

University of Pittsburgh

Department of Classics

Graduate Student Handbook

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University Regulations

You will find complete and up-to-date versions of all University policies in the current Graduate and Professional Bulletin at <http://www.bulletins.pitt.edu/graduate/index.html>. Information under “General Academic Regulations” includes the following:

- Advising
- Allowable Credits
- Registration (Enrollment)
- Grading and Records
- Editorial Assistance and Publication of Theses /Dissertations
- Regulations Pertaining to Doctoral Degrees
- Statute of Limitations/ Leaves of Absence
- Graduation
- Rights and Responsibilities

In addition, the following policies affecting graduate students may be of help:

- Academic Integrity Policy - www.pitt.edu/~provost/ai1.html
- Affirmative Action and Non-Discrimination Policy - www.bc.pitt.edu/policies/policy/07/07-01-03.html
- Allies Network - <https://www.studentaffairs.pitt.edu/lgbtqia/allies/>
- Computing Use Policy - <http://www.cfo.pitt.edu/policies/policy/10/10-02-05.html>
- Copyright Policy - www.bc.pitt.edu/policies/policy/11/11-02-02.html
http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_on_campus.html
- Drug-Free School and Workplace Policy - <http://www.bc.pitt.edu/policies/policy/06/06-02-01.html> E-mail
- Communication Policy - www.bc.pitt.edu/policies/policy/09/09-10-01.html
- Faculty-Student Relationships - www.bc.pitt.edu/policies/policy/09/09-10-01.html
- Graduate Student Parental Accommodation Guidelines - http://www.provost.pitt.edu/documents/Grad_Parental_Accommodation_Guidlelines.pdf
- Harassment Policies - www.bc.pitt.edu/policies/policy/07/07-06-04.html
- Right to Review, Inspect and Release Education Records - www.bc.pitt.edu/policies/policy/09/09-08-01.html
- Smoking Policy - www.bc.pitt.edu/policies/policy/04/04-05-03.html
- Student Code of Conduct - www.studentaffairs.pitt.edu/conduct
- Student Service Holds Policy- <https://www.cfo.pitt.edu/policies/policy/09/09-04-09.html>
- TA/TF/GS A Policy Statement – <http://www.pitt.edu/~graduate/policystate.htm>
- Title IX - <http://www.titleix.pitt.edu/>
- Use of Alcohol - www.bc.pitt.edu/policies/policy/04/04-05-02.html

Doctor of Philosophy in Classics, Area of Concentration in Classics, Philosophy and Ancient Science

The Doctor of Philosophy in Classics is integrated into the Joint Graduate Program in Classics, Philosophy and Ancient Science,

<http://www.classics.pitt.edu/classics-philosophy/about/>

The program is primarily designed to train professional scholars and teachers of the Classics with a specialization in ancient philosophy, and/ or ancient science. The students' primary association is with the Department of Classics. At the same time, they will work closely with graduate students and faculty drawn from the Departments of Philosophy and the History and Philosophy of Science. The rigorous curriculum is comprised of inter-departmental seminars offered by the graduate faculty from the three participating departments, and complemented by a range of seminars from across the University's thriving intellectual departments and communities. The Ph.D. program mentors students' professionalization by actively supporting publication, conference participation, and membership in professional organizations. It prepares students to participate in and contribute to scholarly conversations nationally and internationally. All Ph.D. students instruct a variety of undergraduate courses under mentorship of the faculty, which include Greek and Latin language classes, Greek and Roman civilization and history. Graduates of the program are well-qualified and competitive candidates for academic positions at a variety of institutions, post-doctoral research opportunities, and non-academic employment sectors.

Admissions Requirements

Applicants must hold a Master of Arts (MA), or an equivalent qualification, in Classics or Classical Studies upon admission to the degree program, and be prepared to transfer up to 24 credits of relevant coursework. Transfer credit will not be accepted for courses in which a grade lower than B or its equivalent has been received (For more information on transfer credits, please see the Graduate and Professional Bulletin at <http://www.bulletins.pitt.edu/graduate/regulations.htm>).

Applicants should have a broad exposure to the cultural history of ancient Greece and Rome, and will have demonstrated knowledge of Ancient Greek and Latin appropriate for graduate work. All applicants will also have demonstrated reading knowledge of at least one modern foreign research language besides English (German, French, or Italian) before beginning the program. Applicants from outside the U.S. must show evidence of having completed a program of study equivalent to a Master of Arts degree and be prepared to present certification of the degree or license at the time of registration. If the credentials are incomplete or not familiar, please send a copy of the application to Office of International Services for evaluation. For applicants whose first language is not English, please refer to <http://www.asgraduate.pitt.edu/node/315> to ensure fulfillment of the University's language requirements.

Required Application Materials

- University of Pittsburgh's on-line Application for Admission (note the \$50.00 application fee)

- A personal statement indicating your reasons for pursuing a graduate degree at the University of Pittsburgh and your academic and professional goals. You may submit your Statement of Purpose and writing sample in the “Additional Information” section of the online Application for Admission, which allows you to upload your document. Alternatively, you can mail it to the Department of Classics.
- Official or Unofficial College Transcripts. Admitted students will need to send official transcript copies before they can be matriculated.
- Current, official GRE scores
- 3 Letters of Recommendation. You must submit the names of three referees with your online Application for Admission. The letters should address the applicant’s expertise in Latin and/or Ancient Greek, his or her ability to conduct independent research and his or her academic potential. The recommendation form to be included with each letter of recommendation is available for download as a .pdf file once you begin your online application process. Referees may submit their recommendations either electronically or by mail directly to the Department of Classics.
- 2 samples of academic writing.
- Non-US citizens: TOEFL or IELTS scores. This process must be completed by January 15.

Admissions Process

Applications are due by January 15. All applicants are required to apply to the Department of Classics. Applications will be reviewed by the graduate faculty in Classics and by an interdisciplinary committee comprising faculty members from the three departments Classics, Philosophy, and History and Philosophy of Science. A personal interview is not required for candidates applying to this program. Candidates who wish to visit the campus and would like to arrange a meeting with available graduate faculty are advised to contact the Director of Graduate Studies (DGS) prior to their visit.

Advising

During their first year, students will meet with the DGS prior to the start of the fall semester in order to design an individual program of study. Questions pertaining to regulations, policies, and procedures as outlined in this handbook and in the most current edition of the Graduate and Professional Bulletin should also be directed to the DGS. Moreover, this meeting will address procedural issues such as the transfer of MA credits, possible course exemptions, and teaching assistantship responsibilities and supervision. In addition to their continuous interaction with the DGS, students entering the program will be assigned an advisor who will help them settle in, select courses, and set appropriate goals. The advisor is assigned from among graduate Classics faculty according to the student’s research interests, and may eventually (but need not necessarily) serve as the student’s dissertation supervisor. Students may change advisors at any time in consultation with the DGS. The student is required to seek out an advising session at least once during each semester for the purpose of registering for the following semester’s classes.

Course Requirements

72 total credits of coursework are required for the Ph.D. Up to 24 (or up to 36 if previous doctoral work) may be transferred from the institution where a student has earned an MA in Classics or Classical Studies. Students who are admitted and wish to transfer up to 36 credits must have passed the comprehensive exam at their previous institution.

Students are required to enroll in the following courses:

- CPAS Proseminar (two terms, during year 1 in the program)
- CPAS Ancient Greek Seminar (four terms, during years 1 and 2 in the program)
- Four courses in Classics, one of which may be completed at the undergraduate level with appropriate graduate components added (e.g. papers and oral examinations, as approved by the DGS). These four must include:
 - at least two Classics graduate seminars in Ancient Science (2000-level)
 - at least two other graduate seminars in Classics or a related subfield (e.g. ancient Greek or Roman literature, history, archaeology, rhetoric, art history) approved by the student's advisor and the DGS.
- Two courses in Philosophy, including Metaphysics and Epistemology.
- One course in History and Philosophy of Science: Part One of the 'History of Science Sequence' (equals one course).
- Remaining credits may be earned through electives, Independent or Directed Study, and up to 12 credits of PhD dissertation research.

Comprehensive Ph.D. Examinations

Students are required to demonstrate expertise in both Greek and Latin by passing a translation exam by the beginning of the Fall Term of their second year. As a preparation, students are required to carry out independent work on the departmental reading lists in both Latin and Ancient Greek authors (as specified on the departmental lists and in discussion with the student's advisor). This translation exam will represent the Doctoral Preliminary Examination. Students may petition to retake the exam subject to consensus of the Dissertation Committee (see the section 'The Dissertation Committee', below, p.8).

Before admission to Ph.D. candidacy, students must pass three Comprehensive ("Qualifying") Examinations by the beginning of their third year in the program:

1. Greek and Roman History
2. Greek and Latin Literature
3. Special Topic: either Classical Philosophy or Ancient Science

Students are required to demonstrate expertise in a second modern research language by passing a departmental exam by the beginning of their second year (one modern language qualification must have been obtained upon entry into the graduate program, see the section **Admissions Requirements**). This second modern research language must be German unless prior qualification

in German has already been obtained before entry into the doctoral degree program. The modern foreign language requirement may also be satisfied by earning a ‘B’ or better in an appropriate reading course offered by the Departments of German and/or French and Italian Languages and Literature.

Evaluation Procedures

Students are evaluated on a continuing basis by their advisors and the graduate faculty. Graduate students must maintain a B average (3.0) or better in all their courses, as well as a 3.0 average in their graduate courses. An annual evaluation of each student is conducted by the graduate faculty who discuss the student’s progress and plans. These meetings allow faculty and students to look at the general academic situation of each student and are required of all active status graduate students in the department.

Teaching Requirement

Since students who receive the PhD normally anticipate a career in teaching as well as research, all doctoral candidates will be educated as teachers of Classics and related subjects. This will be accomplished as part of the student’s teaching assistantship and fellowship, and will include supervised teaching experience, seminars on method, and other practical advice. For complete information on teaching assistantships and fellowships see the section **Policies for Graduate Student Assistantships and Fellowships (TA/TF) in the Department of Classics below.**

The Prospectus

The prospectus proposes the subject and plan for the completion of the dissertation. It must include the following items:

- Abstract (*ca.* 200 words). The abstract gives a clear statement of the research topic and the main conclusion(s).
- Proposal (*ca.* 3000–4000 words).
 - a. statement of the research topic, with review of earlier scholarship on the topic. Make clear to the reader how your work fits into the scholarly discussion of the topic. A precise mapping of your own position relative to the views of other scholars will make it easier for you to focus your attention on your own project and to define your contribution to the scholarship.
 - b. description of the method(s) you will use in conducting your research. This item is related to the review of scholarship. In the course of the review you may single out the approach of a scholar or scholars that you have decided to follow in your own research; or you may reject previous approaches in favor of your own. Here you may include a specific example or examples of what kinds of evidence you will be using and how you will treat that evidence. A sample of the argumentation you will be using allows readers to see whether your method is adequate to the material you are working with.
 - c. statement of the contribution that the dissertation will make to scholarship on the topic. Here you will explain how your work marks an advance in some way on what previous scholars have written.
 - d. bibliography (not a comprehensive listing at this stage of all relevant items but rather

of the works that at this point have stimulated and influenced your own thinking on the topic).

- A Chapter Outline with a brief summary of contents for each one.
- A Timetable for Completion, setting out a realistic schedule for completing the project.

For the submission of the prospectus, the student must file the Prospectus Form with the Graduate Administrator. A prospectus meeting is then held to discuss the student's completed prospectus. At that meeting the prospectus must be approved by the three members of the Classics faculty plus a member from outside the department (usually drawn from within the university but may, with special permission, be chosen from outside the university). These four members, all of whom must have graduate faculty status, will constitute the student's Dissertation Committee (see the section 'The Dissertation Committee' below, p.8). All these committee members must be present for the prospectus meeting and later for the dissertation defense.

Admission to Candidacy for the Doctor of Philosophy Degree

Admission to candidacy for the Ph.D. constitutes a promotion of the student to the most advanced stage of graduate study and provides formal approval to devote essentially exclusive attention to the research and the writing of the dissertation. To qualify for admission to candidacy, students must

- Be in full graduate status
- Have completed the Doctoral Preliminary Examination
- Have completed formal course work with a minimum quality point average of 3.00
- Have passed the comprehensive examinations
- Have defended and received approval of the prospectus from the Dissertation Committee.

Once these conditions are met, the student is now ABD ('all but dissertation'). The student must submit the Candidacy Form (available from the Graduate Administrator) to be advanced to candidacy and while officially enrolled. Submission of the Candidacy Form must take place at least eight months before the dissertation defense (the date of admission to candidacy is the date on the letter sent by the Dietrich School of Arts and Sciences Graduate Studies Office and signed by the Dean). The signed Candidacy Form must be submitted to the Graduate Administrator, who will file it with the Graduate Dean's office.

Full Time Dissertation Credits

Once students become ABD, they may register for **CLASS 3000 Research and Dissertation for the Ph.D. Degree** or, which registers you for one credit only at a much-reduced rate of tuition, and allows students to be considered full time students for loans and benefits.

The Dissertation Committee

By the time of application to Ph.D. candidacy, students will have selected a Dissertation Committee. This committee will assume an advisory role and work closely with the DGS of the Department of Classics to evaluate a student's progress to degree. It must comprise four members,

all of whom have graduate faculty status: three from within the Department of Classics or faculty with secondary appointments in the Department of Classics, and at least one from the departments of Philosophy or History and Philosophy of Science.

Meetings of the doctoral candidate and his/her Dissertation Committee must occur at least annually from the time the student gains admission to doctoral candidacy. During these meetings, the committee will assess the student's progress toward the degree and discuss objectives for the following year and a timetable for completing degree requirements. What is more, the meeting ensures that any changes in direction or methodology have the advice and consent of the committee. It is the responsibility of the DGS to maintain a record of students who have been admitted to doctoral candidacy and to notify the student and the dissertation advisor of the need to arrange for a review meeting.

In order to assess the student's progress to degree, the student and their advisor should decide what materials best serve the student to discuss at this point in his/her process. This might include a detailed progress report and/or a revised prospectus. Regardless of the material submitted, the student should be prepared to discuss the progress and changes to the dissertation project overall and his or her current timeline.

If a student needs or wishes to change the membership of the Dissertation Committee, he or she must submit a form to the Graduate Dean's office with the approval of the advisor. Committee members who leave the university after a graduate student has been admitted to candidacy may stay on the committee in their original capacity, be it as an internal/external member, as long as they are willing and able to physically attend the defense, and providing that the defense is scheduled within 12 months of the faculty member's departure. The only exception to this rule is if the departed committee member is the chair, in which case a co-chair from the department must be designated. If a committee member retires, they may remain on the committee as long as they are still willing to serve, and are still active professionally in the academic community.

The Dissertation

This written work must demonstrate the student's capacity to carry out independent and original research in the field of Classics, ancient philosophy and/ or ancient science. It must embody an extended original investigation of a problem of significance to these fields, and is the capstone to the research program of a student's education. A specific description of the requirements, and of the final oral examination, which completes the requirements for the PhD, can be found in the Faculty of Arts and Sciences Bulletin <http://www.bulletins.pitt.edu/graduate/index.html>.

Dissertation Defense

When the student completes the dissertation and the supervisor believes it is ready to be defended, a dissertation defense is scheduled and the date of the defense must be published in advance in the University Times (see the Graduate Administrator about this; also note that the date of the defense must be set at least one month in advance so that it can be published on time). The student must submit to the full Dissertation Committee a complete, polished, copy-edited text with full scholarly apparatus and images. This must be submitted by November 1 at the latest to schedule a defense

in the fall semester, or by March 1 at the latest to schedule a defense in the spring semester. There are no defenses in the summer semester. The defense is normally a two-hour conversation with the Dissertation Committee; all four members must be physically present. The defense is open to the public and may thus be attended by other students in the department as well as by family or friends of the student.

Students must submit an application to graduate in the term in which they plan to defend and must be enrolled for at least one credit or for **Research and Dissertation for the Ph.D. Degree (CLASS 3000)**. The university now requires all dissertations to be filed electronically. Complete instructions can be found at <http://www.pitt.edu/~graduate/etd/>. Students should have their committee members sign the Electronic Theses and Dissertations Approval Form http://www.pitt.edu/~graduate/etd/pdf/ETD_Approval_Form.pdf at the defense.

Note: The defense must be passed no later than seven calendar years after the passage of the comprehensive exams. If a student does not pass their defense in this time limit, they must re-take the comprehensive exams in a format approved by the Dean's Office.

Summary of Milestones towards the Ph.D. Degree

1. Modern Language Exam by beginning of Year Two
2. PhD Preliminary Examination by Beginning of Year Two
3. Three Comprehensive Exams (oral and written) by beginning of Year Three
4. Dissertation Prospectus by end of Year Three Fall Term
5. Admission to PhD candidacy at least 8 months prior to defense

Ph.D. Degree Timetable

	COURSEWORK	CREDITS	EXAMS	SUPPORT
Year One Fall Term	Pro-Seminar Ancient Greek Seminar Two courses	1 2 6		Teaching Assistantship (Greek Civilization)
Year One Spring Term	Pro-Seminar, Ancient Greek Seminar Two courses	1 2 6		Teaching Assistantship (Roman Civilization)
Year One Summer Term				Departmental Teaching (Greek or Roman Civilization)
Year Two Fall Term	Ancient Greek Seminar Three courses	2 9	By beginning of 2nd year: Modern Language Exam, Ancient Language Exam	Teaching Assistantship (Beginning Latin 1)
Year Two Spring Term	Ancient Greek Seminar	2 6		Teaching Assistantship (Beginning Latin 2)

	3 Directed Studies: CLASS 3902 (Preparation for Comprehensive Exams)			
Year Two Summer Term				Departmental Teaching (Greek or Roman History)
Year Three Fall Term	Directed Study: CLASS 3902 (Preparation for Comprehensive Exams) Dissertation Research: CLASS 3000	2 9	By beginning of 3rd year: Comps By end of 3rd year Fall: Prospectus	Teaching Assistantship (Intermediate Latin or Greek)
Year Three Spring Term	Full Time Dissertation Study			Teaching Assistantship (Intermediate Latin or Greek)
Year Three Summer Term	Full Time Dissertation Study			Departmental Teaching (choice)
Year Four Fall Term	Full Time Dissertation Study			Teaching Assistantship (choice)
Year Four Spring Term	Full Time Dissertation Study			Teaching Assistantship (choice)

Other Requirements and Regulations Pertaining to the Completion of the Degree

- Residency: A minimum of three years or six terms of full-time residency is required.
- Minimum Grade Requirement: Students in the Ph.D. program must maintain a 3.0 QPA in courses. Students who have completed at least 9 quality point credits and whose GPA falls below 3.00 will be placed on academic probation by the Dean of the Dietrich School of Arts and Science Graduate Studies. Academic probation subjects a student to academic suspension and restriction from registering for classes. Students on probation are not eligible to take the PhD comprehensive examinations, or to be graduated.
- Statute of Limitations: The purpose of the statute of limitations is to ensure that a graduate degree from the University of Pittsburgh represents mastery of current knowledge in the field of study. All requirements for the **PhD degree** must be completed **within a period of 10 years** from the student's initial registration, or **within eight years** if the student has received credit for a master's degree appropriate to the field of study. There is also a limit

of seven calendar years on the PhD comprehensive examination. A student who exceeds the statute of limitations for a degree will be subject to dismissal.

Under exceptional circumstances, a candidate for an advanced degree may apply for an extension of the statute of limitations. The request must be approved by the department and submitted to the Dean for final action. Requests for an extension of the statute of limitations must be accompanied by a departmental assessment of the work required of the student to complete the degree as well as documented evidence of the extenuating circumstances leading to the requested extension. Students who request an extension of the statute of limitations must demonstrate proper preparation for the completion of all current degree requirements by submitting a detailed plan of study. This plan of study will also include a statement acknowledging that failure to meet the deadline dates outlined will lead to dismissal from the program.

- Leaves of Absence: Under special conditions, graduate students may be granted one leave of absence. The length and rationale for the leave of absence must be stated in advance, recommended to the Dean by the department, and approved by the Dean. If approved, the time of the leave shall not count against the total time allowed for the degree being sought by the student. Re-admission following an approved leave of absence is a formality.
- Probation and Dismissal for Enrolled Graduate Students: A graduate student who fails to maintain an overall GPA of 3.00 or to make satisfactory progress in a degree program is subject to dismissal from graduate study at the University. When the overall GPA of a student falls below 3.00, the student is automatically placed on academic probation, is not eligible for a teaching assistantship, fellowship, or participation in the department comprehensive examination, and is subject to dismissal at the end of the following term. The department should so warn the student in writing. In addition, any student who is not making satisfactory progress toward the completion of an advanced degree (completion of an acceptable number of required courses and/or research each term or year) may be placed on academic probation by the department. The student must be informed in writing of this action by the department. Normally, one term will be granted in which to correct the deficiency. A student whose performance on a preliminary or comprehensive examination is judged to be inadequate may be subject to dismissal at the end of the term. Students on probation are not eligible to take the Ph.D. preliminary evaluation or the Ph.D. comprehensive examination, or to be graduated.
- Requirements for Graduation: In order to graduate from the University of Pittsburgh, a graduate student must be an active University of Pittsburgh student registered for at least one credit or full-time dissertation study in the term of graduation. Students must file an application for graduation in the Dean's Office of their school early in the term in which graduation is expected. Students should check with the Arts and Sciences (A&S) Dean's Office for the deadline. As noted above, students must be active and registered in the term in which they are to graduate; in exceptional circumstances, students who complete all the degree requirements at the end of a term but graduate in the next term may petition the Dean of A&S for a waiver of this registration requirement. Waivers may be requested by submitting a written request to the University registrar from the Dean of the school. The

request should be based on extenuating circumstances (e.g., inability of the student's Dissertation Committee to meet during the final term when a student has given reasonable notice or the student has completed all degree requirements in a previous term). Waivers will not be granted to students who are inactive. The requirement that a student be on active status cannot be waived. Prior to the end of the term in which they graduate, all doctoral candidates must submit to the Dean's office a completed Survey of Earned Doctorates.

- Certification for Graduation: The graduate faculty of the department evaluates the performance of the student in all university and departmental requirements. If the performance is satisfactory, a report will be submitted to the Dean certifying that the candidate has satisfactorily completed all departmental requirements for a graduate degree. The Dean, after confirming that the overall school and University requirements have been met, certifies the candidate for graduation.

Graduate Student Assistantships and Fellowships (TA/TF) in the Department of Classics

The Department of Classics expects to admit one graduate student every other year. During the first year of teaching at the University of Pittsburgh, students receive a teaching assistantship (TA). If a student's teaching is deemed satisfactory by the graduate faculty based on OMETS and teaching observations, he or she will receive a teaching fellowship (TF) during their remaining years teaching in the department. The expected time to degree in the Department of Classics is 4 years. If additional time is required to complete the degree, students are expected to apply for dissertation funding (both internally and externally). Assistantships include full tuition remission, health benefits at no additional cost, and a stipend. For information on current stipend rates, see <http://www.pitt.edu/~graduate/stipends.html>

Policy Statement for Teaching Assistants and Teaching Fellows

The definitions, responsibilities, and rights of Teaching Assistants and Teaching Fellows are outlined in the following document. It also includes the official procedure for handling grievance situations related to assistantships:

<http://www.pitt.edu/~graduate/TATFGSAPolicyStatement.pdf>

Training

All graduate students with assistantships are required to attend the New Teaching Assistant Orientation offered by the University Center of Teaching and Learning the week before Fall classes begin. The orientation consists of workshops led by experienced teaching assistants and is designed to prepare graduate student teachers for their new roles at the University of Pittsburgh. The workshops are designed to provide new TAs with the practical skills they will need and to familiarize them with University policies and resources. All new teaching assistants are required to take part in the orientation unless their department has received an exemption from the Dean's Office of the Faculty of Arts & Sciences.

Evaluation

- Every TA/ TF will have a classroom visitation at least once a term by a designated faculty member. In preparation for the classroom visit, TA's will discuss with their evaluator their plans for the class session and provide the evaluator with a current syllabus and lesson plan (if applicable).
- Evaluators can ask to examine all materials relevant to the TA's/ TF's teaching (assignments, exams, etc.). Following class visits, the evaluator will complete the written evaluation form (distributed by the Graduate Student Services Administrator) and distribute a copy to the TA/TF and the DGS. In addition, the evaluator or the student may seek a conference to discuss the evaluation.
- In the case of difficulties during a class visit, an evaluator may seek a second class visit by another faculty member in consultation with the DGS.
- All TA's/TF's teaching in the Department of Classics will automatically be registered for an OMET (Office of Measurement and Evaluation of Teaching) course evaluation. OMET

will distribute the evaluations electronically to students enrolled in courses toward the end of the semester. More information concerning OMETs can be found at: <http://www.omet.pitt.edu/>.

- At the end of each semester, the students' OMETs are sent to the department chair. The department chair consults with the DGS about the OMET results as necessary.

Teaching Handbook

The Teaching Assistant Experience “The Teaching Handbook: The Teaching Assistant Experience” is compiled by the Dietrich School of Arts and Sciences. It is another resource for brainstorming course design, grading, evaluating and improving teaching, and documenting teaching work: <http://www.cidde.pitt.edu/wp-content/uploads/2014/07/TA-Handbook.pdf>.

Graduate Financial Assistance

In addition to the Teaching Assistantships and Fellowships offered by the Department of Classics, the following sources of such assistance are available:

- **Andrew Mellon Predoctoral Fellowships**
These fellowships are awarded to students of exceptional promise and ability either when they first enroll in the PhD program or when they have advanced to the dissertation stage.
- **Provost's Humanities Fellowships**
A few of these fellowships are awarded to exceptional students who are beginning graduate work in the humanities. No service is required.
- **Robert S. Marshall Fellowships**
These fellowships are limited to students of ability and promise in classics.
- **Lillian B. Lawler Fellowship**
Two fellowships (plus tuition for two terms) are awarded annually to full-time, advanced-level graduate students pursuing a PhD in Classics, English, French, German, Hispanic, History, or Slavic who show potential for an outstanding career in teaching and research. No service is required.
- **Provost's Development Fellowships**
These University fellowships are awarded to U.S. citizens on the basis of need and merit to provide development opportunities for women, minorities, and disadvantaged students pursuing the doctorate. They generally carry a stipend and full tuition for two terms. Both incoming and continuing students are eligible to apply.
- **K. Leroy Irvis Fellowships**
These multi-year fellowships are available to distinguished African-American graduate students pursuing the doctorate. They generally carry a stipend and full tuition for two terms. Both incoming and continuing students are eligible for these fellowships.
- **Dean's Tuition Scholarships**
A limited number of tuition scholarships are available for students who are not funded by teaching assistantships or fellowships. Priority is given to students who have completed all course requirements, are working on the dissertation, have exhausted all departmental support, and need to be minimally registered in order to use University facilities.