

**Graduate Group in
Ancient History and Mediterranean Archaeology
Student Handbook 2009-2010**

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TABLE OF CONTENTS

PAGE

GRADUATE PROGRAM IN ANCIENT HISTORY AND MEDITERRANEAN ARCHAEOLOGY (AHMA): GUIDELINES AND PROCEDURES	1
I. ADMISSIONS PROCEDURES AND REQUIREMENTS	1
II. GENERAL INFORMATION	2
A. Advising	3
B. Normative Time	3
C. Coursework and Requirements	4
D. Grading and Evaluation	5
E. Third Semester Review	5
F. Language Examinations	6
G. Academic Residence Requirement	6
H. California Residency	6
I. Filing Fee	6
J. Appeals Procedure	7
K. International Students	7
III. MA DEGREE	8
A. Thesis Plan (Plan I)	8
B. Examination Plan (Plan II)	9
C. Language Requirement	9
D. Permission to Proceed to the PhD	10
IV. PHD DEGREE	10
A. Language Requirements	11
B. PhD Course Work	11
C. Field Experience	12
D. Major and Minor Field Exams	12
E. Oral Qualifying Exam	13
F. Advancement to Candidacy	14
G. PhD Dissertation	14
V. STUDENT FUNDING	15
VI. RESEARCH RESOURCES	16
A. Campus Libraries	16
B. The Sara B. Aleshire Center for the Study of Greek Epigraphy	17
C. The Center for Tebtunis Papyri	17
D. The Nemea Center for Classical Archaeology	17
E. The Archaeological Research Facility (ARF)	17
D. Other Campus Resources	18
E. Off-Campus Resources	18
VII. EXCHANGE PROGRAMS	18
VIII. OTHER RESOURCES	19
IX. SELECTED COURSES	22
X. AHMA APPEALS PROCEDURES DOCUMENT	28

GRADUATE PROGRAM IN ANCIENT HISTORY AND MEDITERRANEAN ARCHAEOLOGY (AHMA): GUIDELINES AND PROCEDURES

The University of California at Berkeley offers a program of graduate study in Ancient History and Ancient Near Eastern and Mediterranean Archaeology (<http://ls.berkeley.edu/dept/ahma/>). The program is conducted by an interdisciplinary Group that includes more than twenty-five faculty members affiliated with seven departments, including Classics (<http://ls.berkeley.edu/dept/classics/>), Near Eastern Studies (<http://neareastern.berkeley.edu/>), Anthropology, (<http://ls.berkeley.edu/dept/anth/dept.html>), Art History (<http://ls.berkeley.edu/dept/arhistory/>), and History (<http://history.berkeley.edu/>), as well as the Graduate Theological Union (<http://www.gtu.edu/index.html>). A Chair, a Graduate Advisor, two Student Affairs Officers (SAO), take primary responsibility for administration of the program.

The AHMA program offers interdisciplinary MA and PhD degrees in areas that combine work in history, archaeology, and related disciplines of ancient studies. Students are expected to acquire command of the relevant ancient and modern languages, to enroll in advanced courses and seminars from two or more departments, and to obtain archaeological experience (see below).

I. Admissions Procedures and Requirements

The AHMA program is open to students with a BA degree in a relevant field (e.g., Classics, Near Eastern Studies, History, Art History) who have completed at least one year of undergraduate study in ancient history, ancient art, archaeology or related fields. Students who enter with a BA are required first to complete an MA degree before proceeding to the PhD. Training in ancient languages is an important consideration for admission. Applicants should be prepared to undertake advanced work in at least one ancient language, and some background in a second ancient language is also desirable before admission. These requirements may be modified in cases of students with unusual promise. Students who have already acquired the MA degree in a relevant field will be considered for direct admission to the PhD program. Those with an MA whose preparation is deemed inadequate in some areas may be asked to undertake appropriate course work.

Admission is only for the fall semester. We strongly encourage you to submit your application electronically through the Graduate Division's online application accessible from www.grad.berkeley.edu/prospective/ or from the link from the AHMA web site. The online application for Fall should open for use in early September. If you are submitting the application electronically, please also check the AHMA web site for the required "Applicant's Reading List in Ancient Languages". To ensure full consideration of your application, send your supporting materials directly to the program office and specify that transcripts be sent directly there at : Graduate Admissions, Graduate Group in Ancient History and Mediterranean Archaeology, University of California, 7233 Dwinelle Hall, #2600, Berkeley, CA 94720-2600. The contacts for letters of recommendation will be entered by you during the online application process. Recommenders will be contacted via email to submit their recommendation online.

Materials sent to Graduate Division are apt to be delayed, sometimes for so long that the Department will be forced to treat an application as incomplete.

The **deadline** for all applications is in mid December. As a practical matter, all supplemental materials (letters of reference, transcripts and GRE scores) that reach the department by about the first week of January will be taken into account; materials that arrive later may fail to receive proper consideration in the deliberations of the Admissions Committee. **The student's own application forms, a writing sample, and reading list, must be postmarked by the mid December deadline.**

All applicants for admission must be approved by the faculty of the program. Competition for admission is extremely keen. In recent years there have been 60 or more applicants per year, and the Department's admission quota has varied from about 3 to 13 admits, with the expectation that 1-4 new students will enroll each fall. While some applicants are denied admission for lack of adequate preparation or for undistinguished academic records, a substantial number each year who are judged capable of doing good graduate work at Berkeley are denied admission through a process of competitive ranking. The Department's policy is to try to limit enrollment to the number of students who can be adequately supported through a normal graduate career.

The AHMA faculty judge and rank applicants on a combination of criteria that includes the following: (1) preparation in ancient languages as well as culture and methodology courses; (2) academic distinction, dominantly assessed by considering three grade point averages (GPA): overall GPA, GPA in junior and senior years, and major GPA--successful candidates usually have major GPAs in the 3.6-4.0 range; (3) a minimum of three letters of recommendation; (4) GRE (Graduate Record Examination) scores, which are required of all students receiving a BA in North America and all overseas students whose native language is English or who have studied for one or more years at a university at which classes are conducted in English; (5) statement of purpose, which should be clearly and cogently written and indicate why the applicant is interested in graduate work in the AHMA program, what he or she hopes to accomplish, and where his or her eventual specialization may lie; and (6) a scholarly writing sample. An applicant with an MA is expected to offer substantially stronger preparation than one with a BA. Please note that GRE scores older than 5 years will not be accepted.

AHMA applicants are eligible to compete for a number of university-wide fellowships. In addition, the AHMA program has additional but limited restricted endowed funds, as well as a block of general campus Fellowship money awarded to the program each year, that are used for student support. Support may also take the form of GSI-ships and RA-ships (see below, section V). Applicants are also strongly encouraged to apply to external programs for funding, such as the Mellon Fellowship Program, Danforth Foundation and Javits Fellowship Program (your undergraduate institution and department should be able to provide you with information about such programs).

The Berkeley campus has a commitment to increasing the diversity of its graduate student population. The AHMA program strongly encourages applications from members of underrepresented minority groups (such as U.S. citizens or residents of African-American, Hispanic, Asian-American, or Native American descent) who are qualified to pursue interdisciplinary graduate work in areas appropriate to the program.

II. General Information

The Graduate Group in Ancient History and Mediterranean Archaeology (AHMA, or "The Group") is housed in the seventh floor of Dwinelle Hall in an administrative cluster known as CASMA. CASMA is comprised of the departments of Classics and South and Southeast Asian Studies, and the graduate program in Medieval Studies, as well as AHMA. The AHMA program is an independent unit within the cluster with its own academic procedures and guidelines, but administrative staff for the AHMA program are shared in various ways among the entire CASMA cluster. Students should consult the AHMA Student Affairs Officer if unsure about which staff does what for whom. Dwinelle Hall facilities available to AHMA students include an AHMA student lounge, a Nemea/Sardis research room, GSI offices, and a dedicated office for research equipment and computers that is accessible to graduate students. The program offices provide a focus for mail pick-up (every student has a mail slot), copying, advising, and consulting.

Specific AHMA practices and procedures for the MA and PhD degrees are listed below. Graduate Division also has prerequisites and requirements for graduate degrees that AHMA students must meet (http://www.grad.berkeley.edu/policies/degrees_office.shtml); these are generally incorporated into the AHMA procedures. Additional general information is provided in the "Graduate Education" and "Academic Policies" sections of the General Catalog (available at <http://www.berkeley.edu/catalog/>).

A. Advising

There is a three-tiered advisory system for AHMA students. Two AHMA staff, the Student Affairs Officer of AHMA counsels students on campus policies, regulations and procedures, helps monitor students' degree progress, and assists students with bureaucratic problems. The SAO also maintains the master AHMA graduate student record and program files housed in the CASMA office, schedules student examinations and reviews, and prepares graduate student placement dossiers. The Student Affairs Assistant (SAA) is responsible for preparing student funding forms and class scheduling.

A Graduate Advisor takes responsibility for general academic counseling, offers suggestions on programs of study and advisory committees, monitors the student's overall academic progress, and helps maintain student records, especially those relating to his or her interactions with the student. The Graduate Advisor meets with each student at least once a semester to review and approve the student's proposed course of study for the next semester, sign the student's class schedule (see below, II.C; the form is available from the SAO), and discuss the student's general progress through the program. During this meeting the Graduate Advisor will provide the student with the Advisor Code the student needs in order to register for the next semester. The Graduate Advisor is also present at all student reviews. Only the Graduate Advisor is authorized to sign most of the forms and petitions submitted by or for AHMA students to the Graduate Division. New graduate students should first check in with the SAO and then consult with the Graduate Advisor as soon as possible after arrival on campus.

Direct supervision of the content and progress of each student's academic program is the joint responsibility of a three person faculty committee selected by the student in accordance with his or her areas of interest. One of the three faculty members is designated as chair of the committee; the chair takes primary responsibility for directing the student's work. Selection of the Advisory Committee should take place as early as possible in the student's first year. The student and Graduate Advisor, in consultation with the three persons selected as the committee, will choose the committee chair. Committee members will meet with the student to help determine his or her major and minor fields, and to recommend a suitable program of study leading to the MA or PhD degree. The committee will also periodically review the student's progress.

It is essential that students maintain regular and consistent contact with their Advisory Committees. The Graduate Advisor will not sign students' class schedules unless they have first received the written approval of those members of the Advisory Committee who are in residence.

B. Normative Time

Students in the Graduate Group in Ancient History and Mediterranean Archaeology are subject to the University's Normative Time policy and are required to (a) be registered each semester, and (b) satisfy all requirements for the PhD, from entrance with either a BA or an MA to completion of the dissertation, within a period of seven years. An additional two semesters of withdrawal (i.e., semesters in which a student is not registered) may be added. The University defines Normative Time as "the elapsed time, calculated to the nearest semester, that students would need to

complete all requirements for the doctorate, assuming that they are engaged in full-time study and making adequate progress toward their degrees” (<http://www.grad.berkeley.edu/policies/dntf.shtml>)

Students are considered to be making satisfactory progress in the AHMA program if they complete the MA degree within two years after admission and then complete all PhD requirements (except the dissertation) within five years after admission. This allows for two years, plus two semesters’ non-registered (withdrawn) status, for the writing of the dissertation.

The dissertation should be completed in no more than four years after completion of the oral comprehensive exam.

A student is generally permitted to withdraw, he or she must apply for readmission in order to register (contact Graduate Degrees, 642-7330). Applications for readmission are considered petitions that must be approved by the Graduate Advisor; approval of the petition is not necessarily automatic. For Dean’s Normative Time Fellowship Program (DNTF) purposes, prior to advancement to candidacy, doctoral students are allowed a maximum of two semesters of withdrawal (documented by petition) for medical and parental leave only. Withdrawals for research or other academic purposes will count in accrued time. Students who accrue more than two semesters of approved withdrawal may not be eligible for the (DNTF) (see below, section IV.F).

C. Coursework and Requirements

Students are required to file each semester a list of courses that they propose to take during that semester. The appropriate form is available from the SAO. The list must be approved and signed by each member of the student’s Advisory Committee and the Graduate Advisor, and then returned to the SAO for placement in the student’s file.

There is no prescribed course of study for the AHMA program. Recommendations for specific course work are generally made by the student’s Advisory Committee in consultation with the student (see above, II.A). Work in the ancient languages is an early and high priority, however, and students should plan to continue course work in languages already begun. Those who begin an ancient language after admission should plan to study that language continuously for at least the first two years. In addition, students are expected to enroll in courses and seminars relevant to their major and minor fields. Before being advanced to candidacy for the PhD, students must take a minimum total of three seminars: at least one AHMA seminar, and at least two additional seminars distributed between two different departments. Independent study courses with individual faculty members may be arranged where necessary and appropriate.

The University expects graduate students to register continuously for courses except when officially withdrawn or on Filing Fee status. Students who are not yet advanced to doctoral candidacy are required to be enrolled in 12 units per semester (regardless of employment status)as follows: (a) 12 units of graduate course work (200-level or 600-level courses); (b) 16 units of upper division course work (100-level courses); or (c) a combination of graduate and upper division course work (e.g., 6 units of 200- or 600-level courses and 8 units of 100-level courses). There is no limit on total of 600-level courses taken, but no more than 8 such units are allowed in any one semester. All courses in which the student is enrolled will count in the total of 12 units, including special studies courses, individual studies courses (601, 602), and courses on preparation for teaching (300-level). Graduate students are discouraged from taking course loads of more than 12 graduate level units (usually three courses); excessively heavy course loads are generally not in the best interests of the student.

Students who are not yet advanced to doctoral candidacy are required to be enrolled in 12 units per semester regardless of their employment status. Courses numbered, 601,602, and courses on preparation for teaching (300-level) will count in the required 12 units.

Students who are advanced and are registered and enrolled are presumed to be working full time on their dissertations regardless of the number of units in which they are enrolled.

Graduate students must enroll for a minimum of 4 units in the 100 or 200 series of courses for the semester to count toward academic residence (see below, II.F).

D. Grading and Evaluation

Grades are awarded for courses at the discretion of the professor responsible for the course. Graduate students are required by University regulation to maintain at least a 3.0 (B) grade point average. Students who fail to meet this standard, or who in other respects do not make normal progress toward the degree, are subject to dismissal after the first year or at the MA level. Graduate Division recommends that first year students take courses on a letter grade basis to establish a grade point average for future fellowship and academic appointment consideration.

Professors regularly write letters evaluating the work of AHMA students in their courses and seminars. These are intended to help the writer's colleagues learn more about students' performances than can be conveyed by a letter grade alone. They also serve to convey advice to the student. These evaluations are placed in the student's file and are subject to the University's rules of access to records: once the evaluation is placed in a file, a student may request to read it.

Graduate Division prefers that students enroll in courses for letter grades, but graduate students in good standing may take courses on a Satisfactory/Unsatisfactory (S/U) basis, with the consent of the Graduate Advisor. The 600-series courses (601, 602) must be taken on an S/U basis. Total S/U course credit is limited to one-third of the total units (excluding 299 courses or courses in the 300, 400, or 600 series) taken and passed at UCB by the student at the time a degree is awarded. For master's degrees, two-thirds of all course work (not just those courses included on the master's candidacy form) must be letter-graded.

Graduate students have no time limit for replacing Incomplete ("I") grades. Students must replace Incompletes with letter grades or S/U before they are advanced to candidacy, however, unless the Graduate Advisor specifies in writing for each Incomplete that (1) the course work is neither necessary nor closely related to the degree and (2) removal of the I grade would only delay completion of the degree. Students are permitted a maximum of two "forgiven" incompletes at the time they apply for PhD candidacy; any other incompletes must have been replaced by letter grades at that time.

E. Third Semester Review

All MA students are subject to a review session held during the student's third semester of graduate work and attended by the student, his or her Advisory Committee, and the Graduate Advisor. The SAO schedules the meeting, in consultation with the student and appropriate faculty. The purpose of the review session is to consider the student's performance in courses, progress toward the degree, program in general, and research interests. Both strengths and weaknesses in the student's academic record are evaluated. If deficiencies are discovered in the student's preparation, the student is advised on means to remedy them. The student is also encouraged to provide feedback to the faculty on his or her experiences in the AHMA program, as well as suggestions for strengthening the program.

Students with an MA or other advanced training who are admitted directly to the PhD program will also be reviewed by their Advisory Committee and the Graduate Advisor during their third semester of study. The SAO schedules the meeting, in consultation with the student and the relevant faculty. The Advisory Committee examines the student's record and solicits recommendations from all of his or her instructors. It then confers with the student and advises him or her either to (a) continue in the PhD program, or (b) change to the MA program, or (c) to

terminate his or her studies in the Group. The student is also encouraged to provide feedback to the faculty on his or her experiences in the AHMA program, as well as suggestions for strengthening the program.

At these review meetings the student must name a Faculty Advisor who will serve as the Chair of the Advisory Committee. *The student is encouraged to seek the advice of the Graduate Advisor in selecting a Faculty Advisor, and to initiate the process well in advance of the third semester review.*

F. Language Examinations

Before obtaining the MA degree, students must pass an examination on a language of their choice. Before obtaining the PhD, students must pass a total of four language examinations: two on modern languages and two on ancient languages. The choice of languages will vary depending upon the student's individual program of study and is determined by the student in consultation and agreement with his or her Advisory Committee. It is the responsibility of the Chair of the Advisory committee to arrange for examinations to be set. *Committee chairs who leave campus for any significant length of time must ask another member of the Committee to serve as Chair in their place.* The student must contact the SAO to schedule exams.

The modern language examinations, usually French and German, are set and evaluated by the student's Advisory Committee. Each exam consists of two passages that total approximately 400 words, chosen from two different works in the scholarly literature of the student's field. The student is given one and a half hours to translate the two passages. A dictionary is permitted. If the student fails the exam, the Advisory Committee will confer with the student and help with preparations for a subsequent attempt.

The ancient language examinations are also set and evaluated by the student's Advisory Committee. Each three-hour exam is based on a reading list drawn up by the student and approved by his or her Advisory Committee. See below, IV.A., Language Requirements, for more details.

G. Academic Residence Requirement

Graduate Division defines academic residence as enrollment in at least 4 units of 100 or 200 series courses per required semester of academic residence. MA students must complete a minimum of two semesters of academic residence at Berkeley. Doctoral students must complete a minimum of four semesters of academic residence at Berkeley. To complete both an MA and a PhD, graduate students must complete six semesters of academic residence at Berkeley. One summer session may count toward academic residence if it precedes or follows a regular term.

H. California Residency

All non-resident students who are U.S. citizens or permanent residents should plan on becoming legal California residents as soon as possible, if they wish funding for non-resident tuition. Most University fellowships and awards will pay nonresident tuition for the first year of graduate study **only**.

Eligible students should begin the process, not always simple and straightforward, of establishing California residency as soon as they arrive on campus. See the *Graduate Application for Admission and Fellowships* for further information. Students should apply for residency at Residence Affairs, 39 Sproul Hall, 642-1614 (<http://registrar.berkeley.edu/Residency/legalinfo.html>).

I. Filing Fee

The Filing Fee permits eligible doctoral or master's students to pay a reduced fee for the semester they file their theses or dissertations or take a final examination required for the degree, and secure the required signatures on the title page. Filing Fee is equal to approx. one-half the University Registration Fee. International students are also eligible for the Filing Fee. Filing Fee status is approved only once in a student's career. If the student does not complete the degree requirements during the Filing Fee approved semester, the fee is forfeited and students must pay regular registration fees during the semester when the degree requirements are completed.

Students must apply to the Graduate Division for Filing Fee status. Applications are available at the Graduate Degrees Office, 318 Sproul and online. It must be submitted by end of the first week of classes. Filing Fee status is not a form of, or equivalent to, registration, and students on Filing Fee status may not take courses or use any University facilities not available to the general public. http://www.grad.berkeley.edu/policies/memo_filing_fee.shtml

Doctoral students may apply for Filing Fee status when all degree requirements have been completed except for the final reading and the filing of the dissertation. Students must be registered in the semester (or in a Summer Session) immediately preceding the one for which Filing Fee status is requested. Students may file for their degrees during the Summer Session if they are registered and enrolled in a minimum of 3 units. Degrees for which students file in the Summer Session are awarded as of the end of the following fall semester. Students holding academic appointments (i.e., GSI, GSR) must be registered in the semester in which the dissertation is filed. If employed at 25% or more, full remission of the Registration Fee, the Education Fee, and the Health Insurance Fee will apply as a benefit of employment. Students will pay the remaining campus-based fees unless covered by another funding source.

J. Appeals Procedure

The AHMA program handles problems of an academic nature through a process of discussion and decision-making identical to that followed in the discussion and settlement of any aspect of a given student's program. Should a problem develop, the student arranges to meet with his or her Advisory Committee to discuss the matter. Failing a resolution of the problem, the matter is referred to the Graduate Advisor (in conjunction with the student and the Advisory Committee). If the situation remains unresolved, it is then passed to the AHMA faculty for discussion. All final determinations of an academic nature are made only by the AHMA faculty as a whole. If the matter requires a ruling by the program, therefore, the program faculty would render it, acting on the basis of recommendations received from the Advisory Committee. If the student is not satisfied with the outcome of this appeals procedure, he or she may consult with the Associate Dean for Graduate Degrees in the Graduate Division, 424 Sproul. The student may also seek the advice of the Student Ombudsperson (642-5754.) See details of the appeals procedures on page 27.

K. International Students

The University defines full-time study for international students (required to meet the terms of a student visa) as 12 units if at least one unit is in a graduate course (200 or 600-level), or 12 units if no graduate course is included (all courses below 200-level). Generally, international students must take a full program to meet the terms of their visas.

International students, like any other students, have no limit on the number of 600-level courses, but no more than 8 such units in any one semester are allowed. Exceptions may be approved by the Services for International Students and Scholars (SISS) for students preparing for language, qualifying, or comprehensive examinations and for students who have been advanced to candidacy and who continue to make normal and satisfactory progress in the writing of the thesis or dissertation. International students should consult Services for International Students and Scholars

(642-2818, <http://www.ias.berkeley.edu/siss/>) for further information on academic issues or personal counseling.

International students must abide by the newly implemented SEVIS (the Student and Exchange Visitor Information System) regulations. Students must report to SISS any “events” defined by immigration law during their graduate studies. The “events” (include but not limited to) transferring from an MA to a PhD program, graduating with a terminal degree, and changing residence address). More details may be found at <http://www.ias.berkeley.edu/siss/immigration/index.html>.

Graduate students who have been advanced to candidacy for the doctorate are eligible for a 100 percent reduction of the annual nonresident tuition fee, subject to the understanding that: (a) a graduate doctoral student may receive the 100 percent reduced nonresident tuition rate for a maximum calendar period of three years; and (b) any such student who continues to be enrolled or who re-enrolls after the three-year period will be charged the full nonresident tuition rate that is in effect at the time. For more information see http://www.grad.berkeley.edu/policies/ggp/chapter_1

III. MA Degree

Students have the option of completing a thesis or undertaking a comprehensive examination for the MA degree. All MA candidates are required to pass an examination on at least one language before the degree is awarded. Most students in the Group take this examination in a modern language, usually French or German.

Master’s students are not automatically advanced to MA candidacy. The student must make a formal application for advancement to candidacy to Graduate Division no later than the end of the fifth week of classes of the semester in which he or she expects to receive the degree. Forms for application for candidacy are available at the graduate division’s web site at http://www.grad.berkeley.edu/policies/degrees_office.shtml. The Graduate Advisor must sign the candidacy form for all master’s students, and thesis committee chairs must sign applications for students completing an MA degree under the Thesis Plan. Students following the Examination Plan for the MA must be advanced to candidacy before taking their comprehensive exam.

Students must be registered or on approved filing fee status the semester they take the MA comprehensive exam (if they opt for the exam option; see below), file their thesis, and receive the MA degree. Students must be registered in the semester immediately preceding the one for which filing Fee status is requested. All requirements for the degree must be completed by the last day of the term in which the degree is received. Students are expected to complete all requirements for the MA within the third semester after admission.

In the semester when all the requirements for the MA degree are to be completed (including the comprehensive examination or the thesis), the student should petition the Group for permission to proceed to the PhD program (see below, III D). There should be no outstanding incomplete grades at the time when the petition is made.

A. Thesis Plan (Plan I)

This plan requires a minimum of 20 semester units of upper division and graduate courses, plus a thesis. At least 8 of the course work units must be in regularly scheduled graduate (200-level) courses in the student’s subject areas.

A provisional thesis topic should be identified by the beginning of the third semester and approved by the student’s Advisory Committee on the understanding that the project can be

substantially completed by the end of the third semester. The thesis should be complete, read, and approved by the Advisory Committee before January 15 of the second year, and before the semi-annual meeting of the AHMA faculty in February at which time all petitions to proceed will be reviewed. The MA thesis need not be ready to file by the Fall's December filing deadline. Students who file their MA thesis after the December deadline has already passed, will receive a May degree.

A student may enroll in an independent study course (601) for MA thesis preparation. Credit for 600-series courses is not applicable to the course work requirement for the MA degree and does not count towards academic residence requirements. There is no limit on the number of 600-level courses, but no more than 8 such units in any one semester are allowed.

The thesis should demonstrate ability to pursue advanced independent research, to evaluate and analyze evidence, and to present a reasoned and coherent argument. The Group imposes no precise regulation on the length of the thesis, which is normally expected to run between 25 and 50 double spaced typewritten pages, excluding footnotes and bibliography.

Students are responsible for meeting thesis filing deadlines and for preparing the thesis in the proper form. Before embarking on the thesis, students should obtain a copy of the booklet "*Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis*" from Graduate Degrees, 318 Sproul, 642-7330. The Guidelines can also be found on the Graduate Division Web site, <http://www.grad.berkeley.edu/policies/index.shtml>. Requirements should be carefully followed. All students must show proof of registration or Filing Fee status when they file at the Graduate Division. The deadline for filing the thesis is usually the last business day of the semester, see http://www.grad.berkeley.edu/policies/degrees_office.shtml.

B. Examination Plan (Plan II)

This plan requires a minimum of 24 units of upper division and graduate courses, followed by a comprehensive examination. At least 12 of the course work units must be in regularly scheduled graduate (200-level) courses in the student's subject areas. The examination is a comprehensive, written examination in the student's area of principal specialization, set and evaluated by the student's Advisory Committee. It is the responsibility of the Chair of the Advisory committee to arrange for the examination to be set. *Committee Chairs who leave campus for any significant length of time must ask another member of the Committee to serve as Chair in their place.* The student should contact the SAO to schedule the exam.

The precise area to be examined and the format of the examination are arranged in consultation between the student and his or her Advisory Committee (e.g., the archaeology of the Near East in the Late Bronze Age; Greek History 490-323 BC; the Roman Empire, 31 BC - 138 AD). The examination lasts for three hours and offers a choice of essay topics, from which the student is usually required to select three.

A student preparing for an MA examination may enroll in an independent study course (601, 1-6 units). Credit for 600-series courses is not applicable to the course work requirement for the MA degree and does not count towards academic residence requirements. There is no limit on the number of 600-level courses, but no more than 8 such units in any one semester are allowed.

C. Language Requirement

All MA candidates are required to pass an examination on at least one language of their choice before the degree is awarded. Most students in the Group take this examination in a modern language, usually French or German. The student should consult with the SAO for arrangements to

take the examination. A student preparing for an MA language examination may enroll in an independent study course (1-8 units of 601). That credit is not applicable to the course work requirement for the MA degree and does not count towards academic residence requirements. There is no limit on the number of 600-level courses, but no more than 8 such units in any one semester are allowed.

The modern language examinations, usually French and German, are set and evaluated by the student's Advisory Committee. Each exam consists of two passages that total approximately 400 words, chosen from two different works in the scholarly literature of the student's field. The student is given one and a half hours to translate the two passages. A dictionary is permitted. If the student fails the examination, the Advisory Committee will confer with him or her and help with preparations for a subsequent attempt.

D. Permission to Proceed to the PhD

In the semester in which the student is advanced to candidacy and all the requirements for the MA degree are completed (including the comprehensive examination or the thesis), the student should petition the Group for permission to proceed to the PhD program. Students are expected to complete all requirements for the MA within the third semester after admission. There should be no outstanding incomplete grades at the time when the petition is made.

Petitions will normally be considered early in the spring of the second year. Students should submit their petitions by February 1 of that year in order to obtain an MA degree in May. Students who petition to proceed need not be ready to file their MA thesis by the December MA thesis filing deadline. Students who wish to petition should discuss their plans with the appropriate faculty members, including their Advisory Committee and the Graduate Advisor. The petition should take the form of a letter addressed to the AHMA Chair, giving the following information:

- (1) the student's major and minor fields and a proposed timetable for completing the written examinations in those fields (see below, IV.D);
- (2) the principal faculty members under whose supervision the student intends to work (the student should make sure and discuss his or her plans with the faculty members in question **before** submitting the petition);
- (3) the student's preparation for the work and a general outline of the proposed program of study, including additional course or seminar work; and
- (4) the language examinations already passed, and a timetable for completing those language examinations not yet taken, as well as a statement concerning competence or plans to acquire competence in any other languages needed for future research.

Students satisfying the MA requirements by thesis must submit the thesis, approved by his or her Advisory Committee, with the petition to proceed letter. Students satisfying the MA requirements by examination need only submit the petition to proceed. Their examinations, graded and approved by their Advisory Committees, should already be in the hands of the faculty by February 1. The faculty of the Group will then meet to consider the application. Students will be informed in writing of the faculty decision concerning their application.

IV. PhD Degree

Requirements for the PhD include competence in at least two ancient languages; reading ability in at least two modern languages; and proficiency in one major and two minor fields of study. Major and minor fields should be defined as soon as possible by the student in consultation with his or

her Advisory Committee, and further course work and language study should be planned with these fields in mind. Fields maybe redefined (with the committee's approval) in order to meet the development of the student's interests. Written comprehensive examinations in the major and minor fields may be taken in any order, to be followed by the oral examination. The student should plan to complete all of the qualifying examinations, including the oral examination, within five years after admission to the program and three years after taking the MA. The University requires that a student be registered during any semesters that he or she takes any examination, oral or written, required for the PhD degree. The student must also be registered or on Filing Fee status the semester the dissertation is filed.

To comply with Normative Time, the dissertation should be completed before the end of the seventh year after the student's entrance into the program. An additional two semesters of non-registered time (making eight years in all) are allowed. It is expected that this "free year" will be taken during the writing of the dissertation, and perhaps spent in study abroad.

A. Language Requirements

Passage of **all** language requirements is prerequisite to the PhD qualifying examinations. Students should consult with the SAO when they are ready to make arrangements for taking any of the language exams.

All candidates for the PhD must pass reading examinations in two modern languages. Examinations follow the form prescribed above in the MA requirements. Most students who have passed through the MA program will already have satisfied the requirement in at least one modern language. One or both examinations may be waived if the student has passed a comparable examination elsewhere or under another program, or if one of the languages is his or her native tongue.

Each student must show competence in at least two ancient languages appropriate to his or her major and minor fields. Competence is tested by written examinations of three hours each, based on reading lists drawn up by the student and approved by his or her Advisory Committee. In the case of Greek and Latin, students should propose lists totaling approximately 750 pages in each language, drawn from no fewer than ten different authors in each language. Alternatively, they can propose approximately 500 pages in each language and pass the Latin and Greek survey courses with a minimum grade of A-. They may also choose the one option for one language and the alternative for the other. It is the responsibility of the Chair of the Advisory Committee to arrange for the examination to be set. *Committee Chairs who leave campus for any significant length of time must ask another member of the Committee to serve as Chair in their place.* The student should contact the SAO to schedule the exam.

These examinations may be taken at any time prior to the PhD qualifying examinations but are prerequisite to them. Examinations in Greek or Latin will consist of four passages with about 175 words per passage. The second language examination should be taken no later than the first semester of the third year, and all four languages no later than the first semester of the fourth year. Preparation for the examinations should include regularly scheduled courses in the relevant languages. A student may also enroll in an independent study course (602, for 1-8 units) to prepare for a language examination for the PhD program. Credit for 600 series courses is not applicable to the course work requirement for the degree and does not count towards academic residence requirements. There is no limit on the number of 600-level courses, but no more than 8 such units in any one semester are allowed.

B. PhD Course Work

There are no specific course requirements for the AHMA program. An interdisciplinary AHMA seminar, team-taught by faculty from two different departments, is offered annually. The purpose is not only to expose students to the methodology and material of a discipline other than their own, but also to engage them directly in the application of that discipline to their own research interests. It is expected that all students will take at least one AHMA seminar during their graduate years. Students are also required to take seminar work in at least two of the departments represented in the program before attempting the qualifying examinations.

C. Field Experience

Each student should acquire practical experience in archaeology, broadly defined. This may be obtained in different ways, such as participation in University sponsored or affiliated excavations such as Nemea in Greece (Professor Kim Shelton; <http://www.berkeley.edu/~cls/cs275/> ; Tel-Dor in Israel (Professor A. Stewart; <http://www.qal.berkeley.edu/~teldor/index.html>); or Sardis (Professor C. Greenewalt; <http://www.artmuseums.harvard.edu/sardis/sardis.html>), Kerkenes (<http://www.metu.edu.tr/home/wwwkerk/>), or Çatal Hüyük (<http://catal.arch.cam.ac.uk/catal/catal.html>) in Turkey.

Alternatively or additionally, the fieldwork requirement may be met through topographical work; through enrollment in approved study programs abroad (e.g., the American School of Classical Studies in Athens, the American Academy in Rome—see below VI.E); through participation in non-UC Berkeley excavations or archaeological fieldwork, or through supervised research projects conducted at approved museums or research institutions (e.g., the American Numismatic society, the Getty Center, the Albright Institute of Archaeology at Jerusalem, the American Center for Oriental Research at Amman, the American Research Center in Egypt, the Cyprus American Research Institute—see below, VI.E). In the interests of broadening the student's experience, this dimension of the program must be fulfilled outside Berkeley.

D. Major and Minor Field Exams

The PhD program requires study and examination in one major field and two minor fields. A wide range of choices is available for both major and minor fields in order to meet the individual needs of each student. Students are expected to distribute the examinations among two or more disciplines (e.g., archaeology, history, epigraphy, papyrology, numismatics). Students whose major field is text-based must include at least one field in material culture (excluding epigraphy and papyrology); students whose major field is material culture must include one field that is text-based. It is the responsibility of the Chair of the Advisory committee to arrange for the examination to be set. *Committee Chairs who leave campus for any significant length of time must ask another member of the Committee to serve as Chair in their place.* The student should contact the SAO to schedule the exam.

The following list of programs is taken from those of recent students. It is illustrative and only indicates some of the many possible combinations of fields.

Major: Greek History
Minor: Roman Provincial Numismatics
Minor: Embellishment of Greek Sanctuaries

Major: Jews in the Graeco-Roman World
Minor: Early Christianity/Late Antiquity
Minor: Roman Cultural History, Early Empire

Major: Roman History

Major: Eastern Christianity in Late Antiquity

Minor: Parthian and Sassanian Near East
Minor: Material Culture and the Provinces

Minor: Monastery Archaeology
Minor: Egypt in the Roman and Byzantine Eras

Major: Hellenistic History
Minor: Second Temple Judaism
Minor: Roman History: Gracchi to Nero

Major: Hellenistic History and Culture 336-146BC
Minor: Ancient Ethnography
Minor: Economic History

Major: Classical Archaeology 600-323 BC
Minor: Women in Antiquity
Minor: Roman History

Major: Classical Greek History and Archaeology
Minor: Egyptian Architecture 2550-1070 BC
Minor: Roman History 133 BC through Nero

Major: Hellenistic History
Minor: Jews in Hellenistic Times
Minor: Iranian Archaeology

Major: Metal Technology of the Bronze Age Aegean
Minor: Near Eastern Archaeology
Minor: Greek Epigraphy

Students are eligible to take the written qualifying field examinations after satisfying all language requirements and seminar expectations. Qualifying examinations have both a written and an oral component. Three hour written comprehensive examinations are required for the major field and for each of the minor fields. Successful completion of all written exams permits the student to proceed to the oral examination, which covers all three fields. All of the examinations, written and oral, must be taken within twelve months. This rule may be relaxed in special circumstances with the approval of the faculty. Students who fail one or more of the written examinations may repeat each examination only once, and after a minimum of six months. In special circumstances, the student's Advisory Committee, with the approval of the Graduate Advisor, may stipulate an interval of less than six months.

The form of the written examinations is left to the discretion of the student's Advisory Committee, which sets and evaluates them. Examinations normally allow student to choose no more than three from a wide range of essay questions. A student should consult with his or her Advisory Committee about the form and content of the examinations, and the members of the Advisory Committee should advise the student in advance of the form of the examination.

A student preparing for a PhD examination may enroll for credit in an independent study course (602, for 1-8 units). Credit for 600-series courses is not applicable to the course work requirement for the degree and does not count towards academic residence requirements. There is no limit on the number of 600-level courses, but no more than 8 such units in any one semester are allowed.

E. Oral Qualifying Exam

The oral qualifying exam is scheduled after the student has passed all the written qualifying examinations. Both oral and written qualifying exams must be completed within twelve consecutive months. Students must apply to Graduate Division to take the oral qualifying exam no later than three weeks before the exam date, and they are required to list on their applications to take the qualifying exam at least three subject areas to be covered during the examination, as well as the members of their exam committee. Forms are available from the Graduate Division web site. Students should notify the AHMA SAO of their plans to take the oral exam. Students may not take the exam before Grad Division notifies them that admission to the exam has been approved. The student must be registered the semester in which the exam is taken (or, during winter or summer break, be registered in either the preceding or following semester); have completed at least one semester of

academic residence; and must have no more than two courses on his or her record graded Incomplete. Eligibility to take the qualifying exam is valid for 18 months.

The oral examination covers all three fields of the written examinations and usually lasts for three hours. The intent of both the written and the oral examinations is to ascertain the breadth of a student's knowledge and preparation. Students should be able to exhibit their knowledge and understanding of the fundamental facts and principles that apply in their major fields of study. The faculty examiners judge whether students have the ability to think incisively and critically about both the theoretical and the practical aspects of their subject areas, and whether the student can, in all likelihood, design and produce acceptable dissertations. The examination will ordinarily consider a number of studies and points of view and the criteria by which they may be evaluated.

The oral exam is conducted by a five-member committee that must be approved by the Dean of the Graduate Division. Three of the committee are normally the student's Advisory Committee. The exam committee should be drawn from at least three different departments; one member **must** be from outside the AHMA program. The student determines the personnel of his or her exam committee in accordance with the examination fields. The chair of the committee and the outside member must be members of the Berkeley Division of the Academic Senate. Under certain circumstances, a non-Senate member may be appointed to a committee as an inside member or co-chair if he or she offers expertise not otherwise available among the regular faculty. **The chair of the oral qualifying exam committee cannot also serve as chair of the student's dissertation committee.** The oral exam should be held with the entire committee present; the outside member **must** be present for the entire exam.

F. Advancement to Candidacy

After passing the oral examination, the student submits an application for advancement to candidacy to the doctorate to Graduate Division. The application is available at the Graduate Division web site, http://www.grad.berkeley.edu/policies/degrees_office.shtml, or from the AHMA SAO. It must be signed by the Graduate Advisor and the chair of the dissertation committee and be accompanied by the appropriate fee. The advancement form should be filed no later than the end of the semester following the one in which the student passed the qualifying examination. Students who have advanced to candidacy and completed all degree requirements except the dissertation are eligible for the Candidate in Philosophy (C.Phil.) Degree.

Students who advance to candidacy within the normative time to advancement (10 semesters) may be eligible for a Graduate Division Dean's Normative Time Fellowship (DNTF) (see below, Section V). The student should be aware of the earlier advancement to candidacy deadline for DNTF when scheduling the exam in the summer months.

Nonresident students who have been advanced to candidacy are eligible for a 100 percent reduction of the annual nonresident tuition fee for a maximum calendar period of three years.

Candidacy for the doctorate is only valid for a limited time. When students advance to candidacy, Graduate Division informs them of the number of semesters they are eligible to be PhD candidates, based on Normative Time calculations. Students who do not complete the dissertation within that time, plus a two-year grace period, will have their candidacy lapsed. Also, Graduate Division usually will not accept qualifying examinations more than five years old as representing current knowledge unless the student gives other evidence of continuing scholarly activity besides research for the dissertation.

G. PhD Dissertation

After advancement to candidacy, the student selects a dissertation topic and a committee of three faculty members from at least two different departments to guide the research and writing. The

committee member most closely involved with the student's research is usually named as chair. On the advice of the student, the Dean of the Graduate Division may appoint joint chairs. Under certain circumstances, a non-Senate member may be appointed to a committee if he or she offers expertise not otherwise available among the regular faculty.

The student must submit to the committee at an early stage a prospectus of the dissertation, not to exceed five pages in length. Research, writing, and revising the dissertation are expected to occupy no more than three years. The completed dissertation must be approved by all three members of the committee and must be in final form before the student is recommended for the PhD degree. Specific University requirements on format, deadlines, and payment of fees maybe found in the booklet "*Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis*" available from Graduate Degrees, 318 Sproul, 642-7330. The *Guidelines* can also be found at <http://www.grad.berkeley.edu/policies/index.shtml>. Requirements should be carefully followed.

Graduate Division requires that all doctoral students advanced to candidacy meet annually with at least two members of their dissertation committees to evaluate the student's progress. The student should submit to his or her committee an evaluation of his or her progress for the previous year and a program for the coming year. The dissertation advisor and at least one other committee member should provide the student with a written response to the evaluation and projected program; the student then has the opportunity to make final comments. If a student is away from campus, the evaluation may be completed by mail. A copy of the evaluation should be forwarded to Graduate Degrees.

Doctoral degrees are awarded in December and May. Graduate Division's deadline to file a dissertation is the last working day of the semester. However, the student should submit the dissertation to his or her committee members at least two months before the Graduate Division deadline. In order to receive a degree in any given term, all work for the degree must be completed by the last day of the term. Students must be registered or on Filing Fee status the semester they receive their degree. Students who file dissertations during the summer must register or be on Filing Fee status for the fall semester.

V. Student Funding

The AHMA program makes every effort to support students throughout their graduate career, provided they continue to make good progress towards their degree(s). Students may obtain application forms for University Fellowships from the Student Affairs Officer. Supporting documents (three letters of recommendation and transcripts) should reach the Student Affairs Officer for the Group in early January. Available awards include resident fellowships, traveling fellowships, extramural fellowships, and dissertation fellowships.

Graduate Division provides information on graduate student support and Databases for research funding can be accessed via <http://www.grad.berkeley.edu/financial/index.shtml>.

The Dean of the Graduate Division has established fellowships for graduate students in primarily the Humanities and Social Sciences; AHMA students are eligible for these programs.

AHMA doctoral students who are advanced to candidacy by the end of their tenth semester may be eligible for a Graduate Division Dean's Normative Time Fellowship (DNTEF). Students should be aware that these fellowships permit up to two semesters of approved withdrawal for personal reasons only (e.g., medical and parental leave). Withdrawal for research or other academic purposes will count in accrued time. Students should first consult with the AHMA SAO before withdrawing. Qualifying students will receive a two-semester stipend of \$16,000 plus fees (and non-resident tuition for international students). The Graduate Division determines eligibility for this fellowship and all students will receive notification once their Advancement to Candidacy form has been processed by

the Graduate Degrees Office. The DNTF may be used during any semester in candidacy but must be before the end of the major's Normative Time (fourteen semesters). Students fill out a "DNTF Activation Form" to elect in which semester/s they wish to take the DNTF.

The DNTF may be supplemented by a single one-semester GSI, AI-GS, GSR, Reader, or Tutor Appointment for no greater than 25 percent time. For those students who are eligible for two semesters of DNTF, the 25 percent time appointment may only be taken in one of the two semesters. More information about these fellowships can be found on the Graduate Division web site at <http://www.grad.berkeley.edu/policies/dntf.shtml>.

Students in the Group are eligible to compete for Graduate Student Instructorships (GSI-ships) in the departments of Classics, History, Near Eastern Studies, Art History, and Anthropology, depending upon particular qualifications, and for the western civilization classes under Undergraduate and Interdisciplinary Studies (UGIS). Students apply directly to the department or program in question to compete for appointments. GSI-ships are rarely awarded in the first year of graduate study.

Student funding may also take the form of other academic appointments such as Research Assistantships (RA-ships; collaboration in the work of a particular faculty member) or Readerships (marking papers and exams in a particular course). Appointment as a Graduate Student Researcher or a Reader depends upon the recommendation of individual faculty members.

To learn more about graduate student academic appointments, students are encouraged to read the Graduate Division's a handout entitled "What You Need to Know About Being a Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, or Tutor." This handout is available on their web site at http://www.grad.berkeley.edu/financial/employ_teach_opps.shtml in (PDF), or from their Publications Office in 325 Sproul Hall.

GSIs and GSRs must be registered for a minimum of 12 units if not advanced to candidacy. They may not be appointed for more than 50 percent time during academic semesters. They must meet minimum GPA requirements (3.1) and may have no more than two Incomplete grades in upper division or graduate level courses. They are expected to make satisfactory progress toward their degrees within the Normative Time framework. Students may not serve as GSIs in courses for which they are enrolled, and only graduate students who are advanced to candidacy may evaluate the work of or offer formal instruction to other graduate students. There is a limit of eight semesters of service as a GSI. By exception a student may be appointed beyond the eighth semester if he or she has been advanced to candidacy for the PhD; under NO circumstances may a student serve as a GSI for more than six years. A student may not hold concurrent appointments as a GSI and Reader for the same course, nor may a student serve as a Reader in a course in which he or she is enrolled. Readers must be advanced to doctoral candidacy to be appointed to a graduate course.

VI. Research Resources

A. Campus Libraries

A number of specialized libraries on the Berkeley campus are available to students, in addition to the main University library (<http://www.lib.berkeley.edu/>). These include:

A suite of seminar rooms and a graduate reserve collection on the third floor of the main library that is maintained by the Art History/Classics Service; the collection contains most of the basic source material, texts, and periodicals for classical history, art, and archaeology (<http://www.lib.berkeley.edu/ARTH/collections.html>).

The Near Eastern Studies Department operates three small libraries in the basement of Barrows Hall: the main departmental library which houses basic material relating to Ancient Near Eastern history, art, and archaeology; the Klaus Baer Library of Egyptology; and the Cuneiform Seminar Library.

An extensive anthropological library in Kroeber Hall operated by the Anthropology Department (<http://www.lib.berkeley.edu/ANTH>).

In addition, the Graduate Theological Union (GTU) has an extensive library open to use by UC students (<http://aquinas.gtu.edu/library/lib.html>). The collection focuses on religion (including New Testament Greek, Coptic, and Hebrew) and the history and archaeology of Syria-Palestine for all periods.

B. The Sara B. Aleshire Center for the Study of Greek Epigraphy

The Sara B. Aleshire Center for the Study of Greek Epigraphy is a new campus research facility endowed by the Estate of the late Dr. Sara B. Aleshire, an alumna of AHMA and a distinguished scholar of Greek epigraphy and ancient Greek religion. The purpose of the Center is to encourage and support the research of UCB faculty and graduate students in ancient Greek inscriptions from all regions of the Mediterranean world. To that end, the Center provides funds for 1) research grants for travel to study Greek inscriptions; 2) seminars and conferences at UCB to further the study of Greek Epigraphy; and 3) book purchases related to the study of Greek Epigraphy. The Center is administered by an Advisory Committee to the Chairman of the Graduate Group in Ancient History and Mediterranean Archaeology. The chair of the Advisory Committee is Professor Ronald S. Stroud (rsstroud@socrates.berkeley.edu).

Applications for research travel grants should be submitted to the Center's Advisory Committee by March 1 for travel in the following summer, May 1 for travel in the following autumn, and November 1 for travel in the following spring. Students are expected to secure the sponsorship of a member of the UCB faculty and grant applications should include a statement of the purpose of the research project, a budget, a timetable of activity during the period of the grant, and the qualifications of the student for epigraphic research. Grantees are also required to submit to the Advisory Committee a report on their activities at the conclusion of the grant period.

The Center is presently housed in 6221 and 6223 Dwinelle Hall and includes a substantial research library in Greek epigraphy, an extensive collection of off prints especially in Greek religion, an archive of photographs of Greek inscriptions and a large collection of squeezes.

C. The Center for the Tebtunis Papyri

The Center for the Tebtunis Papyri was established with campus and departmental support and gifts from foundations, offers opportunities for training in papyrology and publication opportunities, as well as graduate student research assistantships and financial support for attending conferences related to papyrology and for participating in excavations in Egypt. <http://socrates.berkeley.edu/~tebtunis/>.

D. The Nemea Center for Classical Archaeology

The new Nemea Center for Classical Archaeology has recently appointed its first Director and will be developing new programs as well as carrying on research and minor excavation

activities at Nemea. The Classics Department also owns an extensive study collection of ancient coins, most of which are the gift of Henry Lindgren.

E. The Archaeological Research Facility (ARF)

The mission of the Archaeological Research Facility (<http://www.qal.berkeley.edu/arf/>) is to support archaeological field and laboratory research undertaken by U.C. Berkeley archaeologists and related specialists. Currently, 36 U.C. Berkeley faculty members from 10 departments and Organized Research Units are active participants in the ARF. The ARF operates some laboratory facilities, and offers equipment and funding support to campus archaeologists (including graduate students). The ARF also publishes a newsletter (http://www.qal.berkeley.edu/arf/newsletter/nwsl_index.html) and a publication series; oversees over \$1,000,000.00 in endowments; sponsors a lecture series that attracts scholars of international repute (<http://www.qal.berkeley.edu/arf/lectures/lectures.html>); and operates an undergraduate teaching laboratory in cooperation with the Department of Anthropology as well as an educational outreach program.

F. Other Campus Resources

Among other resources available to students in the Group are the computerized Thesaurus Linguae Graecae (<http://www.lib.berkeley.edu/ARTH/clascdroms.html>); the Tebtunis papyri in the Rare Book Room of the main library (<http://sunsite.berkeley.edu/APIS/>); the Robbins Collection of ancient and canon law (<http://www.law.berkeley.edu/library/robbins/>) in Boalt Law School; the Phoebe Hearst Museum of Anthropology (<http://www.qal.berkeley.edu/~hearst/>), which has extensive holdings of ancient artifacts, including Classical material, cuneiform tablets and an ancient Egyptian collection of more than 17,000 objects; a collection of ancient seals housed in the Near Eastern Studies Department; and the Bade Institute Museum of Biblical Archaeology (<http://guntur.psr.edu/bade/Info/Info.html>).

G. Off-Campus Resources

Students also have regularly studied, during the course of their graduate years, at research institutes outside Berkeley, such as the American School of Classical Studies in Athens (<http://www.ascsa.org/>); the American Academy in Rome (<http://www.aarome.org/>); the American Numismatic Society (<http://www.amnumsoc.org>); the Albright Institute of Archaeology at Jerusalem (<http://www.aiar.org/>); the Cyprus American Research Institute (<http://www.caari.org/>); the American Center for Oriental Research in Amman (<http://www.bu.edu/acor/>); and the American Research Center in Egypt (<http://www.arce.org/>). The Archaeological Institute of America (AIA) (<http://www.archaeological.org/>), its San Francisco chapter (<http://userwww.sfsu.edu/%7Ebarbaram/AIA.htm>) and the American Research Center in Egypt (NC-ARCE) (<http://home.pacbell.net/djoser/index.htm>) sponsor lecture series in the Bay area, many in Berkeley.

VII. Exchange Programs

Qualified graduate students in good standing can participate in the campus exchange programs listed below. More information is available from the Graduate Division at <http://www.grad.berkeley.edu/programs/exchange.shtml> and in Graduate Degrees Office, 318 Sproul Hall, 642-7330, degrees@berkeley.edu.

University of California Intercampus Exchange Program for Graduate Students:
permits students to study at any of the other UC campuses; the Berkeley

registration fee entitles students to library, health service and other privileges at the host campus and students receive official course credit for courses taken at the host campus.

Stanford-California Exchange Program: allows Berkeley students to take courses at Stanford University that are not offered at Berkeley; must be approved by the AHMA program, Graduate Division, and Stanford; participants register and pay applicable fees at Berkeley and are exempt from tuition and fees at Stanford; first year graduate students are usually not eligible. Students must enroll in at least one course at Berkeley, and eight units if serving as a GSI.

The Exchange Scholar Program: permits doctoral students from Berkeley, Brown, Chicago, Columbia, Cornell, Harvard, MIT, University of Pennsylvania, Princeton, Stanford, and Yale to study at one of the other participating universities; Berkeley registration entitles students to student privileges at the host campus for up to a year; students are usually expected to have completed one year in a Berkeley graduate degree program before applying.

Cross-registration programs with local institutions: lets students attend California State University Hayward, San Francisco, and Sonoma; Dominican, Holy Names, Mills and St. Mary's Colleges; and John F. Kennedy University with the approval of Graduate Division and the department/program; students may enroll for only one course per semester and must register and pay applicable fees at Berkeley.

Graduate Theological Union (GTU), 2400 Ridge Road, Berkeley, CA 94709, (510) 649-2400 (<http://www.gtu.edu/>): graduate students at Berkeley may register at Berkeley and take courses at the GTU, subject to appropriate academic approvals.

Study Abroad: eligible graduate students may apply to most of the study centers under the University-wide Education Abroad Program (<http://www.ias.berkeley.edu/bpsa/>); see the General Catalog for a list of study centers); students must have completed at least one year in residence at Berkeley, demonstrate language proficiency when required, and have the approval of their departments/programs and Graduate Division; for more information contact Berkeley Programs for Study Abroad, 150 Stephens Hall, 642-1356.

VIII. Other Resources

For new students, Graduate Division has a "Where to Begin" guide that is available in the Graduate Division Admissions Office, 642-7405, or on the Grad Division Web site http://www.grad.berkeley.edu/new_students/index.shtml. The Office of New Student Programs, 642-4970, also produces a reference guide for new students called *Resource* which is available on the Web at <http://resource.berkeley.edu>.

Graduate Division's home page is <http://www.grad.berkeley.edu>. Returning graduate students should see Graduate Division's web page for continuing students <http://www.grad.berkeley.edu/current/index.shtml> which contains campus resources and services for graduate students.

Students may also find the following offices, programs, and facilities, listed in alphabetical order, useful:

- Career Center, 2111 Bancroft Way, 642-1716, <http://career.berkeley.edu> provides services to aid in all aspects of the job search, including individual counseling, workshops, a computer and information lab, academic and other professional job listings, and letter of reference files; also has part-time, temporary, summer and other employment listings.
- Counseling and Psychological Services (CPS), University Health Services, 3284 Tang Center, 2222 Bancroft Way, 642-9494, <http://www.uhs.berkeley.edu/> offers professional career, academic, personal, and crisis counseling to all registered graduate students.
- Disabled Students' Program (DSP) Office, 230 Cesar Chavez Student Center, 510-642-0518, <http://dsp.berkeley.edu/> The campus offers many different resources for graduate students with disabilities. The purpose of an academic accommodation is to offer the graduate student an equal opportunity to meet the department's academic standards and requirements. The Disabled Students Program serves graduate students with disabilities (who complete the process for establishing eligibility) by authorizing academic accommodations. Disabled Access Services [link to <http://access.berkeley.edu>] at (510) 643-6473 or 643-6456 can usually assist with accommodations to extra-curricular events. Most physical access issues are addressed in the Campus Access Guide [link to <http://acads.chance.berkeley.edu/CAG/>]. Finally, problems with accommodations may be reported to the campus Disability Resolution Officer [link to <http://acads.chance.berkeley.edu/ada.shtml>] at (510) 642-2795.
- Financial Aid Office, Graduate Unit, 201 Sproul, 642-0485 where to apply for need-based loans and work-study; students MUST complete the Free Application for Federal Student Aid (FAFSA) to be eligible for need-based awards. The form is available online at: http://www.ed.gov/prog_info/SFA/FAFSA/
- Graduate Degrees in Graduate Division, 318 Sproul Hall, 642-7330, degrees@berkeley.edu offers one-day workshops on dissertation planning, organization, writing techniques, format, and style.
- Graduate Fellowships Office, 318 Sproul Hall, 642-0672 administers University fellowships and grants and provides information on extramural (non-campus) funding sources.
- Graduate Student Instructor (GSI) Teaching and Resource Center, 301 Sproul Hall, 642-4456, <http://www.grad.berkeley.edu/gsi/> provides a variety of services including orientation and teaching conferences at the beginning of each semester as well as numerous workshops on GSI and teaching issues; modest course improvement grants for GSIs; a media center library; and individual consultation on teaching, classroom management, or teaching-related concerns.
- Academic & Professional Development, Sabrina Soracco 321 Sproul Hall, 643-9392, academic_services@berkeley.edu, http://www.grad.berkeley.edu/acapro/academic_services.shtml The Graduate Division offers a variety of student services and resources to assist students throughout their graduate career. Offered are workshops and resources for

academic writing, grant writing, dissertation writing, editing, and preparing articles for publication. There are also individual consultations on these topics for graduate students.

Health Services, Tang Center, 2222 Bancroft Way, 642-2000,
<http://www.uhs.berkeley.edu/> :

comprehensive health services are provided through University Health Services (UHS), which offers primary, urgent, and specialty medical care; pharmacy, lab, X-ray, and physical therapy services; major medical health insurance; health promotion, including a Self-Care Resource Center; occupational health care and training; counseling and psychological services; and a Career and Educational Guidance Library.

Residential & Student Services Programs , 2610 Channing Way, 642-2456,
<http://www.housing.berkeley.edu/> operates the Cal Rentals Office (642-3642;
<http://www.housing.berkeley.edu/livingatcal/calrentals.html>)

lists of vacant apartments and shared rentals, Family Student Housing and Apartment Assignments (642-4109), and the University residence halls (642-4108).

Information Systems and Technology (IST), 2195 Hearst Ave., #3812, 642-7776 for User and Account Service: ([http://ist.berkeley.edu.](http://ist.berkeley.edu)) provides free e-mail accounts for students on Calmail.

International House, 2299 Piedmont Ave., 642-9470, <http://ihouse.berkeley.edu/> : a residence and program center housing mostly graduate students from the U.S. and abroad.

Multi-Campus Research Group (MRG) in Late Antiquity: provides funding up to a maximum of \$5000 (plus \$500 travel funds) for two or three graduate students per year to spend a quarter or semester at another UC campus; students participate in a graduate course at the host campus and/or engage in research under the guidance of a faculty member.

Night Safety Shuttle and Night Escort Service, 642-7233 (64B-SAFE),
<http://www.berkeley.edu/ucpolice/> : the shuttle operates during fall and spring semesters; the escort service is available between 6:30 pm and 2 am every day.

Recreational Sports Facility (RSF), 642-7796, <http://calbears.berkeley.edu/> : all registered students have free access to the RSF during the academic year; facilities include swimming pools, racquetball, handball and squash courts, weight rooms, fitness equipment, and multiple gymnasiums; instructional and aerobic classes are offered at discounted student rates.

Services for International Students and Scholars (SISS), 642-2818,
<http://www.ias.berkeley.edu/siss> : provides a wide range of services for international students, including personal and visa problems and cultural adjustment; international students who wish to withdraw from the University or go on Filing Fee status must discuss their plans with an SISS advisor **before** they withdraw to avoid problems with the U.S. Immigration and Naturalization Service (INS).

For a full list of resources, please check the graduate division's "Resources for Graduate Students" list available in the "Guide to Graduate Policy handbook".

IX. Selected Courses

The courses listed below indicate the variety of subjects offered that might be of interest to AHMA graduate students. The list is limited to Upper Division courses (numbered 100-199) and graduate courses (numbered 200 and higher), although some students might be interested in Lower Division courses (for example, beginning languages). The General Catalog lists all courses; the Schedule of Classes and departmental catalogues and lists indicate which courses are offered in a given term. The General Catalogue is available on line at <http://www.berkeley.edu/catalog/>.

ANCIENT HISTORY AND MEDITERRANEAN ARCHAEOLOGY

- 210. Interdisciplinary Seminar in Ancient History and Mediterranean Archaeology
- 299. Special Study

ANTHROPOLOGY

- 123E. Mediterranean Archaeology
- 128. Special Topics in Archaeology
- 131. Archaeological Science
- 132. Analysis of Archaeological Materials
- 133. Field Course in Archaeological Method
- 134. Analysis of the Archaeological Record
- 134B. Multimedia Authoring for Archaeology
- 135. Paleoethnobotany: Archaeological Methods and Laboratory Techniques
- 135B. Environmental Archaeology
- 136. History and Theory of Archaeology
- 157. Anthropology of Law
- 158. Religion and Anthropology
- 160. Forms of Folklore
- 161. Narrative Folklore
- 225. European and Near Eastern Prehistory
- 228. Archaeological Method
- 228B. Multimedia Authoring in Archaeology
- 229A-B. Archaeological Research Strategies
- 230. Special Topics in Archaeology
- 230X. Various Topics in Current Archaeological Issues and Methods
- 260. Problems in Folklore
- 263. Special Topics in Folklore

ARCHITECTURE

- 170A. An Historical Survey of Architecture and Urbanism
- 179. Proseminar in the History of Architecture

ART AND HISTORY OF ART

History of Art

- 141. Greek Sculpture and Painting:
 - A. Archaic and Early Classical
 - B. Late Classical and Greek Art
 - C. Hellenistic Art
- 142. Art and the Body in Ancient Greece
- 145. Roman Art
- 151. Art in Late Antiquity
- 154. Byzantine Art
- 190B. Special Topics in Fields of Art History: Ancient
- 200. Graduate Seminar in the Interpretation of Art Historical Materials
- 201. Museum Philosophy and Practice
- 240. Seminar in Ancient Art
- 244. Seminar in Roman Art
- 256. Seminar in Byzantine Art

CLASSICS

- 100A. Greek Literature
- 100B. Latin Literature
- 110. Ancient Metrics
- 121. Ancient Religion
- 130. Topics in Ancient Greek and Roman Culture
- 163. Topics in Greek Philosophy
- 170. Classical Archaeology:
 - A. Greek Vase Painting
 - B. Greek Sculpture to 400 B.C.
 - C. Greek Architecture
 - D. Roman Art and Architecture
- 175. Topography and Monuments
 - A. Athens
 - B. Rome
 - C. Sanctuaries of Greece
 - D. Pompeii and Herculaneum
 - F. Roman Wall Painting
- 180. Ancient Athletics
- 200. Proseminar
- 201A-B. Survey of Greek Literature
- 202A-B. Survey of Latin Literature
- 203. Approaches to Classical Literature
- 210. Greek Hexameter Poetry
- 211. Archaic Greek Poetry
- 213. Hellenistic Poetry
- 214. Greek Drama
- 216. Greek Historians
- 217. Greek Oratory and Rhetoric
- 218. Greek Philosophers
- 219. Ancient Novel
- 220A. Greek Epigraphy
- 220B. Latin Epigraphy
- 222. Comparative and Historical Grammar of Greek
- 223. Comparative Grammar of Latin
- 224. Classical Poetics and Rhetoric
- 226. Myth and Literature
- 228. Ancient Society and Law
- 229. Ancient Religion

- 230. Latin Poetry of the Republic and Early Empire
- 232. Roman Drama
- 234. Roman Historians
- 235. Latin Philosophers
- 236. Latin Oratory and Rhetoric
- 237. Latin Epistolography
- 239. Topics in Roman Literature, History and Culture
- 240. Greek and Roman Literature, 100-500 A.D.
- 250. Advanced Greek Composition
- 251. Greek Dialects
- 260. Advanced Latin Composition
- 270. Seminar in Classical Archaeology
- 275. Pan-Hellenism and Nemea
- 297. Field Study in Archaeology
- 300. Teaching of Classics: Methods and Problems

Greek

- 100. Plato and Attic Prose
- 101. Homer
- 102. Drama and Society
- 105. The Greek New Testament
- 115. Archaic Poetry
- 116. Greek Drama
- 117. Hellenistic Poets
- 120. Herodotus
- 121. Thucydides
- 122. Attic Oratory
- 123. Plato and Aristotle

Latin

- 100. Republican Prose
- 101. Vergil
- 102. Lyric and Society
- 103. Roman Drama
- 115. Roman Drama
- 116. Lucretius, Vergil's Georgics
- 117. Elegiac Poetry
- 118. Satire
- 119. Latin Epic
- 120. Latin Prose to A.D. 14
- 121. Tacitus
- 122. Post-Augustan Prose
- 123. Petronius and Apuleius

COMPARATIVE LITERATURE

- 151. The Ancient Mediterranean World
- 165. Myth and Literature
- 200. Approaches to Comparative Literature
- 210. Studies in Ancient Literature
- 235. Studies in the Relations Between Classical and Later Literatures
- 260. Problems in Literary Translation
- 265. Gender, Sexuality and Culture

DRAMATIC ART/CENTER FOR THEATER ARTS

122. Topics in Drama and Theater in Ancient Greece and Rome
222. Studies in Classical Theater

FOLKLORE

266. The Folktale and Allied Forms

GEOGRAPHY

109. Prehistoric Agriculture
140. Analysis of Landforms
143. Coastal Evolution
183. Cartographic Representation
187. Advanced Cartographic Methods
C188X. Geographic Information Systems
202. Philosophical and Methodological Issues in Physical Geography
205. History of Geography

HISTORY

- 103A. Proseminar: Problems in Interpretation in Ancient History
105. Ancient Greece
 A. Bronze Age and Archaic
 B. Classical
 C. Hellenistic Age
106. Ancient Rome
 A. The Roman Republic
 B. The Roman Empire
107. Topics in Ancient History
 A. Ancient Athenian Law
 C. Women in the Life and Thought of Ancient Greece
 D. Roman Law
174A. Jewish History
185. History of Christianity
275A. Core Course in the Literature of Ancient History
280A. Advanced Studies in the Sources and General Literature of Ancient History
281. Paleography and Other Auxiliary Sciences
285A. Research Seminar in Ancient History

LEGAL STUDIES

120. Conceptions of Punishment: Ancient and Modern
121. Law in the Bible

LINGUISTICS

100. Introduction to Linguistic Science

130. Comparative and Historical Linguistics
 230. Historical Linguistics

NEAR EASTERN STUDIES

101. History of Ancient Egypt
 102A-B. Archaeology of Ancient Egypt
 103. Religion of Ancient Egypt
 104. Babylonian Religion
 105A-B. Ancient Mesopotamian Documents and Literature
 106A-B. Art and Architecture of Ancient Egypt
 107. Ancient Egyptian Literature and Documents
 108. Topics in the Ancient Mediterranean World
 109. Mesopotamian History
 120A-B. Near Eastern Art
 122A-B. Iranian Archaeology
 123A-B. Mesopotamian Archaeology
 124A-B. Archaeology of the Southern Levant
 125. Archaeology and the Bible
 126. Silk Road Art and Archaeology
 130A-B. History of Ancient Israel
 131. Aspects of Biblical Religion
 133. Judaism in Late Antiquity
 134. Talmud and Midrash in Translation
 160. Religions of Ancient Iran
 161. Introduction to Comparative Study of Iranian Languages
 220A-B. Seminar in Near Eastern Art
 223A-B. Seminar in Near Eastern Archaeology
 292. Museum Internship
 295. Supervised Field Research in Archaeology
 296. Topics in Egyptian Art and Archaeology
 297. Topics in Ancient Ceramics of Egypt and the Levant

Cuneiform

- 100A-B. Elementary Akkadian
 101A-B. Intermediate Akkadian
 102A-B. Elementary Sumerian
 103A-B. Intermediate Sumerian
 106A-B. Elementary Hittite
 200A-B. Advanced Akkadian
 206A-B. Advanced Hittite
 210A-B. Advanced Sumerian
 298. Seminar in Special Topics in Cuneiform

Egyptian

- 100A-B. Elementary Egyptian
 101A-B. Intermediate Egyptian
 102A-B. Elementary Coptic
 201A-B. Later Stages of Egyptian
 220A-B. Egyptian Texts
 298. Seminar in Special Topics in Egyptian

Hebrew

- 101A-B. Biblical Hebrew Texts
- 102A-B. Postbiblical Hebrew Texts
- 201A-B. Advanced Biblical Hebrew Texts
- 202A-B. Advanced Late Antique Hebrew Texts

Iranian

- 110A-B. Middle Persian
- 111A-B. Old Iranian
- 201A-B. Iranian Philology

Semitics

- 100A-B. Aramaic
- 200A-B. Studies in Comparative Semitics
- 205A-B. Ugaritic
- 298. Seminar in Special Topics in Semitics

PHILOSOPHY

- 160. Plato
- 161. Aristotle
- 187. Special Topics in the History of Philosophy

RELIGIOUS STUDIES

- 115. Mysticism
- 120A-B. Origins of Christianity

RHETORIC

- 103A. Approaches and Paradigms in the History of Rhetorical Theory
- 138. Rhetoric and Literature under the Roman Empire
- 166. Rhetoric, Law, and Politics in Ancient Greece
- 200. Classical Origins of the Rhetorical Tradition
- 230. Advanced Studies in the History of Rhetoric

FOR FACULTY LISTINGS, PLEASE CONSULT THE AHMA WEB SITE,
<http://ls.berkeley.edu/ahma>

X. AHMA APPEALS PROCEDURES DOCUMENT (November 2005)

PURPOSE AND SCOPE

The purpose of this procedure is to afford graduate students in the Graduate Group in Ancient History and Mediterranean Archaeology an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status, denial of readmission to the same program, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals. This procedure may also be used to resolve disputes over joint authorship of research in accordance with joint authorship policies of campus departments or units.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, denial of readmission to a program different from the one the student originally pursued, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluation of a student's appropriate academic progress, unless the complaint alleges that the actions were influenced by non-academic criteria.

A. INFORMAL RESOLUTION PROCEDURES

A student may pursue informal resolution of a complaint by scheduling a meeting with the Chair to discuss the complaint and explore possible avenues of resolution. If informal resolution is pursued, it must be initiated, and should be completed, within 30 days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by submitting the complaint in writing.

B. FORMAL RESOLUTION PROCEDURES

A written complaint must include information regarding the action being complained of and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:

1. Procedural error or violation of official policy by academic or administrative personnel;
2. Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability;
3. Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress. A written complaint must be received by the Chair within 30 days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. The department should complete its investigation and notify the student of the outcome of the complaint within 60 days of the date it was received.

If the complaint is about an action taken by the Chair, the complainant may elect to take the complaint directly to the Graduate Advisor. In such a case, the time limits set out in the preceding paragraph still apply.

The time frame for filing a written complaint may be extended by the department if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within 30 days of the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Chair will assign an individual [or appropriate ad hoc committee] to investigate the complaint and make a recommendation to the Chair regarding the outcome of the complaint. The investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e., interviews or written statements or documents). The Chair will notify the student in writing of the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeal Procedure.

C. APPEAL TO THE GRADUATE DIVISION

If the student is not satisfied with the outcome of the complaint under the department's procedure, he or she may bring the complaint to the Formal Appeal Procedure of the Graduate Appeal Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division, 424 Sproul Hall, within 15 days of the date of the written notification of the result of the unit level procedure. The Graduate Appeal Procedure and Form are downloadable at <http://www.grad.berkeley.edu/policies/pdf/gradappeal.pdf>

D. COMPLAINTS INVOLVING DISCRIMINATION

If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department should consult the appropriate campus compliance officers prior to commencing informal or formal resolution. For more information contact the Equity Standards and Compliance Office (510/642-2795; http://equity.chance.berkeley.edu/who_we_are.shtml).