



**Graduate Handbook
2009-2010**

Contents

<u>Introduction</u>	3-4
Brief History of the PhD Program in Classics	3
Webpage/Contact List	3
Abbreviations	4
<u>Academic Program Requirements</u>	5-15
Core Requirements for All Tracks	5
Requirements for Literature Track	6
Requirements for Philosophy Track	7
Requirements for Classical Archaeology Track	8
Requirements for Ancient History Track	9
Teaching	11
Dissertation	13
<u>Funding</u>	16-20
The Basics	16
Getting Paid	16
Going on Leave	17
Summer Funding	17
Mediterranean Travel Grant Program	18
Funding for conference travel, job searches, etc.	18
Emergencies	19
Health Insurance	19
Directly Depositing Checks	19
Reimbursements	19
Taxes	20
<u>Miscellaneous</u>	21-34
Axess Timecard	21
Bulletin Boards	21
Commencement	21
Computer Room/Printing	21
Copies	21

Contents

Miscellaneous Continued

Directed Readings	22
Exceptions and Petitions	22
Modern Language Translation Exams	22
Forms and Paperwork	23
General Examinations	23
Incompletes	23
Job Search	24
Keys	25
Leave of Absence	25
Libraries	25
Lockers	26
Mail/Mailboxes	26
Master in Classics	27
Masters: You Already Have One and You Want Some Credit	29
Minor Plus PhD in Classics	29
Other Courses	29
PhD Candidacy	29
Palo Alto Shopping	30
Registration	30
Seminar Track Forms	30
Terminal Graduate Registration Status	30
Translation Exams (Latin and Ancient Greek)	31
Website	31
Withdrawal or Dismissal from the Program	32
Working in the Department	32
<u>Appendix A – Reading Lists</u>	34-39
Translation Exam – Greek	35
Translation Exam – Latin	36
General Exams – Greek Literature	37
General Exams – Latin Literature	38
<u>Appendix B – Reimbursement Policy Quick Reference</u>	40-41

For the most current information on the topics covered in this document, please refer to the *Stanford University Bulletin* (<http://www.stanford.edu/dept/registrar/bulletin/5753.htm>) for the current academic year and consult the Student Services Officer or Department Manager. Consult the Graduate Director and your track advisor for questions concerning your track program.

INTRODUCTION

The PhD Program in Classics

The Department dates back to the first year of classes at Stanford in 1891. Emphasis in the early years of the department was on undergraduate education, and the faculty offered classes in Greek and Latin as well as in translation. The graduate program began in earnest in 1958, with the first PhD awarded by the department in 1963.

Stanford's five-year graduate program in Classics, leading to the PhD degree, seeks to train broadly educated and creative teachers and interpreters of the ancient world. Stanford's system combines a rigorous set of required courses with flexibility in the selection of seminars, examination fields and, if desired, a minor in another department. Consequently, those who obtain the PhD in Classics at Stanford offer a unique blend of technical competence, linguistic skill, and methodological sophistication. Those with doctorates in Classics from Stanford have gone on to obtain jobs in top universities in the United States and Britain.

The following material is intended to supplement the description of degree requirements to be found on the Stanford Registrar's website (<http://registrar.stanford.edu/>) and in the *Stanford Bulletin* (<http://www.stanford.edu/dept/registrar/bulletin/>). Further information on departmental rules and procedures as well as forms and links to other university resources can be obtained from the Director of Graduate Studies and on our website at <http://www.stanford.edu/dept/classics>.

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Abbreviations

CTL = Center for Teaching and Learning
TGR = Terminal Graduate Registration
DD = Dissertation Director
GFS = Graduate Financial System

DGS = Director of Graduate Studies
DPD = Dissertation Proposal Director
MPP = Master's Program Proposal

ACADEMIC PROGRAM REQUIREMENTS

Core Requirements for All Tracks

Complete a minimum of 135 units of academic credit or equivalent in study beyond bachelor's degree. Enroll in at least 11 units per quarter and at the most 18 when not teaching or doing a Research Assistantship. When teaching, enroll for 10 units. The University requirement is that all units must be in courses at or above the 100-level and at least 50 percent of those must be in courses at or above the 200-level. All directed reading courses must have the prior written approval (with approved syllabus) of the Graduate Director and the appropriate Track Advisor. Up to two directed reading courses must be taken for a grade if used toward the 135 unit requirement.

Students must earn at least 105 academic units in the first three years. This is achieved through seminars, courses in languages, skills courses and proseminars (history track). In the fourth year, students receive 10 units per quarter for dissertation research, until they attain the 135 units required for Terminal Graduate Registration (TGR).

Students must have four one-quarter TA Assistantships which can be either TAing (and often leading a discussion section) in a course for the professor or serving as a Teaching Affiliate (TF) where he/she teaches his/her own small seminar (these are often language courses). These TA Assistantships usually occupy two quarters per year for the second and third year, though students may be expected to teach in other or additional quarters. Students do not receive academic credit for TA Assistantships. Additional teaching may be required in the fifth year. In place of a TA Assistantship, a student may be asked to do one Research (RA) Assistantship for the Department with a designated faculty member.

Each candidate, after passing the general examination, consults with the Director of Graduate Studies, who assigns a dissertation proposal adviser. This adviser may be different from the eventual dissertation director and must be a member of the Academic Council. In consultation with the dissertation proposal adviser, the candidate prepares a proposal of the dissertation topic to be submitted for approval by the graduate committee. The deadline for completion of the approval process is December 1 of the candidate's 4th year. When the proposal of the dissertation topic has been approved, the candidate, the dissertation proposal adviser, and the Graduate Committee collaborate to select an appropriate dissertation reading committee. Two of the three members of the reading committee, including the chair, must be members of the Academic Council.

For other requirements, please refer to student's specific track (language and literature, philosophy, archaeology, or history).

Requirements for the Language and Literature Track

All candidates for the PhD degree in Classics with specialty in the Classical Literature Track must fulfill the following requirements:

1. Complete 135 units of academic credit or equivalent in study beyond bachelor's degree.

This includes:

- a. Greek and Latin Survey sequence: CLASSGEN 207A,B,C and 208A,B,C (total of 6 quarters)
 - b. Greek and Latin Syntax: CLASSGRK 275A,B and CLASSLAT 275A,B (One and one-half quarters each)
 - c. The Semantics of Grammar: CLASSGEN 205A,B (two quarters)
 - d. Twelve seminars: of these twelve seminars, nine must be classics seminars and one of three must be outside the department. The other two seminars may be classics seminars, seminars taken from other departments (with DGS approval), and/or directed readings. However, no more than two directed readings may be taken to count for credit as one of the 12 required seminars. Classics seminars are generally offered for 4 or 5 units. Students are often allowed to take a seminar for 4 units and not write a paper, though faculty have discretion as to whether this option is granted.
2. Examinations:
 - a. Students must take Greek and Latin translation exams at the end of each survey sequence (the end of the first and second years). These exams are based on the Greek and Latin reading lists available [in](#) Appendix A of this handbook. Greek and Latin survey courses will cover less than half of the material that the translation exams tests, so students need to prepare much of the work on their own. It is possible to take both exams in the same year, if one chooses. Students are obliged to take the exam in the language that survey has covered that year. The exam consists of a choice of six out of eight passages, and students are allowed three hours. A grade of B- or higher is required to pass. If a student does not attain a B-, s/he must retake the exam later in the summer, before registering for fall quarter, in order to continue in the program. In order to retake the exam in the summer students must enroll and pay tuition at their own expense. The exam can only be retaken once. Copies of past exams are kept by the Student Services Officer in her office for student review.
 - b. Students must pass Modern Language translation exams in German and in French, Italian, or Modern Greek (the latter two with permission). Students arrange with the Student Services Officer to take the exam. One modern language exam must be completed by the end of the second year, the other by the end of the third. These exams are administered at the beginning of each quarter. The exam (one hour) requires translation of one passage of scholarly prose, with the use of a dictionary. Copies of past exams are kept by the Student Services Officer in her office for student review.
 - c. Starting the first week of fall quarter of the third year, students take general examinations, in four of the following fields: Greek literature, Latin literature, ancient philosophy, Greek history, and Roman history. Students select the fields in consultation with the graduate director no later than June of their 2nd year of

graduate study. Candidates must take at least one course at Stanford in each of the chosen fields (in the case of ancient philosophy, a seminar or its equivalent); and will need to confer with the professor overseeing the exam. Examiners will be announced in June of each year. Often, faculty members will arrange one or two preparatory meetings over the summer with those to be examined, but such meetings are never mandated. The format of the General Exam may vary from year to year; students will be informed well in advance about the exam configuration (whether oral, written, or a combination). Copies of past exams are kept by the Student Services Officer in her office for student review.

- d. The University oral examination, which is a defense of the candidate's dissertation. See Dissertation section. Copies of past dissertations are kept by the Student Services Officer in her office for student review.

Requirements for Joint Program in Ancient Philosophy

This specialization is jointly administered and overseen by faculty of the Departments of Classics and Philosophy and overseen by a joint committee composed of members of both departments. It provides students with the training, specialist skills, and knowledge needed for research and teaching in ancient philosophy while producing scholars who are fully trained as either philosophers or classicists.

Graduate students admitted by the Classics Department receive their PhD from the Classics Department. This specialization includes training in both ancient and modern philosophy. Each student in the program is advised by a committee consisting of one professor from each department.

1. Complete 135 units of academic credit or equivalent in study beyond the bachelor's degree at the end of the 4th year. This includes:
 - a. The same requirements as the Language and Literature track
 - b. Plus, three courses in the Philosophy Department (including 100/200 and two courses at the 200 level or higher). These include:
 - i. One course must be in logic (which can be fulfilled at 100 level or higher)
 - ii. One course must be in aesthetics, ethics, or political philosophy
 - iii. One course must be in metaphysics, epistemology, philosophy of mind, or philosophy of science.
 - c. At least three courses in ancient philosophy at the 200 level or above, one of which must be taken in the Philosophy department.
 - d. All courses taken in the Philosophy Department at the 200 level or above will count for seminar credit (i.e. as contributing to the 12 seminar requirement in the Language and Literature track in the Classics department).
2. Examinations: Same as those listed in the Language and Literature track, except that one of the four areas of general examination must be taken in ancient philosophy.

Requirements for Classical Archaeology Track

All candidates for the PhD degree in Classics with specialty in Classical Archaeology must fulfill the following requirements:

1. Complete 135 units of academic credit or equivalent in study beyond bachelor's degree.

This includes:

- a. At least three graduate (200) level courses in Latin and/or Greek literature
 - b. History of Classical Archaeology (CLASSART 201) to be taken as early as possible in the candidate's Stanford career.
 - c. The interdepartmental graduate core sequence in archaeology. The Archaeology Center announces which courses fulfill this requirement. The core sequence currently comprises a seminar on archaeological theory and a course on archaeological methods.
 - d. At least one further course outside the Classics department
 - e. At least five graduate seminars in classical archaeology
 - f. At least three graduate seminars in ancient history
 - g. Students may petition to count independent study classes in place of *up to two required courses, but no more.*
 - h. Students who enter the program with only one ancient language at the level needed for graduate study are strongly encouraged to take additional course work to reach the graduate (200 and above) level in another language.
 - i. Students are urged to enroll in or audit other undergraduate courses that may fill gaps in their undergraduate training.
 - j. All students are expected to take part in archaeological fieldwork in the classical world areas.
 - k. At least three consecutive quarters of course work *must be taken at Stanford.*
2. Examinations:
 - a. Initially, students will have to take a diagnostic exam in either Greek or Latin. Depending on performance, students may be required to enroll in undergraduate language classes in that language to improve their skills to the level required for graduate work.
 - b. Reading examinations in two of the following modern languages: French, German, Italian, and Modern Greek. Students may petition to substitute a different modern language for one of these, if their area of specialization requires it. One modern language exam must be passed by the end of the second year, the other by the end of the third. These exams are administered at the beginning of each quarter. Copies of past exams are kept by the Student Services Officer in her office for student review.
 - c. A translation examination from Latin or Greek into English. This examination must be taken either at the end of the first year or at the end of the second year. A grade of B- or higher is required to pass. If a student does not attain a B-, they must retake the exam later in the summer, before registering for fall quarter, in order to continue in the program. In order to retake the exam in the summer, students must enroll and pay tuition costs at their own expense. The exam can only be retaken once. Copies of past exams are kept by the Student Services Officer in her office for student review.

- d. General examinations in Greek archaeology and Roman archaeology, and two of the following fields: Greek literature, Latin literature, ancient philosophy, Greek history, and Roman history. Students select the fields in consultation with the graduate director no later than the first week of Spring Quarter of the second year of graduate study. Candidates must have taken at least one course at Stanford in each of the chosen fields (in the case of ancient philosophy, a seminar or equivalent). Copies of past exams are kept by the Student Services Officer in her office for student review.
- e. The University oral examination, which is a defense of the candidate's dissertation. See Dissertation section. Copies of past dissertations are kept by the Student Services Officer in her office for student review.

Requirements for Ancient History Track

All candidates for the PhD degree in Classics with specialty in Ancient History must fulfill the following requirements:

1. Complete 135 units of academic credit or equivalent in study beyond bachelor's degree. This includes:
 - a. In the autumn of the first year, Approaches to History: HISTORY 304, offered in the history department.
 - b. Two Proseminars: These will introduce students to primary sources of evidence for ancient history that require special training: papyrology, epigraphy, paleography, numismatics, and archaeology. The department often offers at least one each year, but students may also fulfill this requirement by doing a directed reading, or by taking a course at another university (after pre-approval from the history track adviser and graduate director) with which Stanford has an exchange agreement (i.e. Berkeley Exchange Program--forms for the program are distributed at the Registrar's Office).
 - c. Three Skills Courses relevant to the individual student's chosen research approach. For example, a student could take classes in economics, demography, legal history, or anthropology. The Skills Courses can also be used to learn other ancient or modern languages, either by coursework or directed reading. Students will need to consult with their advisers and the Director of Graduate Studies.
 - d. 10 Graduate Seminars: These normally have course numbers in the 200s, 300s or 400s. Most of these will be taken in the department, but students may also take seminars outside the department or at another university with which Stanford has an exchange agreement. Approval from the Ancient History Track Adviser and Director of Graduate Studies must be obtained prior to exercising this option. While *only two of the 10 seminars can be replaced by directed readings*, up to three additional seminars may be taken outside the department. This leaves five ancient history seminars that must be chosen from those in the department. Other Classics graduate seminars may be substituted for ancient history seminars, with approval of the Ancient History Track Adviser (substitutions must be noted officially on file).

- e. Note that students may only take a maximum of *two* directed readings, which may be applied to the proseminar, skills, or seminar requirements.
 - f. Choose between two ancient language options within the ancient history track:
 - i. Option 1 – students focus more on one language. This requires students to take: the three-quarter Survey course in either Greek or Latin (CLASSGEN 207A,B,C, or 208A,B,C); the fifteen-week Syntax course in the same language (CLASSGRK 275A,B or CLASSLAT 275A,B); one quarter of the Survey course sequence in the other language; and the two-quarter Semantics of Grammar sequence (CLASSGEN 205A,B).
 - ii. Option 2 – students emphasize broader linguistic skills. This requires students to take: the three-quarter Survey course in both Greek and Latin (CLASSGEN 207A,B,C and 208A,B,C).
2. Examinations:
- a. As soon as students arrive, they will have to take diagnostic exams in two areas of ancient history. Choices are Roman, Greek, and Egyptian history. The test is mainly on narrative history, especially important names, dates, and events. Depending on performance, students may be asked to sit in on the undergraduate history courses and take a directed reading or a graduate survey course if one is offered. Reading lists are available upon request
 - b. While there is no translation exam for history track students, students must take the final offered at the end of each quarter of Greek or Latin survey (for Option 1) or of both Greek and Latin survey (for Option 2). Students must earn a B- or higher on each final.
 - c. Students must pass two Modern Language translation exams, one in German and one in French, Italian or Modern Greek (the latter two with permission from the DGS). One modern language exam must be completed by the end of the second year, the other by the end of the third. These exams are administered once at the beginning of each quarter. Contact the Student Services Officer to coordinate. Copies of past exams are kept by the Student Services Officer in her office for student review.
 - d. Starting the first week of classes of the third year, students must take general examinations. Students in the ancient history track must take two exams in history (Greek, Roman, or Egyptian) and two exams in other fields (Greek Literature, Latin Literature, Greek Archaeology, Roman Archaeology, and Ancient Philosophy). Students select the fields in consultation with the graduate director no later than June of their 2nd year of graduate study. Candidates must take at least one course at Stanford in each of the chosen fields and will need to confer with the professor overseeing the exam. In preparing for the general examinations, candidates are expected to make full use of relevant secondary material in modern languages. They should therefore plan to satisfy the requirements in French and German as soon as possible, preferably before the translation examinations. Copies of past exams are kept by the Student Services Officer in her office for student review.

- e. The University oral examination is a defense of the candidate's dissertation. See Dissertation section. Copies of past dissertations are kept by the Student Services Officer in her office for student review.

Teaching

Requirements:

Students are required to teach or serve as a Teaching Assistant (TA) or Teaching Fellow (TF) for four quarters under department supervision; this requirement is usually broken up into two quarters during the second year, and then again into two quarters during the third year. Additional teaching may be required in the fourth or fifth year depending on the needs of the department and availability of funds. Students do not earn academic credit for teaching. Students receive semi-monthly teaching salary payments in lieu of stipends during TA/TF quarters. For information about funding, please see the Funding section of this handbook.

All foreign students (including those from Anglophone countries) are required to pass an English for Foreign Students (EFS) exam before they will be allowed to teach. This requirement need not be completed until the beginning of the second year, but it is advisable that students complete it in the first year to avoid delays or administrative problems later. Foreign-born students who are fluent English speakers can often fulfill this requirement through a brief conversation with the director of the EFS program rather than through completion of the formal exam. Foreign students should contact Tracey Riesen in the Language Center (tafowler@stanford.edu) for more details.

Each spring, the Chair and Director of Graduate Studies together determine teaching assignments for the upcoming academic year. Most of this teaching will involve assisting a faculty member by regularly leading discussion sections for larger lecture courses and by giving occasional lectures. Some independent teaching of language-based courses is usually available, either in the regular academic year or in the summer quarter, though summer teaching does not satisfy the four-quarter requirement. During the first four years of graduate study, a student will only serve as a teacher or TA in excess of the amount listed if there is an unusual department need.

Teaching in the summer:

Students who wish to teach one of the summer courses offered by the department should send an email to the department chair stating their qualifications, coursework completed, and standing in the program by February 15th of each year. The chair will select instructors based on experience and need. Those who will be teaching a course in the summer must register for that term and the university will pay tuition and fees. Students are responsible for ordering textbooks (after consultation with the chair). The salary for summer teaching as well as some administrative arrangements are made through the Summer Session office.

Textbooks:

If needed, textbooks and desk copies must be ordered the quarter/summer before a student is to teach or serve as a teaching assistant. Failure to order desk copies in a timely manner results in a substantial cost to the department, so plan accordingly. Note that desk

copies (i.e. instructors' free copies) must be ordered directly from the publishers, not from the Stanford Bookstore. The Student Services Officer will send out an email letting instructors know about the textbook order due date. Texts are usually ordered on-line, though forms are available from the Student Services Officer if needed.

Teaching evaluations:

At the end of the quarter, evaluations will be completed on-line by your students. These evaluations form an important part of the student's teaching portfolio. The data from these will be available online from the Axess webpage. It is advisable that by the middle of each quarter TAs and TFs check to be sure they are properly listed in the university's course management system; if they are not, they will not receive course evaluations. System errors can be corrected by department staff if caught in time. If your evaluations are not accessible online please consult the Student Services Officer or submit a HelpSU web ticket.

TA office:

In Building 110, TFs (who usually teach language courses) will share TA office space in the department's small seminar room upstairs (room 112D); courses are sometimes scheduled in the room, so TFs must schedule times to meet with students that do not conflict with these courses. TAs for all other Classics courses will share space in the additional TA office in room 112R1. TAs and TFs may sign up to hold office hours in these spaces, which will be posted on the door of each room. When not in use for posted office hours, the TA office is kept open for use as work space by all graduate students. TA/TF offices are shared spaces and cannot accommodate storage of personal items, but there are lockers available for such items. Please do not leave clutter in these offices, as they are small and used by many people. Personal items stored in these areas may be discarded without notice.

Center for Teaching and Learning

New teachers and TAs are *required* to attend one of the Teaching Workshops held at the beginning of each quarter by the Center for Teaching and Learning (CTL). Emails will be sent out about days and times.

The CTL's web site (<http://ctl.stanford.edu/>) contains a wealth of information about teaching, including tips and other publications to guide you through the teaching process. CTL also holds a series of talks throughout the year. The Classics department has a student liaison who can be contacted with questions about utilizing CTL's resources. Each student who teaches his/her own course in any quarter is assigned a faculty mentor who will be available to discuss course design, classroom protocols, and the general teaching process. The faculty instructor serves as mentor for TAs in any given course.

Other information:

Information about photocopy allotments while teaching is located in this handbook under Copies. Please see the TA handbook which is downloadable from the Classics website for more information about teaching.

Dissertation Proposal

The process of submitting the dissertation proposal begins soon after a student has successfully completed the General Exams. The DGS (consulting with the person involved) assigns a Classics faculty member as Dissertation Proposal Director (DPD) to the student.

The DPD is to be distinguished from the Dissertation Director (DD) who actually guides the writing of the dissertation itself. These may or may not be the same person.

During the third year, the student regularly meets with the DPD and gradually shapes the dissertation proposal, which is evaluated by the dissertation proposal defense committee. This is examined at the *beginning* of the fourth (4th) year, not later than December 1. See the Dissertation Prospectus Guideline on the Classics website.

For the examination, the DPD (in consultation with the student and with the DGS) sets up a committee composed of the DPD and two other faculty members (one of whom may be from outside the Classics Department).

The suggested time-line is as follows:

- A month before the exam is to take place—set up the committee. The form is available on the Classics website.
- No later than two weeks before the exam—set up exact time and location. Notify the Student Services Officer of the exam date/time in order to reserve a room.
- Most important: no later than one week before the exam—the student is to distribute the proposal to the committee members.

The proposal shall be 15-20 pages. Its main part is an outline of the proposed dissertation. This is followed by an account of the plan of research the student proposes to pursue. An abbreviated bibliography is required. Students must early on get in touch with the committee and share drafts of their proposal with the members.

In the exam, the student briefly presents the proposal (no more than 15 minutes). Following a question period, the student is excused while the committee deliberates. Then the student is invited back to hear general feedback on the proposal and whether or not it is deemed satisfactory. In case it is not, the above procedure is repeated in the following quarter and must be passed.

The committee looks at two questions: (1) Is the proposal intellectually satisfying? (2) Does the student have a feasible plan of research?

The second question includes, among other things, the student's overall preparation in Classics. But this is not the main focus of the examination, and preparation should not involve wide readings in the discipline as a whole. Instead, the student should concentrate on the program of research leading to the dissertation itself.

Submit the officially approved form and proposal for your student file.

Reading Committee:

It is the responsibility of the student, in consultation with the DGS and the DPD, to form a Reading Committee of three readers who will advise the writing of the dissertation itself. Two readers must belong to the Academic Council. The department chair must approve any reader who is not on the Academic Council. The title and list of readers are formally registered after the proposal has been examined as mentioned above and approved by the Dissertation Proposal Committee (see above). The Doctoral Dissertation Reading

Committee form can be found online at the Registrars Office's forms webpage (<http://registrar.stanford.edu/shared/forms.htm#GradStud>). This form must be submitted before attaining TGR status. Submit the approved form to the Student Services Officer.

Oral Examination Committee/Dissertation Defense:

The University Orals are held when the dissertation is nearing completion. The Oral Examination Committee consists of at least five Stanford faculty members: four examiners plus the Committee Chair from another department chosen by the dissertation committee. All members are usually on the Stanford Academic Council, and the Chair must be a member of the Academic Council. (A petition for appointment of an examining committee member who is not on the Academic Council may be approved if that person contributes an area of expertise that is not readily available from the faculty. The form can be downloaded from <http://registrar.stanford.edu/pdf/petdoccommem.pdf>.) The Chair may not have a full or joint appointment in the student's or dissertation adviser's department, but may have a courtesy appointment in the department.

The University Oral Examination form, which can be found online at the Registrar's Office's forms webpage (<http://registrar.stanford.edu/shared/forms.htm#GradStud>), must be submitted to the Department's Student Services Officer at least two weeks prior to the proposed examination date. In addition to the required form, an abstract of the dissertation must be submitted.

The first part of the oral will consist of a public presentation by the candidate of an overview of the thesis, lasting 30-40 minutes, and followed by a brief question and answer period. The second part of the oral is not public and will not last more than one hour. The candidate will be questioned only on work contained in the dissertation itself. NB: If the student has a minor, the examining committee will include one member of the minor department and the period of non-public questioning will be extended to cover the minor area.

The candidate passes the examination if the examining committee casts four favorable votes out of five or six, five out of seven, or six out of eight. Five members present and voting constitute a quorum.

Submitting the Dissertation:

Once a student has passed the oral examination, the reading committee will sign the signature page of the dissertation. Students will be required to make any necessary revisions or corrections discussed during the oral examination. The corrected and revised version of the dissertation will be read by one member of the reading committee. He or she will then sign its final form and certify on the Certificate of Final Reading that the university and department specifications have been met.

The signed dissertation copies (usually five) and accompanying documents must be submitted to the Office of the University Registrar on or before the quarterly deadline that is listed on the registrar's website at <http://registrar.stanford.edu/students/academics/dissertations.htm>. A fee is charged for the microfilming and binding of the dissertation copies. A student must contact the Registrar's Office and make an appointment to submit the dissertation. Students must be registered or on Graduation Quarter when they submit the dissertation (see the Bulletin re "Graduation

Quarter”).

In addition to the submission of the dissertation copies, an *Application to Graduate* must be on file, all of the departmental requirements must be complete, and candidacy must be valid through the term of degree conferral. A copy of the certification letter signed by the Student Services Officer-Degree Audit and Records at the Registrar’s Office must be submitted to the department for the file.

FUNDING

The Basics

The first-year source of funding is a fellowship stipend. This is outlined in the acceptance letter. Each member of a given cohort is given the same fellowship stipend for the first year. In the second and third years, students will receive one quarter of fellowship stipend and will typically be expected to teach two quarters. As a Teaching Assistant (TA), or Teaching Fellow (TF), students will be placed on the University payroll and will receive paychecks twice monthly (see details below). In the fourth year, students will usually be a Pre-doc Research Associate and will be paid through the University payroll, usually at a level equivalent to the fellowship stipend level. After the third year, the Department encourages students to apply for outside funding will help students find opportunities for dissertation funding. Plan on working on these applications during the third and fourth years. However, the University guarantees funding for five years. If students do not obtain external non-departmental funding for the fifth year, they will be funded through a combination of department fellowship stipend, TAship and/or RAship. After five years of study, no funding is generally given (with the exception of APA Travel Grants).

Getting Paid

The methods of payment vary depending on the source of funding. For fellowship stipends, the Bursar's office disburses a lump sum check, usually during the first week of the quarter (or second week at latest) to the address students have entered in StanfordYou. Students should plan on having some money when they first arrive at Stanford because the disbursement might not be made until Thursday or Friday of the first week and can sometimes be delayed. It is very important that students put their correct new address into StanfordYou, because that is the address to which the Bursar's office will send the check. Students are strongly encouraged to sign up for direct deposit, which can help ensure they receive disbursements as quickly as possible. Students can sign up for direct deposit through Axxess. Stipends will also be more likely to arrive on time if students register for classes early (schedule of when to register to receive the stipend by the first day of class is available on Axxess) and clear any holds on students' records.

For teaching, the Department pays you a semi-monthly salary. Payroll checks are disbursed to the student (either by hard check mailed out or direct deposit) on the 7th and 22nd of each month. Work performed from the 1st to 15th of each month will be reflected on the paycheck produced on the 22nd of the month; work performed from the 16th to the last working day of the month will be reflected on the paycheck issued on the 7th of next month. For example, if students begin work on October 1, their first paycheck will be on October 22. Teaching payments for the quarter are divided into six equal paychecks. The amount paid for teaching is slightly higher than what students receive as a quarterly stipend. The salary of a Teaching Fellow is somewhat higher than that of a Teaching Assistant.

By default, the first paycheck for TAs and RAs in the fall quarter is made on October 22nd. Because such a late initial salary payment can prove challenging for students just returning from the summer break, the department will usually set up salaries for TAs, TFs, and RAs on an "alternative calendar" so that payments begin sooner—the first paycheck is then disbursed on October 7th. This calendar must apply for the entire year, which means,

for example, that in Autumn students are paid through the pay period ending December 15th rather than December 30th, and in Spring are paid through the period ending June 15th rather than June 30th. Students will be consulted or informed if they are placed on the alternative pay calendar.

Going on Leave

Graduate students can take a Leave of Absence, which can last from one quarter to one academic year. In exceptional circumstances, an extension of a leave may be granted for up to another year. Leaves of absence may not exceed a cumulative total of two years during the student's tenure in the graduate program. A student's leave of absence does not automatically extend candidacy.

If students leave to study at another institution or request a leave of absence, their funding may be frozen and can start up again when they return to Stanford. This means, however, that students cannot receive *any* money from Stanford University or the Classics Department for the year that they are gone. Before making any plans, students need to speak with the department chair and the DGS to work out an individual plan. Students should make sure that they understand how this will affect their funding in the future. It is up to the student to make sure that they understand whether or not a leave will affect loans and medical insurance. International students must check in with the Bechtel International Center.

In order to take a leave students have to:

1. Talk to the DGS (Director of Graduate Studies) and the Chair of the Department for permission to take a Leave of Absence and provide serious reasons for his/her request. **If an international student, you must also speak with the relevant staff of the Bechtel International Center.**
2. Go online to <http://registrar.stanford.edu/shared/forms.htm#GradStud>, and find the Leave of Absence Form with all the necessary instructions.
3. Complete the form and make a copy once it has been approved.
4. Submit the form to the Registrar's office located at 630 Serra Street, Ste 120 (next door to Encina Hall in the modular unit known as "Harold") and a copy of the form to the Student Services Officer in the department to be kept in your departmental file.

Students *must* consult the Student Services Officer to ensure that the necessary leave form has been approved and a copy provided to the department before submitting it at the Registrar's Office.

Summer Funding

Summer funding is described in the admission letter. The department provides funding during three summers; funding for one of these summers is contingent upon the student traveling to the Mediterranean to conduct research or field work. This promised funding may be used in the first, second, third or fourth years, which means that funding can be deferred for one summer in the first three years at the student's discretion. Funding for summer travel to the Mediterranean (often referred to as "Med summer") may be requested during any summer but is usually taken during the third or fourth year when research is most likely to benefit the student's major project. Requests for summer funding must be

submitted to the DGS and the Department Manager no later than May 1st in each academic year (check the department website for request procedures and date changes) of the academic year.

Students might find funding for the fourth summer from a variety of sources: research grants from the School's Graduate Research opportunity office, the American Council of Learned Societies, Phi Beta Kappa, the American School in Athens, teaching during the summer session, applying for a Mediterranean Travel Grant within the department, participating in one of the department's archaeological excavations, or other summer jobs, such as tutoring.

Mediterranean Travel Grants

Money is available from the department for research-related travel in the Mediterranean. Submit a completed *Mediterranean Research Grant Program Application* form, a comprehensive research proposal (in narrative form) that details intended travel as well as research, and a *Student Discretionary Funding Application* to the DGS. This application packet will be reviewed by the Graduate Committee. Decisions will be made based on the direct relationship of the project to the study program, the benefit to degree progress, and the expected results of the project. The amount allocated will be based on funds availability and in some cases, may partially offset the cost of travel rather than cover the entire cost; though students are required to submit a budget, the amount of funding is determined by the department and funding is provided solely at its discretion. Preference will be given to dissertation-related research. As explained in the preceding section, one of the three summers of funding promised to each student is conditional upon research-related travel to the Mediterranean during that summer.

Money for conference travel, job search, and other expenses

The department provides limited discretionary funding to defray student expenses for attending academic conferences and job interviews, purchasing books as well as computer hardware and software, and obtaining language training (in the form of summer courses at Stanford or language courses off-campus throughout the year) that is not available on campus during the regular academic year and that is required for the successful completion of dissertation projects. Students do not have to present work at conferences, but they do need to participate in these events. Students should submit a *Student Discretionary Funding Application* form to the DGS for signature prior to their proposed trip. Most funding is for reimbursement only, which means that students using funds for conferences will receive funding only after the completion of the trip and after they have submitted original receipts for expenses with the signed *Student Discretionary Funding Application* to the Student Services Officer for reimbursement. Students must make sure that they keep all of their receipts, itineraries, boarding passes and proofs of payment from the trip. Receipts should be itemized whenever possible. Students will not be reimbursed for alcohol, movies, room service, phone charges, or any other entertainment expenses. Consult the Student Services Officer regarding which expenses are allowable. The same rules apply to job searches. Students need to submit original receipts to be reimbursed for books and computer equipment. Reimbursement for the purchase of

computer hardware must be pre-authorized by the DGS. Funding for language courses also requires pre-authorization by the DGS, and original receipts must be submitted for reimbursement. Actual levels of financial support depend on academic merit and on budgetary allocations that are set by the university and may change over time. Students will be notified of changes in the overall annual cap on reimbursements as this information becomes available to the department.

The department may also provide limited one-time financial support for job interviews to graduate students in their sixth or seventh years, or funding for students at any level to attend the APA convention. These additional funding opportunities are made available at the department discretion when departmental funding levels permit. For details, contact the DGS or the Department Manager.

Emergencies

The Department will try to help you with unusual expenses for verifiable personal emergencies (medical emergency, family emergencies, or unforeseen urgent expense). If no other University resources are available, the DGS and the Department Manager will consider requests for help. Departmental support may come in the form of emergency funds, employment opportunities, or referrals to other Stanford resources depending on the student's needs and on what resources are available.

Health Insurance

With their funding for Fall, Winter, and Spring quarters (and Summer quarter if they are teaching), students receive a stipend for health insurance outlined in their admission letter. The funding can be verified on students anticipated aid on their Stanford bill. In addition to filling out required paperwork for the university, Students should notify the Department Manager before the beginning of the term if they intend to opt out of insurance coverage.

While the department and university cover the cost of health insurance premiums for registered students, the university also charges a health services fee (currently \$167 per quarter) that the student is responsible for paying.

Directly Depositing Checks

Students are able to have their payroll checks directly deposited through a direct deposit program. If students are teaching, they can also have their rent and other University expenses directly taken out of their check. Students can sign up for direct deposit on Axess.

Reimbursements

Reimbursement requests from your discretionary allowance should be submitted to the Student Services Officer. Please submit a *Student Discretionary Funding Application* with all reimbursements (available on the Classics website). Please refer to the Department Reimbursement Policy Quick Reference Sheet (Appendix C) for specific policy rules. To ensure that they are processed promptly and that all problems and missing items are resolved, please submit to the department within 10 days of incurring the expense. Travel

receipts should be submitted within 10 days of returning from the trip. Questions regarding reimbursements should be directed to the Student Services Officer.

Taxes

All funding that the University or Department gives students is taxable, except that which is used for tuition or required course-related expenses (e.g. books or supplies). That means that funding used for room, board, and travel while at Stanford is taxable (both Federal and State). For help with taxes, see the Controller's Office web page at <http://fingate.stanford.edu/>, the IRS website at <http://www.irs.gov>, and the California Franchise Tax Board's website at <http://www.ftb.ca.gov>. Also, the Bechtel International Center (<http://www.stanford.edu/dept/icenter/>) gives tax help to foreign students. Stanford pre-bills Winter tuition and financial aid, meaning that they are applied to the previous year's taxes. Students can update their W-4s (when they are paid from payroll) online on Axess.

MISCELLANEOUS

Axess Timecard

Axess Timecard is the University's online payroll timesheet system. Usually when you are hired for a job in the department, you will need to regularly enter your hours in Timecard. This does not apply to TAs and RAs, when students are on salary and hours are not tracked. You can access Timecard from the Axess webpage. Hours need to be entered by the 15th and the last business day of the month. Please discuss with the Department Manager which accounts to use and how to enter hours once you've been hired into a position.

Bulletin Boards

Please submit an electronic photograph and a brief description of your academic background and research interests to the Department Manager for the Graduate Students Bulletin Board downstairs. This information will be included on the website.

Commencement

Detailed information about graduating can be found in the department's *Graduate Graduation Information and Forms* flyer that will be updated towards the end of Winter quarter. In order to be eligible to apply for commencement, students must:

1. Have completed all requirements including the dissertation defense and have submitted the dissertation to the Registrar's Office (see Submitting the Dissertation).
2. Checked on the Stanford Academic Calendar when the "Application deadline for Spring Quarter degree conferral" (sometime in April) and apply by that deadline.
3. Rent their gown: information is available on the Stanford Bookstore at <http://www.stanfordbookstore.com>
4. Have an appropriate track form on file.

Computer Room/Printing

The Classics department provides free computer use for students in Room 112R. Printing there is free, but must be restricted to academic use. There are also several computer labs on campus that students can access. Copying may also be done on the first floor copier, which features a scan/send feature students can use to email themselves PDFs rather than making copies.

Copies

When students arrive, a copier account will be set up for them by the Administrative Associate. Every graduate student receives an account that allows him/her to make 500 copies per quarter for free. If this amount is exceeded, students may request an additional allotment. When students are teaching or serving as a teaching assistant, quarterly allotments will be increased by 500. If an entire book needs to be copied for a class, students should consider scanning the book as a PDF and distributing it electronically.

Directed Readings/Individual Readings (Studies)

Directed Readings/Individual Readings (Studies) Policy:

Students intending to take an individual reading course in Classics in any given quarter must hand in to the Student Services office in Classics a syllabus for the proposed work signed by the proposed instructor by the first day of the proposed quarter. Courses intended for credit in Classics for which this has not been done will not be counted toward degree requirements. *This requirement does not apply to CLASSGEN 802 or CLASSGEN 199 (providing you have already documented a clear plan of study and research with your senior thesis advisor).* In general, if such a course is regularly offered by the department, the proposed course will not be approved.

To register for a directed reading course: Students must have permission from the Director of Graduate Studies in order to enroll in a directed reading course. A maximum of two directed readings can be substituted for seminars at no more than five units apiece. To enroll in a directed reading course:

1. Go to Axxess as if registering for a class.
2. Click the “Shop for Class” link on the Build Study List page.
3. On the Class Search page, select the Subject Area.
4. Enter the Catalog number of the class in which you wish to enroll.
5. Check the “Include Individual Study Instructor Sections” box. You must check this box to find the correct section to enroll in.
6. Enter part or all of the Instructor Last Name or Instructor First Name, or leave blank to see all instructor sections.
7. Click Search button.

Directed Reading courses include the following:

- CLASSGEN 260 “Directed Readings in Classics (Graduate Students)” - This course is for Directed Readings conducted in the 1st – 3rd years.
- CLASSGEN 360 “Dissertation Research in Classics” - This course is to satisfy enrollment requirements during the 4th year which is spent on dissertation research
- CLASSGEN 802 “TGR Dissertation” – This course is to satisfy enrollment requirements during TGR status for time spent on dissertation research

Exceptions and Petitions

In recent years the department has acknowledged that individuals occasionally have circumstances and interests that the program requirements do not accommodate. The faculty responds well to student requests and aims to ensure that the rules are flexible when necessary, although students must bear in mind that budgeting constraints cannot always be overcome. The first person to contact is the Director of Graduate Studies. If there is no resolution, students can contact the department chair. Usually any significant requests will then be addressed to the Graduate Committee of the department in a petition letter.

Modern Language Translation Exams

Students are allowed to use a dictionary for the modern language examinations but computers and computer software are not allowed. Each exam lasts one hour in which students are asked to make an English translation of slightly less than two pages from a scholarly publication in the field of Classics. Stanford offers reading courses in German,

French, and Italian to help students prepare. One exam is to be completed by the end of the second year, the second exam by the end of the third year. No exceptions will be granted for any reasons. Failure to satisfy these requirements is considered evidence of insufficient progress and results in suspension of financial support, and may result in separation of the student from the program.

Students are encouraged to study other relevant foreign languages. Two quarters of language courses taken for credit will count toward the required total of 135 units. The Ancient History track allows students to fulfill their “skills courses” requirement with additional languages. The department occasionally offers courses in ancient Egyptian and Coptic. Students can also choose from many languages offered by the Language Center, including Arabic, Hebrew, Italian, and Modern Greek.

Forms and Paperwork

Submit all applications and forms for the MA, PhD, and dissertation while actually registered and enrolled. Doing so afterward or during a leave of absence will result in being charged university processing fees, which can reach into the thousands of dollars.

Please note that the university makes regular changes to the paperwork for earning MA, PhD and TGR status, though the actual requirements usually stay mostly the same. Please be sure to acquire all necessary and current forms from the Registrar’s Office’s website for forms (<http://registrar.stanford.edu/shared/forms.htm#GradStud>).

General Examinations

Students will select their fields in consultation with the DGS no later than June of the second year of graduate study. Exams will be taken during the first two weeks of the third year. The written exam lasts three hours and contains specific, identification-style questions as well as more general questions. Samples are located in binders kept in the Student Services Office. Please check with the track director to confirm the format of your exams.

After the examiners have been appointed, in the June preceding the General exams, students should consult with them in preparation for the written exam. Students who fail the general examination will be allowed to retake it only once, in January of the next year. Two failures will result in dismissal from the program.

Incompletes

Incompletes are strongly discouraged. However, when a student takes a seminar but is unable to submit the required paper or other course work on time for the grade to be submitted by the end of the relevant quarter, they can ask the professor who leads the seminar for an Incomplete. This means that they will have an “I” (incomplete) on their record in place of a grade for the seminar and more time to finish the paper. The “I” is restricted to cases in which the student has satisfactorily completed a substantial part of the course work.

“I” grades must be changed to a permanent notation or grade within one year (including Summer Quarter). However, the one-year period is given only if the instructor decides that this is necessary; otherwise the instructor can decide on an earlier time limit. Hand in the final paper or coursework at least two weeks before the grades are due, in order to allow the instructor time to read the work.

If the “I” remains at the end of one calendar year, it is changed automatically by the Registrar’s Office to not-passed “NP” or no-credit “NC” as appropriate for the grading option selected.

Job Search

In order to go on the job market during (ideally) the fifth year, students need to be ready early on and go through the following process:

1. Students should belong to the APA (American Philological Association). For more information visit the website: <http://www.apaclassics.org/APA-MENU.html>.
2. Students should sign up for the placement service in the fall of the fifth year, through which job notifications are sent out. Students should also visit the APA website on the 15th of each month, when new job notifications are posted.
3. Students should plan to attend the APA convention of the coming year.
4. Students should submit abstracts for the APA convention (of the coming year) by May of the current year. The rules for the submission of abstracts are to be found at the APA website (above).
5. If students are to be interviewed at the APA, they should sign up for the mock interviews that take place at the Department during the second week of December: a group consisting of the DGS and other faculty from the Department pretend to be the hiring committee, interview students, and give them important feedback. Please contact the Student Services Officer to schedule these mock interviews.
6. When everything goes well during the first stage, i.e. the interviews at the APA convention, the fly-back period follows: after the universities have made a selection of candidates, they fly them back to their campuses. For this stage, students have to be ready for a 45-minute talk on their work and/or to teach one of the (hiring) university’s actual classes. Faculty provide support by staging practice talks in early January before the candidates fly back to the hiring campuses.

Information for keeping updated, sending applications, getting dossiers complete, and working efficiently with the faculty before the APA:

- Most jobs are advertised in the APA job lists of September 15, October 15th and November 15th.
- There is also a fellowship and a job binder in the mailroom 111C which, is updated every year by the Student Services Officer. Hard copies of job information received by post will be included.
- The Chair of the Department and the DGS will be sending emails with possible job opportunities. Students should be checking regularly the Chronicle of Higher Education where jobs in the Humanities – and not necessarily just in Classics – are posted (there is a newspaper and a website: www.chronicle.com/)
- Places that post jobs usually ask for: application letter, dossier of recommendation letters (3-4 in most cases), teaching dossier (not always), and a writing sample from the dissertation.
- A piece of the dissertation should be sent to the advisers in our Department by November 1st so that it can be sent in time as a writing sample.

- Students should/can establish their dossier through the CDC (Stanford University Career Development Center) for a fee: they open a file and do all the paperwork. Their website is: www.stanford.edu/dept/cdc/students/.
- It is also highly recommended to stay in touch with the CTL (Center for Teaching and Learning) and the liaison of our Department with this Center (a different person every year). The people of the CTL will show to students how to put together a teaching dossier (visit their website: www.ctl.stanford.edu/). If you are a TA, it is highly recommended to obtain a letter from your faculty person to place in your dossier.
- Most places that post jobs will read applications till December 1st and will notify the candidates they want to see by January 1st.
- **NB: The departments of the university close annually during the last two weeks of December.**

Keys

When students arrive, they will get a key from the Administrative Associate. All graduate students get one key to the Department, which opens the lounge, the main administrative office, the mailroom, the kitchen, the copier room, the computer room, and the Classics Library, with the responsibility to make sure that all doors and windows are locked, in the case that he/she is the last one to leave the building. This means that all graduate students are allowed to use the facilities of the department after business hours. The key must be returned before commencement. Any lost keys will require a lost key fee of \$20.00 to be paid before a replacement will be issued.

Leave of Absence

Please see the “Going on Leave” section of this handbook.

Libraries

Loan periods vary by a combination of library, material type, and user category; consult individual libraries for their loan periods. There are no limits on the number of items a user may charge, with the exception of reserves and media materials. See Stanford’s library on-line site: <http://library.stanford.edu/> for current and extensive library information.

Green Library:

This is where students will probably most often go for materials. Lockers in Green Library may be reserved by going to the Privileges desk. Students may also reserve a study carrel here if they have obtained candidacy (typically done at the end of the second year).

The Classics Library:

The Classics Library is located in Building 110 (upstairs) and holds a non-circulating collection. Study space is limited, so materials may be removed for reading elsewhere in building 110. Any time that a book is removed from the shelf (including to a reading room or to be placed on a reserve shelf), students *must* fill out completely a shelf slip (including the call number, their name, and date removed) and put the slip on the shelf in place of the book. Researchers who need the book while it is removed should be able to locate it from

the information written on the shelf slip. When the materials are no longer needed, they should be returned to the returns table in the library or put back on the shelf, and the shelf slip should be removed.

The Raubitschek Room:

The Raubitschek Collection, named in honor of the late professor emeritus Antony E. Raubitschek, is located in Room 351, Green Library East. It brings together the primary texts of Greek and Latin epigraphy and papyrology, together with the necessary secondary and reference literature.

Special Collections:

The reading room for the Department of Special Collections is located in Green Library. All materials in this department are non-circulating and must be used in the reading room. Pens are not allowed in the reading room, but patrons may use pencils or laptop computers when working with the materials. The collection functions on a paging system. Materials are paged once per day in the mornings; as staffing permits, a second page in the afternoon is sometimes possible. Paging slips for requested items must be turned in by 5 p.m. for a return time of 11:30 a.m. the following morning. The library staff and archivists for this collection are extremely helpful, and can offer special assistance with advance notice. The resources in this collection are available to aid faculty and graduate students in their teaching, either in the classroom or in the library, by special arrangement.

Interlibrary Services:

The Research Library Cooperative Program (RLCP) allows graduate students to request research materials directly from the University of California at Berkeley or the University of Texas at Austin. Requests between Stanford and UCB are submitted directly using the RLCP Request Form found online at: http://library.stanford.edu/cgi-bin/rlcp_req.cgi. The University of Texas at Austin requires a separate request form found online at http://gill.stanford.edu/services/interlibrary_services/doc_delivery_forms.html.

To request materials from other institutions, a SULAIR book or article form may be submitted online with a valid SUNet ID Login at http://gill.stanford.edu/services/interlibrary_services/interlibrary_borrowing.html. Patrons are notified by e-mail when materials arrive.

Lockers

Students can request a locker located on the second floor and will be given one if there is a locker available. Contact the Student Services Officer if interested.

Mail/Mailboxes

Every graduate student is assigned a mailbox located in the mailroom (111C). Students should check their box upon arrival on campus in case there is important material in the box. Students should generally use their Classics Department mailbox only for business mail.

Masters of Arts

University requirements for the master's degree are described in the "Graduate Degrees" section of the *Stanford Bulletin*.

I and II. Language and Literature, and Philosophy Fields of Study—Students who have completed an undergraduate major in Classics (Greek, Latin, or Greek and Latin fields of study) or equivalent may be accepted as candidates for the M.A. degree in Classics and may expect to complete the program in twelve months (usually three quarters of course work plus three months study for the thesis or examination). Students with an undergraduate major in Classics (Ancient History or Classical Studies fields of study) or without an undergraduate major in Classics may also be accepted as candidates, though they may require a longer period of study before completing the requirements for the degree. These requirements are:

1. Attaining a standard of scholarship such as would be reached by three quarters of study in the department after fulfilling the requirements for an undergraduate major in the department. Normally, this means completing at least 25 units of graduate courses and 20 additional units of work at the 100 level or higher.
2. Completion of one Greek course at the 100-level (if the undergraduate major field of study was Latin) or one Latin course at the 100-level (if the undergraduate major field of study was Greek). This requirement is waived for students with an undergraduate major in Classics (Greek and Latin field of study).
3. Passing an examination testing the candidate's ability to translate into English from a selected list of Greek and/or Latin authors.
4. Completion of the 275A,B sequence in at least one language (Latin or Greek).
5. Writing a thesis, or passing of an examination on a particular author or topic, or having written work accepted by the graduate committee as an equivalent. Three completed and satisfactory seminar papers are normally an acceptable equivalent.
6. A reading examination in French or German; these examinations are administered every quarter.
7. Completion and approval of a Program Proposal for a Master's Degree form before the end of the first quarter of enrollment.

Candidates for the Ph.D. degree may also, on the recommendation of the department, become candidates for the M.A. degree. In this case, requirement "5" above is waived provided that the student has completed some work beyond the course requirements listed under requirements "1" and "2" above.

III. Classical Archaeology—Students who have completed an undergraduate major in Classics with a Classical Archaeology field of study, or in a closely related field, may be accepted as candidates for the M.A. degree in Classics with a Classical Archaeology field of study, and may expect to complete the program in twelve months (usually three quarters of course work plus three months study for the thesis or examination). Students without an undergraduate major in Classics with a Classical Archaeology field of study may also be accepted as candidates, though they may require a longer period of study before completing the requirements for the degree. These requirements are:

1. Attaining a standard of scholarship such as would be reached by three quarters of study in the department after fulfilling the requirements for an undergraduate major in the department. Normally, this means completing at least 25 units of graduate courses and 20 additional units of work at the 100 level or higher.
2. Completion with a grade of “B” or higher of at least 15 units of graduate-level courses in classical archaeology, not including CLASSART 302.
3. Passing an examination designed to test the candidate’s ability to translate into English from either ancient Greek or Latin.
4. Completion with a grade of “B” or higher of CLASSART 302, Classical Archaeology: Experiences of the Discipline, or an equivalent course on the history of thought in classical archaeology approved by the Classics department’s graduate committee.
5. Writing a thesis, or passing an exam on a particular topic, or having written work accepted by the graduate committee as an equivalent. Three completed and satisfactory seminar papers are normally an acceptable equivalent.
6. Passing a reading examination in French, German, or Italian. These examinations are administered every quarter.
7. Completion and approval of a Program Proposal for a Master’s Degree form before the end of the first quarter of enrollment.

Candidates for the Ph.D. degree may also, on the recommendation of the department, become candidates for the M.A. degree. In their case, requirement “5” above is waived provided that the student has completed some work beyond the course requirements listed under requirements “1” and “2” above.

IV. *Ancient History*—Students who have completed an undergraduate major in Classics with a Classical Archaeology field of study, or in a closely related field may be accepted as candidates for the M.A. degree in Classics with an Ancient History field of study, and may expect to complete the program in twelve months (usually three quarters of course work plus three months study for the thesis or examination). Students without an undergraduate major in Classics with a Classical Archaeology field of study may also be accepted as candidates, though they may require a longer period of study before completing the requirements for the degree. These requirements are:

1. Attaining a standard of scholarship such as would be reached by three quarters of study in the department after fulfilling the requirements for an undergraduate major in the department. Normally, this means completing 30 units of graduate courses and 15 additional units of work at the 100 level or higher.
2. Satisfactory completion of 20 units of graduate-level courses in Classics and of ten units of graduate-level courses in other programs.
3. Satisfactory completion of 15 additional units of courses in either ancient Greek or Latin.
4. Writing a thesis, or passing an exam on a particular topic, or having written work accepted by the Graduate Committee as an equivalent. Three completed and satisfactory seminar papers are normally an acceptable equivalent.
5. Passing a reading examination in French, German, or Italian. These examinations are administered every quarter.
6. Completion and approval of a Program Proposal for a Master’s Degree form before the end of the first quarter of enrollment.

Candidates for the Ph.D. degree may also (on the recommendation of the department) become candidates for the M.A. degree. In their case, requirement “4” above is waived provided that they have completed some work beyond the course requirements listed under requirements “1” and “2” above.

You Already Have a Masters Degree and You Want Some Credit

If students have already completed a Masters Degree (or an MPhil), they must submit a formal written request and can ask for it to count as *one* of their twelve seminars. In this case, students must ask the DGS for a brief statement that the Master’s (or MPhil) has been accepted in the place of a seminar and to put this statement in their file. Even though the Master’s (or MPhil) Degree can replace a seminar requirement, it cannot replace one of the five papers of the file.

Minor Plus PhD in Classics

The PhD in Classics may be combined with a minor in another field, such as anthropology, comparative literature, history, humanities, or philosophy. The requirements for the minor field vary, but might be expected to involve about six graduate-level courses in the field and one written examination, plus a portion of the dissertation defense exam. Because Stanford’s graduate policy requires that students meet the TGR requirement by the end of the fourth year, those who choose to do a minor may reduce their Classics seminar requirement from 12 to 9 for the literature and philosophy tracks, from 10 to 7 for the ancient history track, *none of which may be taken outside the department*. The department encourages such programs for especially able and well-prepared students. Consult the *Stanford University Bulletin* for University requirements regarding a PhD Minor.

Other Courses

In exceptional cases, the Director may allow a student to take an undergraduate course in an area in which the student needs work. When this is allowed, additional work, in the form of extra reading or writing, is required, and the course is to be counted as one of the two permitted directed reading and research courses (CLASSGEN 260).

As there is no formal graduate survey course in ancient history, students are strongly urged to take or audit undergraduate courses in ancient history as part of their preparation for General exams. With the permission of the Director of Graduate Studies, completion of two such courses (with official notice on file) may be substituted for one graduate seminar—but *not* for any of the required departmental courses, 275/205 and 202-203.

PhD Candidacy

Students are required to complete departmental qualifying procedures and apply for candidacy by the end of their second year in the PhD program. Forms are online from the [Registrar’s Office Forms webpage](#). Each year the Graduate Committee reviews the records of all second-year students to ensure that they are meeting candidacy requirements, but it is the responsibility of each student to make sure he/she has completed the necessary courses, papers and exams. Failure to apply for candidacy by the end of the second year will result in dismissal from the program.

For Admission to Candidacy, students are required to have passed (depending on their track) the necessary Greek and/or Latin survey and syntax courses; the necessary translation exams in Greek and/or Latin; and the necessary modern translation exams. In addition, students must have on file at least two papers that have been approved by a faculty member. All requirements for the degree must be completed before candidacy expires. Candidacy is valid for five years. The time limit is not automatically extended by a student's leave of absence. All requests for extension, whether prompted by a leave or some other extraordinary circumstance, must be filed by the student before the conclusion of the current candidacy time limit. The Department of Classics is not obligated to grant an extension.

Palo Alto Shopping

In order to feed and clothe yourself and such things, Rains housing complex has set up a handy webpage with information: <http://rains.stanford.edu/html/shopping.html>.

Seminar Papers Required for Department File

One must complete *five papers* by the end of the third year of course work. At least *one* research paper must be written in the first year. In order to advance to candidacy at the end of the second year, students must have in his or her file *two* papers.

The papers must be signed and dated by the instructor and the papers must be written for seminar courses at graduate level. Copies of these papers and all official documents should be given to the Student Services Officer for your file. It is recommended that students maintain a personal file containing copies of all submitted official documents.

Registration

In order to register, students must have an account through Axxess at <http://axess.stanford.edu>. To register, log on to Axxess and click on "For Students." Go to "Enroll in Classes" and click on the appropriate quarter. Click on "Add Class" and fill out the relevant fields of information. Follow the steps and repeat for each course. Choices should be made in consultation with the graduate adviser. See the "Directed Reading/Individual Reading (Study)" section of this handbook for information on Directed Readings or Independent Study.

To audit a class: Students can audit classes with the consent of the instructor as long as it does not require direct participation. This means that foreign language classes cannot be audited, for example. Auditors are supposed to be observers and not participants unless the instructor indicates. There is no need to register and there will be no record on the transcript.

NB: a student must be registered and enrolled any term during which any official department or university requirement is completed.

Terminal Graduate Registration Status

Terminal Graduate Registration (TGR) is the status students may reach once they have completed all of the university and departmental requirements. Once TGR, students usually will have no responsibilities but to research and write their dissertations, and to consult on

a regular basis with their dissertation adviser. To be eligible for this status, students need to:

1. Have completed at least 135 units, the residency requirement for PhD students. Of those units, 45 may be used for an MA at Stanford, and 90 must be courses or directed readings *taken at the university*. This takes more time than one might suspect. The average graduate student takes at least 45 units the first year (15 per quarter) and 35 units each of the next two years (one quarter of 15 units, two of 10 units, which is the max allowed while teaching). By the end of the 3rd year, students should have completed all the necessary seminars, surveys, etc., but will have taken only 115 units. During the fourth year, students automatically go to pre-doctoral status and can only sign up for CLASSGEN 360 Dissertation Research in Classics for 10 units per quarter. In the most ideal circumstance, the number of attractive and relevant seminars and a swift recovery from generals will allow students to earn more than 115 units by the end of the third year and thus possibly go TGR in the second quarter of the fourth year. The other requirements for TGR are comparatively simple.
2. Students must have completed all coursework required for their track and have all grades recorded for those classes. This means that students cannot have any incompletes on their transcript.
3. An appropriate and approved Seminar Tracking Form must be on file.
4. Each directed reading course must have an approved syllabus on file (approved by the appropriate professor and the track advisor) and must be taken for a grade.
5. Students must have completed and passed all qualifying examinations required by the department (diagnostic exams, ancient and modern language exams, generals, dissertation proposal exam).
6. All teaching assignments (usually 4 classes) must have been completed.
7. In conjunction with the Dissertation Proposal Adviser (DPA), students must have established an officially approved dissertation reading committee.
8. Students must have completed **all** other requirements specific to their program or track.
9. TGR must be reached by the end of the fourth year. Failure to do so, unless otherwise petitioned, will result in dismissal from the program.
10. Once students have satisfied all of the above requirements, they will need to sign up on Axxess for Classics General (CLASSGEN) 802, TGR Dissertation, for zero (0) units.

Translation Exams (Latin and Ancient Greek)

The exam consists of a choice of six out of eight passages, and students are allowed three hours. A grade of B- or higher is required to pass. If a student does not attain a B-, he/she must retake the exam later in the summer at his/her own expense (a student must be registered to take a required exam) in order to continue in the program.

Website

The Department of Classics website is accessible at <http://classics.stanford.edu>. Each graduate student has his/her own page on the website with a photograph, contact

information, and information about his/her research; to facilitate the student's use of this page as a portfolio when on the job market, other material may also be added, such as audio or video clips from lectures the students has given, or a downloadable CV. Speak with the Department Manager for help including such items in your profile. The department's website also has a general Resources page that has, in addition to this handbook as a download, information about dates, exams and graduation and forms and links. The News and Events pages keeps an updated listing of events and projects sponsored by or related to the department.

Withdrawal or Dismissal from the Program

If a student does not meet the conditions for continuation in the program, he/she may be dismissed. In such cases, the graduate committee will first give the student a detailed written warning about the deficiency. If the matter continues unresolved, the committee can vote for dismissal. Such a decision must be based on a majority vote, with at least three faculty members participating, and will be communicated in writing to the student, who may appeal. A summary of departmental discussions and votes will be placed in the student's file, to be made available upon request.

A student wishing to leave the program voluntarily must complete and submit the "Request to Permanently Withdraw from Degree Program" form on the Registrar's website (<http://registrar.stanford.edu/shared/forms.htm#GradStud>) to the Director of Graduate Studies. If a student leaves the program either voluntarily or involuntarily, no adjustment will be due either for the student or the University.

Working In the Department

There are three different ways that a graduate student can work in the Department. The first is through a formal assistantship. This is primarily a Teaching Assistantship, though sometimes it may be a Research Assistantship. In this instance, the Department is hiring and paying the student through the Graduate Financial System (GFS) to serve as a TA or to conduct research for his/her dissertation, research for a specific faculty member, or research for the department. This position usually requires 20 hours a week of work. These funds come in lieu of a fellowship and salary is paid through payroll (which means twice a month).

The second form of work would arise if a faculty member hires you directly to do research for them. This means that the student negotiates directly with the faculty member what the work will be, how much time will be required, when the position will begin and when it will end, and what the wage will be (work is usually paid as an hourly wage). Most often the faculty member pays for the student's wages from their personal research accounts or grants. Once these details are negotiated, the faculty member provides details of the arrangement to the Department Manager, who then hires the student into the payroll system and establishing the payroll record; this procedure should occur before the student begins doing the work. The initial steps of this require processing by multiple offices and may take up to two weeks to process but more often only take a couple of days. The Department Manager may then contact the student and ask them to go to Human Resources Service Center with appropriate documentation depending on their citizenship status to

complete paperwork, if the student has not already done so on a previous occasion. Once that's completed the student should consult the Department Manager about how to access and use the Axxess Timecard to report their work hours.

The third way a student can work for the department is by being hired in a casual administrative position. The department regularly employs a graduate student as a graphic artist and another as the department librarian. The department may sometimes need administrative assistance and could hire a student in this role, as well, though it would usually hire an undergraduate. In any such instance, graduate students are paid hourly for the work they do, which means if no work is done they will not be paid. Students need to send an email to the Department Manager before the end of the pay period confirming the hours they worked during that pay period; the student remains responsible for entering these hours online in the Timecard, and the work they did during those hours in order to be paid on time. Occasionally, when preparing for a major lecture series or conference, the Department might hire additional students to provide varied assistance. If hours are not entered into Axxess Timecard on time, the student may not be paid.

Additionally, when the Department participates in the Humanities Center Mellon Workshops, graduate student(s) are selected to act as the coordinator for the workshop and are paid by the Humanities Center. Usually a student will hold the Mellon Workshop Coordinator position for a year and someone else will be elected or appointed for the next year. The Department may also get requests for private tutoring during the year. Please see the section of this handbook entitled "Getting Paid" for information about payroll policies and procedures.

APPENDIX A

READING LISTS

TRANSLATION EXAM READING LIST

All works are to be read in the original languages. This list applies to exams starting June 2002.

Greek:

- Aeschylus, Agamemnon, Eumenides
- Apollonius Argonautica Book 3
- Aristotle Poetics; Politics Book.1
- Aristophanes Clouds, Frogs
- Demosthenes Olynthiacs 1-3
- Dio Chrysostom Oration 7 (ed. Russell)
- Euripides Bacchae, Medea
- Gorgias Encomium of Helen
- Hellenistic poetry ed. N. Hopkinson-all selections
- Herodotus Book 1.1-130
- Hippocrates On the Sacred Disease
- Homer Iliad Book 1, 6, 9, 16, 22, 24; Odyssey Book 1,6, 9, 11, 19, 24
- Homeric Hymns: Apollo; Demeter
- Hesiod Theogony 1-210, Works and Days 1-362
- Isocrates, Helen; Antidosis
- "Longinus" On the Sublime
- Lyric: D. Campbell, Greek Lyric Poetry (all) plus Simonides 22(West2)
- Lysias 12
- Menander Dyskolos
- Pindar Olympian 1, Pythian 1,2,8, 9
- Plato Phaedrus, Symposium, Rep.10
- Plutarch, Life of Theseus
- Polybius Book 1.1-15
- Sophocles Oedipus Tyrannus, Antigone
- Thucydides 1.1-23 (intro), 1.66-117 (Spartan debate, Pentecontaetia); 2.34-65 (Funeral Oration, plague)

APPENDIX A

READING LISTS

TRANSLATION EXAM READING LIST (cont.)

All works are to be read in the original languages. This list applies to exams starting June 2002.

Latin:

- Apuleius Met. Bk.4.28-6.24 (Cupid and Psyche)
- Caesar Bellum Civile 1
- Catullus, all
- Cicero, In Catilinam 1-2; Pro archia; Pro Murena; De re publica (ed. Zetzel); 35 Letters of Cicero (ed. D. Stockton)
- Ennius, Annals (ed. Skutsch)
- Horace, Odes I.1-13, 19-26, 30-38; II.10,14,20; III.1-6,9,10,13,25,26,30; IV.1-3. Satires I; Epist.1.19
- Juvenal 3,6,7
- Livy AUC Bk 1.
- Lucan Bellum Civile 1
- Lucretius De Rerum Natura Books. 1,5
- Ovid Amores 1; Metamorphoses 1,7
- Petronius Satyricon 1-4, 26.7-46
- Persius 1, 4
- Plautus Pseudolus
- Pliny the Younger Epist. 1.5, 1.20, 2.14, 2.17, 3.18, 6.16
- Propertius Book.1
- Quintilian Inst Orat. 10.1.20-36, 46-131
- Sallust De coniuratione Catilinae
- Seneca, Medea, Epist.7,47,51,88,114
- Statius Silvae 4
- Suetonius Julius
- Sulpicia [Tib. 4.7-12]
- Tacitus Agricola; Dialogos
- Tibullus 1.1, 2.1
- Vergil Bucolics all; Georgics II, III; Aeneid 1,2,4,6,12

APPENDIX A

READING LISTS

GENERAL EXAM READING LIST

Greek Literature:

(For September 2010 and subsequent years.) The exam is intended to test your knowledge of genres, styles, and poetic conventions (including meter), of literary history, and of broad trends in critical work on Greek literature. You should be able to formulate answers to questions about individual authors and texts as well as periods and categories of literature. You will be expected to have read all the following in English. In addition, you are responsible for the material in Greek that was assigned for your Reading List exam. (This list is arranged to complement the new translation-exam lists effective 6/2002; hence, there may be some overlap with previous translation exam lists.) The required secondary works listed below represent no more than a minimum preparation. For further bibliography, see the Cambridge History of Greek Literature and Oxford Classical Dictionary (3rd edit) and consult with faculty members.

Primary texts:

- Aeschines, Against Timarchus
- Aeschylus, all
- Apollonius, Argonautica
- Aristophanes, Acharnians, Lysistrata, Thesmophoriazusa, Birds
- Aristotle, Politics, Rhetoric
- Callimachus, Hymns 3,4-5, Iambi, all
- Demosthenes, On the Crown, Against Meidias, Against Conon
- Dio Chrysostom, Oration 7
- Euripides, Alcestis, Electra, Hippolytos, Iphigeneia in Tauris
- Herodotus, Books 2, 7-9
- Hesiod, Theogony, Works and Days
- Homer, Iliad, Odyssey
- Homeric Hymns, Hermes, Aphrodite
- Heliodorus, Ethiopica
- Isocrates, On the Sophists, Busiris, Antidosis, all
- Lucian, True Histories
- Lysias, Oration 1
- Menander, Samia

- Pindar, Olympian 2, 6, Pythian 3, 4, 10, Nemean 7, Paian 6
- Plato, Phaedrus, Republic
- Plutarch, Life of Demosthenes, Life of Lycurgus
- Sophocles, all
- Theocritus, Idylls 3-6, 10, 22, 24
- Thucydides, Books 1, 6, and 7
- Xenophon, Memorabilia

Secondary texts:

- Cambridge History of Greek Literature (1982-85)
- Bundy, E. *Studia Pindarica* (1962)
- Detienne, M. *Masters of Truth* (English edition, 1996)
- Dodds, E. *The Greeks and the Irrational* (1951)
- Dover, K. *Aristophanic Comedy* (1972)
- Cambridge Companion to Greek Tragedy, ed. P. Easterling (1997)
- Martin, R. *The Language of Heroes* (1989)
- Nagy, G. *The Best of the Achaeans* (2nd edition, 1999)
- Winkler, J. and Zeitlin, F. *Nothing to do with Dionysos?* (1990)
- Tatum, J. *The Search for the Ancient Novel* (1994)
- Hunter, R. *Theocritus and the archaeology of Greek poetry* (1996)
- Hunter, R. *The Argonautica of Apollonius* (1993)
- Taplin, O., ed. *Literature in the Greek World* (2001)

In Greek:

- Aeschylus, *Agamemnon*, *Eumenides*
- Apollonius, *Argonautica*, books 1. 1-22, 3 (all), 4.1537-1780.
- Aristotle, *Poetics*, *Politics*, Book 1
- Aristophanes, *Clouds*, *Frogs*
- Callimachus, *Hymns* 1 (Zeus), 2 (Apollo), 6 (Demeter)
- Demosthenes, *Olynthiacs* 1-3
- Euripides, *Bacchae*, *Medea*
- Gorgias, *Encomium of Helen*
- Herodotus, Book 1.1-130
- Hippocrates, *On the Sacred Disease*
- Homer, *Iliad*, Book 1, 6, 9, 16, 22, 24; *Odyssey*, Book 1,6, 9, 11, 19, 24
- Homeric Hymns, *Apollo*, *Demeter*
- Hesiod, *Theogony* 1-210, *Works and Days* 1-362

- Isocrates, Helen, Antidosis 1-31, 253-323
- "Longinus," On the Sublime
- Lyric: D. Campbell, Greek Lyric Poetry (all), plus Simonides 22 (West²)
- Lysias, or. 12
- Menander, Dyskolos
- Pindar, Olympian 1, Pythian 1,2,8, 9
- Plato, Phaedrus, Symposium, Rep. 10
- Plutarch, Life of Theseus
- Polybius, Book 1.1-15
- Sophocles, Oedipus Tyrannus, Antigone
- Theocritus, 1, 2, 7, 11, 13, 15-17
- Thucydides, 1.1-23 (intro), 1.66-117 (Spartan debate, Pentecontaetia); 2.34-65 (Funeral Oration, plague)

Latin Literature:

(for September 2001 and subsequent years)

Primary texts:

- Apuleius, Golden Ass
- Augustine, Confessions 1-9
- Caesar, Gallic Wars 6, Civil Wars 1
- Catullus, all
- Cicero, Brutus, The Republic, De Amicitia, Pro Caelio, Philippic 2, Pro lege Manilia, In Verrem 1, Selected Letters (trans. Shackleton Bailey, Penguin)
- Horace, all
- Juvenal, all
- Livy, Ab urbe condita, 1-5, 21
- Lucan, Bellum civile
- Lucretius, De rerum natura
- Ovid, Metamorphoses, Ars Amatoria, Heroides, Tristia 1, Fasti 1
- Petronius, Satyricon
- Plautus, Miles Gloriosus, Amphitruo
- Pliny the Younger, Panegyricus, Selected Letters (trans. B. Radice, Penguin)
- Propertius, all
- Quintilian, Institutio Oratoria 1, 10, 12
- Sallust, Catilina Jugurtha
- Seneca, Medea, Thyestes, Selected Dialogues and Letters (trans. C. Costa, Penguin)
- Statius, Thebaid
- Suetonius, Lives of the Caesars
- Tacitus, Annals, Dialogus
- Terence, Adelphi

- Tibullus, all
- Vergil, all

Secondary texts:

- Gian Biagio Conte, Latin literature (1994)
- ----. The rhetoric of imitation (1986)
- Elaine Fantham, Roman literary culture from Cicero to Apuleius (1996)
- Denis Feeney, Gods in epic, chs. 3 to 7 (1991)
- Karl Galinsky, Augustan culture (1996)
- Stephen Harrison, Oxford readings in the Roman novel (1999)
- Stephen Hinds, Allusion and intertext (1998)
- W.R. Johnson, Darkness Visible
- L. D. Reynolds and N. G. Wilson, Scribes and scholars (1974)
- Donald Russell, Criticism in antiquity (1981)
- Erich Segal, Roman laughter (1987)
- Ronald Syme, Tacitus (1958): vol 2. part 5, chaps. 21, 24-27
- L. P. Wilkinson, Golden Latin artistry, ch. 6 (1963)
- John J. Winkler, Actor & auctor

APPENDIX B

REIMBURSEMENT POLICY

Submitting Reimbursements

Submit all receipts within 10 days of incurring the expense (or within 10 days of the last day of the trip for travel reimbursements). Anything submitted after 60 days will be tax reportable.

1. Collect all original receipts for reimbursement. For miscellaneous expenses, organize according to category. (i.e. books with books, etc.)
 - All receipts must be itemized. Credit card receipts will not be accepted
 - Airline receipts must include an itinerary, the amount, proof of payment and ticket stubs.
 - A “Lost Receipt Memo” must be submitted with your reimbursement for any lost receipts. You can get this form either from Alicia S. in 111F or the administrator in 111D.
 - Students must submit their book, supplies, etc. receipts within 10 days of purchase.
 - Unreasonable food expenses will not be reimbursed (i.e. hotel mini bar, etc.)

2. Tape small receipts to a sheet of paper. To avoid paper waste, tape multiple receipts to one sheet of paper. *Number each receipt in sequential order.
 - All receipts with foreign currencies must be converted via OANDA.com. Print out a copy of the conversion for each receipt and then tape the receipt to it. The receipt must be taped securely or it will possibly catch or tear in the fax machine.
 - Conversion Process:
 - Go to Oanda.com.
 - Click the “FX Converter” in the left hand column under “Currency Tools”
 - Enter the convert amount and the *date on the receipt*
 - Choose the foreign currency of which converting from and choose US Dollar which converting to
 - Click “Convert Now”
 - Print out conversion

3. Create a reimbursement cover sheet giving the amount and a description of the expense.
 - For travel reimbursements, head your cover sheet with the business purpose - reason for trip (i.e. conference, research trip, etc.) Give the dates of travel, destinations, and title of the conference, if any (who, what, why, where, when).
 - For Faculty who wish to receive per diem must request it on the cover sheet. Please indicate whether you would like per diem for lodging, meals or both.
 - Per Diem will be applied to the entire trip. It cannot be combined with actual receipts
 - $\frac{3}{4}$ of the first and last day will be reimbursed, the first day at the rate of the destination, and the last day at the rate of Stanford, CA.
 - The last day will not include per diem for lodging

4. *Number each receipt in the order you have listed it on your cover sheet.

5. Students must attach a complete and detailed Application for Graduate Financial Support to the reimbursement. The Director of Graduate Studies, their advisor and Alicia Kester must sign it.

APPENDIX B

REIMBURSEMENT POLICY (cont.)

6. Students must submit a travel certification signed by a Faculty member for travel reimbursements not related to their own research.
7. For reimbursements of conference trips, a copy of the conference agenda must be attached to the reimbursement.

Student reimbursements should be submitted to the Student Services Officer 111G.

Faculty reimbursements should be submitted to the administrator in 111D.