spring)
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• 3 courses (9 hours credit, incl. 1 core course) • Modern language exam (fall or spring)	• 3 courses (9 hours credit, incl. 1 core course)	• 3 courses (9 hours credit, incl. 1 core course) • Submit application to candidacy for MA • Begin MA project	• 3 courses (9 hours credit, incl. 1 core course) • Teaching • 4th-semester review • MA project completed
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MASTER'S PROGRAM – CLASSICS

Degree Requirements

To earn the MA degree in Classics, students must:

- Complete 36 credit hours of coursework (including required core courses)
- Complete four core courses (CL 527: History of Greek Literature; CL 590: Greek Syntax and Stylistics; CL 538: History of Latin Literature; CL 595: Latin Syntax and Stylistics)
- Complete an MA project or pass an MA exam
- Pass a translation exam in one modern language (either French, German, Italian or modern Greek)

Students should be able to complete these requirements either by the end of their second academic year in the degree track, or by the end of the following summer.

MASTER'S PROGRAM – ANCIENT HISTORY

The **MA in Classics** with a focus on **Ancient History** deepens the student's knowledge of ancient history, sharpens their skills in ancient historical research, and improves their fluency in one or more classical languages, even with no prior training in the languages. Graduates of this focus will possess the necessary training and experience to pursue admission to a PhD in Classics or History, as well as supplemental and preparatory work for programs in secondary education.

Degree Requirements

In order to earn the MA degree, Ancient History focus, students must complete 36 credit hours of course work, including:

- Two semesters of either Greek or Latin (6 credits)
- HIS 501: Historical Inquiry (3 credits)
- Two independent studies (6 credits)
- One thesis guidance (3 credits)
- Four electives (12 credits)
- Complete a Master's project or exam

MASTER'S PROGRAM – LATIN

The **MA in Classics** with a focus on **Latin** concentrates on Latin language and Roman culture, and is ideal for students who wish to teach Latin at the secondary school level. When combined with the Teaching Certification through the [Graduate School of Education's Languages Other Than English Download pdf](#) program (33 credits), students who complete this degree are professionally certified to teach Latin in New York State.

Degree Requirements

To apply for the Latin focus MA, students must hold a BA in Classics or Latin with at least two years of college-level Latin.

To earn this degree, students must complete 30 credit hours of course work, including:

- Two required core courses (CL 538: History of Latin Literature and CL 595: Latin Syntax and Stylistics)
- Two Latin graduate seminars
- One graduate-level class in Roman History
- One graduate-level class in the culture or history of Greece
- Complete a Master's project or exam

MASTER'S PROGRAM – MEDITERRANEAN ARCHAEOLOGY

The **MA in Classics** with a focus on **Mediterranean Archaeology** allows the students to gain knowledge of classical archaeology, , art, and material culture, mainly focusing on the Greek and Roman worlds. Students are admitted even if they have no prior training in ancient languages. However, during the course of the program, they should complete core courses in Greek and Latin. Graduates of this focus will possess the necessary training and experience to pursue admission to a PhD in History and Mediterranean Archaeology. This program can also prepare students for programs in secondary education.

Degree Requirements

In order to earn the MA degree, Mediterranean Archaeology focus, students must complete 36 credit hours of course work, including:

- Two semesters of either Greek or Roman Archaeology (6 credits)
- One graduate seminar on archaeology (3 credits)
- Two independent studies (6 credits)
- One thesis guidance (3 credits)
- Four electives (12 credits)
- Complete a Master project or exam

PH.D. PROGRAMS – GENERAL INFORMATION FOR ALL TRACKS

The Department of Classics offers PhD concentrations in Classical Literature, Ancient History, and Mediterranean Archaeology.

The PhD program offers training that combines individual specialization with a foundation of considerable breadth and comprises 42 credit hours beyond the 30 credit hours that are recognized from an MA, culminating in the doctoral dissertation.

CHOOSING AN ADVISOR

Once admitted to the Ph.D. Program, the student should seek the interest of a faculty member to act as a principal advisor during the final years of the program, in preparation for the dissertation. It is **mandatory** to select a Ph.D. advisor by the **end of the first academic year of program**.

The advisor guides and supports the student throughout the Program. The student and the faculty member coordinate their meeting frequency, although meetings should occur at least once a month.

REVIEW – 7TH SEMESTER

A general review is set for the 7th semester of the Ph.D. program. The student will seek advice from the faculty, who will act as an advisor and coordinate the review. After the review, both the students and the faculty member submit a (separate) report to be included in the final dossier.

Although only mandatory for the 7th semester, it is advisable to conduct a review with the advisor at the end of each semester. Only the last review requires a formal report.

Every year, the week after spring break, students are requested to submit a first draft of their progress report, which will be evaluated by the faculty members. The final report, assessed by the faculty members, must be submitted no later than the last day of Spring semester to Alison Blaszak (ablaszak@buffalo.edu)

INDEPENDENT STUDY

In addition to the graduate courses offered by the Department of Classics, students can enroll in Independent Studies with a sponsoring faculty member.

Independent study is personalized student work under the guidance of a faculty member. These courses are intended to pursue topics that are not currently offered through regular coursework at the Department of Classics. Independent study may be the focal point in the design of an individual program, or it may merely add the desired depth or breadth to a student's research project.

Typically, the independent study project is created by the student. Before approaching faculty members for an independent study, consider writing a project proposal that includes a brief explanation of why you want to complete an independent study, along with a short list of suggested readings. This will give the instructor a starting point from which to negotiate the course requirements.

Faculty members are not obligated to advise a student on an independent study project. They may be unable to do so due to other commitments, even if they are excited about the topic. Students should seek out a faculty supervising instructor as early as possible.

To enroll in independent study, students must identify a faculty member willing to sponsor their project and work with them to complete the independent study form. Then the student must submit the form with faculty signature to Alison Blaszak (ablaszak@buffalo.edu) by the

add/drop deadline of the semester students wish to be registered. Independent study typically is taken for 3 credits and will count towards the student's elective requirements.

Two independent study courses are allowed each semester, with a maximum career total of ten.

GENERAL EXAMS

One of the main goals of the general exams is to assist the student in developing a dissertation topic and demonstrate an expanded knowledge base in the major and minor fields. The general exams are structured as follows for each of the three tracks:

Ancient History

- Major field (5 hours)
- Minor field (either language and literature or Mediterranean archaeology; 3 hours)
- Translation (Greek and Roman historians; 2 hours Latin, 2 hours Greek)

Language and Literature

- Major field (5 hours)
- Minor field (either ancient history or Mediterranean archaeology; 3 hours)
- Translation (ancient Greek literature; 2 hours; Latin literature; 2 hours)

Mediterranean Archaeology

- Major field (5 hours)
- Minor field (either language and literature or ancient history; 3 hours)
- Translation (ancient Greek and/or Latin texts relevant to Mediterranean archaeology; 2 hours)

Structure of Field Exams

For each of the three exams, the student works with a committee consisting of two members of the faculty to develop subjects for study, study questions, and (in the case of translation exams) a reading list of ancient texts. Each exam may be retaken once. If a student fails an exam a second time, he/she will be terminated in the program.

A student's research focus (archaeology, history or language and literature) will be his/her Major Field. The Minor Field will be one of the two remaining subjects. The student must select either Greek or Roman subjects as his/her Primary Area of the Major Field exam, and the other as his/her Secondary Area, and likewise for the Minor Field exam.

To advance to candidacy, PhD students are required to pass field exams on two separate subareas of classical studies. The exam requirements are as follows:

Major Field (either archaeology, history or literature) 5-hour exam (2 hours in morning, 3 in afternoon)

	No. of questions prepared with advisors	No. of questions appearing on exam that student must answer
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Primary Area (Greek or Roman) 3 hours	5	3
Secondary Area (Greek or Roman) 2 hours	3	2

Minor Field (either archaeology, history or literature)

3-hour exam

	No. of questions prepared with advisors	No. of questions appearing on exam that student must answer
Primary Area (Greek or Roman) 2 hours	3	2
Secondary Area (Greek or Roman) 1 hour	2	1

TRANSLATION EXAMS

All students, regardless of their track (Ancient History, Classical Languages and Literature, Mediterranean Archaeology), must pass a translation exam. The translation exam is designed to serve a dual function, both to prepare the student for dissertation work and to demonstrate competence in the language. Each student will create a list of authors and texts, composed in consultation with his/her advisers, that addresses the breadth of Greek and Latin literature and supports his or her research interests.

Guidelines for Translation Exams in Ancient Greek and Latin

The exam (or, in the case of exams in the language in literature track, exam part) will be two hours long. It will consist of four passages from which the student will be required to translate three. There will be no sight passages.

Two members of the faculty (at least one of which represents the track in which the exam is being given) will grade each exam. The translations should show both a fundamental understanding of the grammar (morphology and syntax) and a familiarity with core vocabulary.

Ancient History

500 OCT pages. Texts of Greek and Roman historians and other authors. Ancient Greek and/or Latin inscriptions may be substituted for up to one-fifth of the whole.

Students in this track must take a two-part translation exam, each part of which lasts two hours, one in ancient Greek and one in Latin. Each exam part will consist of four passages from which the student must translate three. The Greek and Latin parts of the exam may be taken independently.

Language and Literature

750 Oxford Classical Texts (OCT) pages, 500 in one language, 250 in the other: texts of ancient Greek and Latin literature.

Students in this track must take a two-part translation exam, each part of which lasts two hours, one in ancient Greek and one in Latin. Each exam part will consist of four passages from which the student must translate three. The Greek and Latin parts of the exam may be taken independently.

Mediterranean Archaeology

250 OCT pages. Texts of ancient Greek and/or Latin literature. Ancient Greek and/or Latin inscriptions may be substituted for up to one-fifth of the whole.

Students in this track take one exam lasting two hours. Four passages will appear on the exam, and students must translate three. The exam number and arrangement of questions may be adjusted to correspond to the proportion of Greek and Latin on the chosen reading list.

STANDARD FOR PASSING EXAMS

Exam Preparation

To the extent possible, faculty should help students make preparation for the ancient language exams a learning experience. Candidates select an examiner and work with that faculty member to shape the reading list. During the preparation process the advisor and candidate should meet as needed to discuss problems in the texts and to prepare and review trial examinations.

Exam Evaluation

PhD students will be deemed to have passed a Greek or Latin language exam when their performance has met or exceeded the following standard.

The language exams are meant to test not just knowledge of a given text but command of the Greek or Latin language. Beyond just familiarity with the text, therefore, students must show in their translations a mastery of grammar, syntax, vocabulary, and idiomatic constructions. At a minimum, this means that the student should show a command of substantially all of the above language elements as they are covered in the undergraduate BA. "Command" means that the student shows a full and flexible knowledge of the relevant information and concepts of the sort required to teach advanced undergraduate courses. "Substantially all" means that examinees may make a small number of substantive errors and still pass.

This standard applies regardless of which track in the PhD curriculum the student is pursuing.

Students will have the opportunity to review the exam with the principal examiner after it has been evaluated. Students wishing to do so should request a meeting with the examiner for this purpose after the exam has been taken and graded.

LEAVE OF ABSENCE

PhD students in the Classics Department may request a leave of absence (LOA) from the program if they face severe circumstances that require them to pause their studies. Students

must obtain written approval from their advisor and the Director of Graduate Studies for the LOA. Students will be expected to return after no longer than a year to resume their programs and progress to a degree. A LOA for a second year will be granted only under extreme and exceptional circumstances, and requires written approval of the student's advisor, the Director of Graduate Studies, and the Department Chair. No student can have more than two LOA years. If a student is denied a LOA and does not continue making progress to the degree, the student's program will be terminated, and the student wishing to continue studies in the department will need to reapply to their program.

DEGREE COMPLETION SCHEDULE – ALL TRACKS

Students Admitted Without MA Degree

Year 1 (Fall)	Year 1 (Spring)	Year 2 (Fall)	Year 2 (Spring)
• 3 courses (9 hours credit, incl. 1 core course) • Modern language exam (fall or spring) • Teaching	• 3 courses (9 hours credit, incl. 1 core course) • Teaching	• 3 courses (9 hours credit, incl. 1 core course) • Submit an application to candidacy for MA • Teaching • 2nd modern language exam	• 3 courses (9 hours credit, incl. 1 core course) • Teaching • 4th-semester review • MA project completed (summer)
Year 3 (Fall)	Year 3 (Spring)	Year 4 (Fall)	Year 4 (Spring)
• 3 courses (9 hours credit) • Teaching • General exams: Latin or Greek exam • General exams: major or minor field • Submit application to candidacy for PhD	• 3 courses (9 hours credit) • Teaching • General exams: Latin or Greek exam • General exams: major or minor field	• 3 courses (9 hours credit) • Teaching • 7th-semester review • Dissertation colloquium and research	• 3 courses (9 hours credit) • Teaching • Dissertation research

Year 5 (Fall)	Year 5 (Spring)
1 credit hour (Thesis Guidance) - Teaching - Dissertation writing	1 credit hour (Thesis Guidance) - Teaching - Dissertation writing

Students entering with an MA degree:

- Are not required to submit an MA thesis paper.
- Like students entering without an MA, must take two modern language exams; these can be substituted by modern language courses to fulfill the requirement; if modern language exams were taken during the MA, they will be recognized.
- Must be finished with exams and coursework by the end of the fourth year.

Year 1 (Fall)	Year 1 (Spring)	Year 2 (Fall)	Year 2 (Spring)
3 courses (9 hours credit, suggested to incl. 1 core course) - Teaching - General exams: Latin or Greek exam	3 courses (9 hours credit, suggested to incl. 1 core course) - Teaching - General exams: Latin or Greek exam	3 courses (9 hours credit, suggested to incl. 1 core course) - Teaching - Submit application to candidacy for PhD	3 courses (9 hours credit, suggested to incl. 1 core course) - Teaching - Dissertation research
Year 3 (Fall)	Year 3 (Spring)	Year 4 (fall)	Year 4 (Spring)
3 courses (9 hours credit, suggested to incl. 1 core course) - Teaching - Fifth semester review - General exams: major or minor field	3 courses (9 hours credit, suggested to incl. 1 core course) - Teaching - Dissertation research	- Teaching - General exams: major or minor field	- Teaching - Dissertation colloquium and research

Year 5 (Fall)	Year 5 (Spring)
• 1 credit hour (Thesis Guidance) • Teaching • Dissertation writing	• 1 credit hour (Thesis Guidance) • Teaching • Dissertation writing

DISSERTATION

The culmination of any Ph.D. program at the Department of Classics is a dissertation, ideally submitted at the end of the fifth or sixth year. The dissertation presents original research conducted by the student on a topic of relevance to ongoing academic debates. Students have the freedom to decide on the dissertation topic, but it is mandatory to discuss it with the relevant advisor. The advisor will support and advise on the structure of the dissertation.

Students should begin exploring suitable dissertation topics as soon as possible during their PhD training in order to have enough time to collect and analyze data before starting writing. Typically, at the end of the 4th year, students should schedule a colloquium on the topic and methods of their dissertation. This opportunity allows the student to discuss their ideas on the subject and structure of the future dissertation in dialogue with the entire department community. Feedback from the colloquium could significantly enhance or change the initial proposal of the dissertation. It is mandatory to defend a colloquium before any significant progress is made on the dissertation. The colloquium should be scheduled once all qualifying exams are completed.

The dissertation should be a manuscript of about 80,000 words, including references and captions. Specifics on layout and formatting are available at this webpage: <https://www.buffalo.edu/grad/succeed/graduate/electronic-submission.html>

The committee is usually composed of three faculty members of the Department who are familiar with the subject. Faculty members can refuse to take part in a committee. If the dissertation topic requires it, a fourth external member can be added with the approval of the Department Chair and the Director of Graduate Studies.

The advisor will review manuscript drafts, suggest potential edits, and provide feedback. Once a substantial draft is ready and accepted by the advisor, a second reader can be added to provide additional feedback. The third reader should receive an almost final draft of the dissertation.

Once the entire committee of the candidate agrees that the text is ready, a defense date can be scheduled.

TEACHING ASSISTANTSHIP

Those students accepted into the Ph.D. program are assigned a Teaching Assistantship to provide funds for five years. This allows the student to start gaining experience in teaching and provides the necessary job skills to teach, grade, and lead a class.

During the first year, the student should expect to be a Teaching Assistant of a faculty member who teaches a large course; although duties may vary, teaching assistants usually are in charge of registering attendance, grading classwork and exams, and assisting the faculty member.

Students who are teaching assistants should be in contact with the relevant faculty member at least two weeks before the beginning of the course to organize activities and understand all the necessary tasks.

During the second year, the student may be allowed to teach a course independently; usually, an entry-level course (100) will be assigned. Note that due to late changes in the scheduled course calendar, students may have to be reassigned to a different course on short notice. Students may be assigned to 200- and 300-level courses from the third year of training; due to the uncertainty of the department's teaching schedule, TAs may find their teaching assignments change on short notice.

All students teaching a course on their own (100-, 200-, or 300-level) will be contacted by the DGS and the relevant faculty member who is familiar with the course and schedule bi-weekly meetings to receive full support. It is also important to be in contact with the relevant faculty member before the beginning of the course, and to send a copy of the syllabus at least two weeks before the beginning of the semester. Faculty members will provide feedback and comments on the syllabus. At least once during the semester, the relevant faculty member will observe the Graduate Students' teaching and provide feedback.

UB Classics Departmental Policy on AI Use in Graduate Work

AI tools are becoming part of scholarly practice. The Department permits and is open to their responsible use as tools for research, organization, and exploration. Our aim is to train students to use them well consonant with the traditions of the field, not to prohibit them.

Graduate work must remain original, grounded in primary texts and peer-reviewed scholarship, and under the student's intellectual control. Use of AI does not change these expectations. Students are fully responsible for the accuracy, interpretation, and sourcing of all work submitted.

AI may be used as a preliminary step to extend the scope and ambition of work, not to replace independent thinking. AI may not be used where independent performance is being assessed, including exams, translation exercises testing language proficiency, or any assignment where the instructor specifies restrictions.

All claims, citations, and translations must be independently verified. Errors introduced through AI use remain the student's responsibility. Reliance on unverified or inaccurate AI output constitutes poor scholarly method. Academic originality remains central to scholarly practice.

Unless faculty specifically authorize its use in advance, students must obtain permission from their instructor to use AI in any scholarly enterprise. If students do use AI, then they must include a brief AI Use Statement disclosing which tools were used, for what purposes, and to what extent. Instructors may request additional documentation if needed, in accordance with UB Policy.

Instructors may set more specific expectations for individual courses or assignments.

This policy reflects a transitional moment. AI is already shaping research across disciplines. This policy may be updated to reflect new developments. Graduate training should prepare

students accordingly while maintaining the core commitments of the field: close engagement with primary sources, rigorous evaluation of evidence, and originality of argumentation.