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DEPARTMENT OF ANTHROPOLOGY

Graduate Student Handbook

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INTRODUCTION

Welcome to the Department of Anthropology at The University of Georgia. The objective of our graduate program is to provide outstanding training and experience in ecological-environmental anthropology. We endeavor to foster an intellectual atmosphere in which students and faculty cooperatively generate and disseminate significant new knowledge.

The Department admits students only for the MS degree in Archaeology Resource Management or the Ph.D. in Anthropology. Students enrolled in the MS Degree in Archaeology Resource Management should consult the MS Graduate Student Handbook for specific requirements that apply to that degree.

This handbook informs graduate students and faculty about the basic policies and procedures of our program and is sufficient for most routine matters. It does not cover all the regulations governing graduate education at the University of Georgia. Those regulations are contained in the *Graduate Bulletin*, especially <http://www.gradsch.uga.edu/Bulletin/degrees/general_degrees.html> and *Dissertations: Student Guide to Preparation and Processing*, available on the Graduate School web page: <www.gradsch.uga.edu/> as well as from Anthropology's graduate student Academic Advisor. It is the intention of this manual to be consistent with current Graduate School policies and procedures. Where it is not, the Graduate School requirements take precedent. Students are responsible for keeping themselves apprised of current requirements for their degree objectives.

The Major Professor and Advisory Committee are the key ingredients to successfully completing the graduate program. Students are encouraged to select their Major Professor and complete their committee as soon as possible and to rely upon this group for guidance in all aspects of their academic and professional development.

In the following text, approval by the Major Professor presumes approval by the Advisory Committee and approval by the Graduate Coordinator presumes approval of the Graduate Committee in most cases. Requests for exceptions to Department or Graduate School requirements should be forwarded to the Graduate Coordinator by the Major Professor in writing.

In most cases, forms, reports, and applications that are to be submitted to the Graduate Coordinator or the Dean of the Graduate School should be given to the Academic Advisor, who will distribute them to the appropriate offices. Each of these steps requires additional time; students should not wait until the day materials are due at the Graduate School to submit these to the Academic Advisor. In most cases, departmental deadlines will anticipate Graduate School deadlines by several days and perhaps by as much as a month if the Graduate Committee's approval is required.

COURSES

The University's published schedule of classes (OASIS) is generally accurate but last minute changes in Anthropology courses are unavoidable. These are posted on the bulletin board in the hall near the graduate student Academic Advisor's office. For a list of courses in Anthropology and a brief description of each, students should consult the *Graduate Bulletin* at <http://www.gradsch.uga.edu/Bulletin/Bulletin.html>.

The number of course-hours necessary for graduation with a Ph.D. in Anthropology is 66. At the discretion of a student's Major Professor, graduate work completed prior to admission to the University of Georgia may apply to the 66 hours. Typically a Masters degree in Anthropology receives 24 hours of credit. Ph.D. students who bypass the M.A. degree must complete at least 20 hours in courses open only to graduate students (excluding ANTH 7000, 7300, 8000, 9000, or 9300).

All students receiving state funding (e.g., Teaching Assistantships, Research Assistantships) are required to register for a minimum of 12 semester hours each semester.

During their first two semesters, students must enroll in ANTH 9005 Doctoral Graduate Student Seminar, otherwise known as the ProSeminar. Students are encouraged to enroll also during Fall and Spring semesters of their second year. Students may enroll in the course subsequent to this if they wish to do so repeatable for a maximum 45 hours credit. Advanced students may attend if a topic is of interest to them whether they are enrolled or not.

Students may have a maximum of 9 hours of ANTH 9000 plus a maximum of 3 hours of ANTH 9300 counted toward the 66 required hours. Students can count no more than 12 hours of ANTH 9000 and no more than 12 hours of ANTH 9300 on their Program of Study.

Students are required to take four required core courses during their first year in residence: ANTH 6490 Foundations of Ecological Anthropology, ANTH 6520 History of Anthropological Theory, ANTH 8400 Human Population Ecology, and ANTH 8420 Evolution of Human Ecosystems. Students who have an M.A. in Anthropology and who have had a course in the history of anthropological theory may be exempted from ANTH 6520 on written petition to the Graduate Coordinator from the Major Professor and the approval of the course instructor. The request for an exemption should be accompanied by a syllabus for the previous course. No exemptions are permitted for the other three core courses.

Anthropology also requires students to take at least six hours of appropriate training in theory beyond the core courses as well as courses in research methodology and techniques. Research skills courses should be approved by the Major Professor and may include statistics, computer applications, a second foreign language, or a higher level of competency in a foreign language.

All graduate students are expected to complete the first level of the on-line Collaborative IRB Training Initiative (CITI Course) prior to their Third Semester Review. Students will demonstrate completion of this training by placing a copy of the certificate in the portfolio presented to their committee during their Third Semester Review that becomes part of their

permanent file. Taking the CITI course provides critical awareness of legal and ethical issues of working with human subjects. It is also a prior requirement to receiving clearance to work with human subjects as defined by UGA, which outside extremely rare circumstances all graduate students will need to obtain prior to their advancement to candidacy.

Once students have selected a Major Professor and have completed the four required core courses, they and their Major Professor decide on elective courses to complete their program of study. Electives should include a core of related courses to constitute a focus in ecological-environmental anthropology. Students should select courses in accordance with their professional goals.

LANGUAGE REQUIREMENTS

All graduate students in the Ph.D. program are required to demonstrate a reading knowledge of a foreign, scholarly language; that is, a foreign language with a significant scientific or historical literature. This requirement can be satisfied either by formal course instruction at the 2000 level or higher or by passing a written exam administered by the appropriate University of Georgia department. A grade of B or better is necessary to fulfill this requirement. Alternatives must be approved by the Graduate Coordinator in response to a written request from the student's Major Professor. The appeal should provide evidence that the program is accredited and include some form of syllabus. If the language is not available through formal course instruction and/or no written exam is administered at the University of Georgia, the Graduate Coordinator must approve the language proposed by the student and the procedure by which reading comprehension is evaluated in response to a written request from the student's Major Professor.

At the discretion of the Major Professor, students conducting research in an area that requires spoken fluency in a language other than English must also pass an oral exam demonstrating competency in a field language. It is the responsibility of the student and the Major Professor to develop a plan by which this requirement will be met and submit that plan to the Graduate Coordinator for approval.

Students whose native language is other than English may request that English fulfill the foreign language requirement.

The scholarly and, where appropriate, field language requirements must be satisfied prior to a student's admission to candidacy. If a particular scholarly or field language is not taught on campus, the student's Major Professor may propose an alternative in writing to the Graduate Coordinator prior to these students admission to candidacy. If the alternative is approved, the student will be admitted to candidacy and may begin field work on the condition that competency will be demonstrated at a later date in the manner agreed upon in advance by the Graduate Coordinator.

GRADE REQUIREMENTS

No grade below "B" is acceptable for a course listed on the program of study and students must maintain a minimum grade point average of 3.0 for all graduate courses on their transcript. Only

“S” or “U” grades (satisfactory or unsatisfactory) are given for ANTH 7000, 7300, 8000, 9000, and 9300.

Students are expected to complete their work during the semester in which a course is taken. A grade of “Incomplete” is not awarded for any course unless very unusual non-academic circumstances are demonstrated. An “Incomplete” grade cannot be given for ANTH 7300 or 9300. An “Incomplete” grade cannot be given for ANTH 7000, 8000, or 9000 without the approval of the Department Head. Students with current “Incomplete” grades are not eligible for assistantship support, departmental awards, or nomination for Graduate School awards. In some cases, even an “Incomplete” that has been cleared may make the student ineligible for consideration.

SCHEDULE OF PROGRESSION FOR THE Ph.D. IN ANTHROPOLOGY

Accompanying this manual is a checklist for the schedule of progression for the Ph.D. in Anthropology. The sequence assumes a student enters the program without graduate courses in Anthropology. Students with graduate course work prior to entering the graduate program at the University of Georgia can advance this schedule as long as they meet both Department and Graduate School requirements.

Students must complete all requirements for the Ph.D. except the final oral defense of the dissertation within six years. A doctoral student who fails to complete all degree requirements within five years after being admitted to candidacy must take the comprehensive examinations again and be admitted to candidacy a second time.

The Academic Advisor also keeps a checklist so that the Graduate Coordinator tracks each student's progress through the program. Failure to make adequate progress may mean the student is ineligible for assistantships, departmental awards, or nomination for fellowships, scholarships, and other external awards requiring the Department's endorsement.

Students should anticipate that they will need to obtain forms and schedule meetings far in advance and in close cooperation with the Major Professor, Advisory Committee members, and the Academic Advisor. These people have busy schedules and other duties which may take priority when developing schedules. The exam period at the end of each semester is a busy time for faculty. To the extent possible, students should avoid scheduling third-semester reviews, prospectus reviews, comprehensive exams, and dissertation defenses during the exam period. Many faculty members are out of town during the summer and students may be unable to schedule meetings during that period. The Graduate Committee meets only during the academic year (Fall and Spring Semesters) and requests made on behalf of students by Major Professors typically will not be considered during the summer months. Students must plan ahead and anticipate these and other scheduling delays.

Third-semester reviews, prospectus reviews, comprehensive exams, and dissertation defenses are critical nodes in the student's ability to make adequate progress in the program. Each involves forms and/or Graduate School deadlines. Students are responsible for familiarizing themselves with the appropriate forms and deadlines. The deadlines for each semester are posted on the

Graduate School web site, as are many of the forms. Students should ensure that the appropriate forms are available whenever their Advisory Committee meets. The forms are available from the Academic Advisor.

Students should anticipate that documents submitted for consideration for the third-semester review, the prospectus review, the comprehensive exams, and the dissertation will be revised several times by the Major Professor and then by the Advisory Committee before being approved. A delay of at least two weeks should be anticipated between each re-submission in order to give faculty adequate time to give the documents the appropriate degree of consideration. When scheduling Committee meetings for the third-semester review, the prospectus review, the comprehensive exams, and the dissertation defense, students should allow time for these revisions and re-submissions. The Graduate School also has scheduling requirements that will further complicate meeting deadline requirements. Planning ahead is essential. By the same token, students should anticipate that committee members will return manuscripts with comments within two weeks of receipt.

ADVISORY COMMITTEE SELECTION

New graduate students will be assigned a temporary Major Professor for the Fall Semester based on the interests expressed in their admissions statements. Either the temporary Major Professor or the Graduate Coordinator may approve course schedules for the first Fall Semester. In some cases this provisional arrangement may be extended to the Spring Semester. Students must select their Major Professor by the end of the second semester, and thereafter will be advised by the Major Professor. A student's Major Professor must be from the faculty of the Department of Anthropology and a member of the University of Georgia's Graduate Faculty.

The selection of an Advisory Committee should be completed by the beginning of the third semester. Selection of the Advisory Committee is governed by the following conditions, though other Graduate School requirements may also apply.

1. The composition of a doctoral student's Advisory Committee is recommended by the Major Professor to the Graduate Coordinator for approval.
2. Each Advisory Committee should consist of at least three and no more than five committee members. The Department highly recommends at least four members and considers five to be optimal.
3. The Major Professor or any Co-Major Professor must be a faculty member in the Department of Anthropology. Committees with only three members may not have Co-Major Professors.
4. If the Advisory Committee is composed of three members, two of these members must be faculty in the Department of Anthropology.
5. If the Advisory Committee is composed of four or five members, three of these must be faculty in the Department of Anthropology.

6. A maximum of one committee member may be non-affiliated with the University of Georgia. In those instances, the Graduate Committee must approve a request from the Major Professor for the inclusion of that member and nomination for membership must be made to the Graduate Dean for Graduate School approval. The Major Professor should provide a cover letter justifying the request and a copy of the nominee's vitae.

Students should organize a meeting of their Advisory Committee at least once a year to discuss and revise the program of study and the time table for completing work.

ANNUAL EVALUATION

Graduate students are evaluated annually by the Graduate Committee for evidence of adequate progress through the program, satisfactory grades, and evidence of professional scholarship. If the student has held an assistantship of any type, their performance as an assistant will be included in this evaluation. Students will be notified of the outcome of this evaluation in writing. Copies of the letter will be placed in their permanent file and sent to their Major Professor. Deficiencies in one or more of these areas will be taken into consideration when assistantships and other departmental awards are made, particularly if deficiencies remain unresolved.

THIRD-SEMESTER REVIEW

During the third semester in residence, each student's Advisory Committee will conduct a formal, in-depth review of the student's progress as demonstrated in a portfolio. The portfolio will contain 1) course grades, 2) evidence of satisfactory progress through the program, 3) evaluations of assistantship performance when appropriate, 4) a Curriculum Vitae, 5) a program of study (including proposed fields of specialization), and 6) a professional-quality paper. The paper may be a review of literature identifying problems and issues in an area of inquiry, a prospectus, a paper written for and presented at a professional meeting, a published paper, or a Masters thesis. These materials must be circulated to the Advisory Committee at least two weeks prior to the scheduled committee meeting.

Students should inform the Academic Advisor of the scheduled meeting and ensure that they have the appropriate forms at the meeting. Students should also reserve a room for the third-semester review.

The purpose of the third-semester review is for the Advisory Committee to determine if the student should continue in the program. The Advisory Committee may recommend 1) that the student continues toward completion of the doctoral degree, 2) that the student pursues a terminal M.A. degree, or 3) that the student should not continue in the program. Students placed in a terminal M.A. degree program by their Advisory Committee must complete that degree. If they wish to continue in the Ph.D. program, they must make formal application for admission. The terminal M.A. degree is described later in this manual.

The Advisory Committee must certify in writing their approval of the outcome of the third-semester review with no more than one dissenting vote. The Major Professor's vote of approval

is required. Abstentions are not appropriate. When the overall vote is known, the student will be asked to return to the examination room to learn the results.

The Major Professor forwards the third-semester review portfolio and the Advisory Committee's assessment to the Graduate Coordinator. The results will be reviewed by the Graduate Committee to ensure that it meets the Department's standards and goals. The Graduate Coordinator has the authority to ask the student's Advisory Committee to reconsider its recommendation. A copy of the third-semester review portfolio becomes part of the student's permanent file.

PROGRAM OF STUDY

Students develop a program of study with the advice of their Major Professor after the Advisory Committee has been formed. The program of study is a detailed account of the coursework the student has or will complete for the Ph.D. degree. The program of study should be prepared as soon as possible to insure that coursework taken will satisfy the requirements necessary for graduation. A student's final program of study must be approved and signed by all members of the student's Advisory Committee as well as by the Graduate Coordinator. This is forwarded to the Graduate School for approval by the Dean.

DISSERTATION PROSPECTUS

Students should work closely with their Major Professor so that by the end of the second year a completed draft of the prospectus is approved. As stated in the *Graduate Bulletin*, "The dissertation should represent originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. Its conclusions must be logical, its literary form must be acceptable, and its contributions to knowledge should merit publication." The prospectus should be appropriate to topical and area specialties of the Department and reflect the focus of the Department on ecological-environmental anthropology. Once the prospectus is accepted by the Advisory Committee, it becomes an agreement between the student and the Committee and must be followed during the dissertation research and writing. It is to the student's advantage to have this agreement confirmed as early as possible in their graduate career.

The Major Professor and Advisory Committee will guide the student in the development of a prospectus and planning the dissertation. When the Major Professor certifies that the prospectus is satisfactory, it will be circulated to the Advisory Committee, members of which will likely suggest revisions. The student should allow two-week intervals for each round of revisions, with two weeks between the final revision and the formal oral presentation and meeting with the Advisory Committee required for the prospectus to be formally considered by the Advisory Committee.

Graduate students conducting independent research that involves human subjects must obtain an Institutional Review Board approval number before they proceed with any data collection. Information on the University's human subject's research policy is available at the Human Subjects Office website. The application for Approval of Research with Human Research

Participants (ARHRP) form and guidelines for completing it are available at the Human Subjects website <http://www.ovpr.uga.edu/hso/>.

Students should inform the Academic Advisor of the scheduled oral presentation and Advisory Committee meeting and ensure that they bring the appropriate forms to the meeting. It will also be necessary to reserve a room for the prospectus presentation and for the Committee meeting associated with it. Although the Advisory Committee may approve a student's proposal before an IRB approval number has been secured, the Department will not forward the admission to candidacy form to the Graduate School for final approval until the IRB approval number has been assigned and entered onto the front page of the prospectus. Students should submit the ARHRP form well before the date they plan to begin their research because approval can take several months.

The Advisory Committee should approve the written prospectus material before the student presents it orally but the approval form cannot be signed by the Committee until it is presented orally in a Department colloquium open to the University community. The prospectus must be approved by the Advisory Committee before the colloquium and then the Committee approves the oral presentation done at the colloquium. A student cannot be admitted to candidacy until the prospectus is both approved by the Advisory Committee and presented orally at a Department colloquium. After the oral presentation, the Advisory Committee assesses the student's performance and a vote of the Committee will be taken. Approval of the prospectus requires the agreement of the Advisory Committee with no more than one dissenting vote. The Major Professor vote of approval is required for the prospectus to be approved. An abstention is not appropriate. The approved prospectus and the appropriate form are filed with the Graduate Coordinator. Approval of the prospectus signifies that members of the Advisory Committee believe that it proposes a satisfactory research study. This formal consideration does not take the place of the comprehensive oral examination.

Students are expected to follow the prospectus during their subsequent research and while writing the dissertation. If, during the course of research, the Major Professor decides that major changes are needed in the prospectus, a new prospectus must be prepared and formally approved following the same procedure followed for the original prospectus.

WRITTEN AND ORAL COMPREHENSIVE EXAMINATIONS

Written and oral comprehensive examinations should be completed no later than the end of the third year of residence. Students must complete the required core courses before they take the comprehensive examinations. The written examination is taken prior the oral examination, with the oral examination being held no later than one month after successful completion of the written examination. The oral examination is publicly announced by the Graduate School; thus written notification of the time and place of the oral comprehensive examination must be sent to the Graduate School no later than two weeks before the examination is administered.

Notification is submitted by the Graduate Coordinator upon receipt of a written statement by the student's Major Professor providing the scheduling information. A student is not permitted to undertake full-time dissertation research or register for ANTH 9000 until both the written and oral comprehensive examinations are passed.

Written Comprehensive Examination

Students, in consultation with their Major Professor, will identify three fields of anthropological expertise over which they will be examined. The student will work closely with their Committee to insure that these areas reflect research interests of the student, advanced knowledge in the discipline, and the focus of the Department on ecological-environmental anthropology. Prior to the examination, the student will prepare draft bibliographies for each field as an indication of the student's preparation for the written examinations. The bibliographies should demonstrate breadth as well as depth of reading. Typically, students generate these bibliographies based on a combination of independent reading, readings assigned through their coursework, and amendments suggested by the Major Professor and Advisory Committee. The structure the student provides in the bibliographies helps the Advisory Committee organize the written comprehensive examinations.

The final bibliography must be approved by the Committee and is the basis for the examination. Copies of these bibliographies will be submitted to the Graduate Coordinator and kept in a file by the Academic Advisor. All Ph.D. students in the Department will have access to these archived bibliographies. Students should ensure that the Advisory Committee members have at least two weeks to review the proposed bibliographies and two weeks for each subsequent revision.

The examination should not be scheduled until the final bibliographies are approved.

The Major Professor will solicit questions from the student's Advisory Committee and assemble the questions to constitute each subset of the exam. At least one question from each committee member will be incorporated into the examination. Normally, the exam will be administered over three consecutive days, one field of specialization per day, with a time limit of four hours per area/day. No additional material may be taken to the examination except, in the case of international students, a foreign language/English dictionary.

Upon completion of the exam, the Academic Advisor will distribute to the Advisory Committee copies of the student's answers for all questions. Committee members will grade all questions for which they have sufficient expertise. The Major Professor should insure that each question is graded by at least two committee members. Grades for each question will then be distributed to all Committee members who will vote whether the overall performance is a pass or fail. Approval of the written comprehensive examination requires the agreement of the Advisory Committee with no more than one dissenting vote. The Major Professor vote of approval is required for the written comprehensive examination to be approved. An abstention is not appropriate. Results will be given to the student no later than two weeks after the written examination is administered.

Oral Comprehensive Examination

The oral comprehensive examination is not administered unless the written comprehensive examination has been passed and is administered within one month after the written

examination. The oral examination is announced by the Graduate School and is open to all members of the faculty. All Committee members are expected to be present at the oral examination. If a Committee member cannot attend, Graduate School options should be followed.

Students should discuss the schedule of the oral comprehensive examination with the Academic Advisor to ensure that they bring the appropriate forms to the examination and to reserve a room for the oral examination as well as for the Committee meeting which follows the oral examination.

The oral comprehensive examination is an inclusive examination over the student's fields of specialization. Examination over the student's prospectus is not part of this exam. Other than this requirement, the content of the examination is unrestricted and determined by questions posed by the Advisory Committee members and other faculty present.

When no further questions are deemed necessary by the Major Professor, the student and non-committee faculty members will leave the room while the Advisory Committee continues to assess the student's performance. Approval of the examination results requires the agreement of the Advisory Committee with no more than one dissenting vote as evidenced by their signing an appropriate form which is filed with the Graduate Coordinator. The Major Professor vote of approval is required for the exams to be approved. An abstention is not appropriate. When the overall vote is known, the student will be asked to return to the examination room to learn the results.

Comprehensive Exam Retake Policy

If the student receives more than one dissenting vote for either comprehensive examination, the Advisory Committee will then vote as to whether the student is permitted to retake the examination. A majority positive vote of the Committee is required to approve a retake. If the vote is in favor of a retake, the Committee will determine the form and time of the retake and inform the student in writing. The requirement of the Graduate School for announcement of the oral retake must be met. If the student fails to receive a vote of "pass" on the retake by a clear majority of the Committee members, the student is dismissed from the Ph.D. program. No further retakes are permitted.

ADMISSION TO CANDIDACY

After prospectus and the oral presentation are approved, the comprehensive exams are passed, and other academic requirements meet (e.g., foreign language requirement, IRB approval number obtained, etc.) students submit the Admission to Candidacy form to the Graduate Coordinator who forwards it to the Graduate School. The Admission to Candidacy form is normally taken to the oral comprehensive examination and signed by the Major Professor at that time. The Department research clearance form should be completed and signed at the same time.

Students should verify the Graduate School deadlines for submission of the Admission to Candidacy form in relation to their anticipated graduation date.

After admission to candidacy, students must register for at least one additional semester and a minimum of ten hours of dissertation or other appropriate credit (ANTH 9000 and 9300). Students must register for a minimum of three hours every semester they use university facilities or staff time and must be registered for the semester in which they graduate.

THE DISSERTATION

Dissertation Style

Dissertations may be written in one of two styles. A complete account of the two styles can be accessed through the Graduate School web page. The decision as to whether a given dissertation is to be of the traditional style or the journal article-manuscript style is at the discretion of the student's Major Professor. This decision should be made before the student begins writing, preferably when the prospectus is approved. The Major Professor should report to the Graduate Coordinator the style to be used by each student.

The traditional style is the default format in which the dissertation is written as a continuous document compartmentalized into chapters. The traditional style contains chapters on literature review, research methods, results, and a concluding chapter, among others.

The second style is the journal article-manuscript style. The journal style permits the inclusion of two or more manuscripts submitted, or to be submitted, to scholarly journals. Each of the journal manuscripts is expected to blend appropriately with the other chapters of the dissertation, and the journal-style dissertation also must contain chapters that constitute an introduction, a literature review, and a concluding chapter, as in the traditional style.

Students should refer to the *Graduate School Bulletin* and *Thesis and Dissertations: Student Guide to Preparation and Processing* for regulations and deadlines for the electronic format check and the submission of the final, correct version of the dissertation.

One hard-bound copy of the dissertation must be deposited with the Department and will be displayed in the Academic Advisor's office.

Before the Department will forward the defense approval form to the Graduate School, students must provide evidence that arrangements have been made to ensure that the Department receives the hard-bound copy of the dissertation. This evidence typically will take the form of a receipt showing that the costs of photocopying and binding have been paid and that arrangements have been made to have the copy delivered to the Department in a timely fashion.

Review of the Dissertation and Oral Defense

Scheduling the review of the dissertation and the oral defense is often difficult for students because they fail to take into account Graduate School scheduling requirements and the time necessary for the Advisory Committee to evaluate multiple drafts of their dissertation. Careful attention to details will ensure that students graduate when they think they should. Failure to allow sufficient time for reviews and revisions prior to the Graduate School's deadlines will result in graduation being delayed until a subsequent semester.

Students are expected to work closely with their Major Professor while writing the dissertation. Students will provide their Major Professor with a complete draft of the dissertation no later than the first day of class of the semester in which graduation is anticipated. Students should plan for several rounds of revisions by the Major Professor. Once the Major Professor has approved a draft of the dissertation for distribution, the student will distribute copies to the Advisory Committee for comments and revisions. Students should allow for the Major Professor and Committee to have at least two weeks for each stage in the review process. Students must have the final dissertation check completed one month before the Graduate School deadline for each semester.

Written assent of a clear majority of the Advisory Committee members (other than the Major Professor) is required before a dissertation is deemed ready for the final, oral defense. The oral defense should not be scheduled until such time as the Advisory Committee finds the dissertation ready for the defense.

Once the Advisory Committee judges the dissertation to be ready for the defense, the Major Professor schedules the oral presentation and defense of the dissertation by notifying the Graduate Coordinator, who notifies the Graduate School of the proposed date. The Graduate School requires at least two weeks notice prior to the defense date. Furthermore, the defense must be scheduled four weeks before graduation during the academic year and three weeks prior to graduation during the summer semester. The Graduate School announces the time and place of the defense of the dissertation to the University community.

The defense of the dissertation will be chaired by the Major Professor and attended by all members of the Advisory Committee simultaneously for the entire examination period. If a Committee member cannot attend, Graduate School options should be followed. The defense begins with students presenting the results of the dissertation research at a Department colloquium immediately prior to the oral defense. The colloquium is open to all faculty and students. After a period of public questions, non-committee faculty members will leave the room while the Advisory Committee assesses the student's performance with the student present. Subsequently the student is asked to leave the room and the Advisory Committee continues its deliberation. The Advisory Committee must approve the student's dissertation and defense with no more than one dissenting vote and must certify their approval in writing. The Major Professor's vote of approval is required. Abstentions are not appropriate. When the overall vote is known, the student will be asked to return to the examination room to learn the results.

Results of the dissertation defense must be delivered to the Graduate School prior to the deadline listed on the Grad School website, approximately two weeks before graduation.

FINANCIAL ASSISTANCE

Each year the Department awards departmental graduate assistantships to qualified students. Awards are competitive and based on academic performance, assistantship evaluations (if appropriate), progress in the degree program, potential as a professional in the field, the needs of the Department and the number of semesters of funding the student has already received. Preference will be given to students who demonstrate performance in these areas that is truly exceptional, exhibiting such quality and accomplishments as are rarely seen. Students who have not resolved deficiencies identified during the annual evaluation will be unlikely to receive financial assistance.

Assistantships are for a maximum of one academic year (ten months), but they can be renewed twice depending upon the results of the annual evaluation. Generally, teaching assistantships are awarded only to students who have had less than three years (six semesters) of assistantship support and less than five years (11 semesters) of any type of UGA assistantship funding (Graduate School assistantships, Department research assistantships, Department teaching assistantships, and dissertation-writing assistantships).

The work assignment for Departmental assistantships is normally 13 hours per week (one-third time) and 16 hours per week for Graduate School Assistantships. Duties are assigned to graduate assistants by the Graduate Coordinator in consultation with the Department Head. Duties usually begin the day before classes start and end when grades are turned in.

Students with Departmental assistantships are normally assigned to Anthropology 1102 or to upper division courses with large enrollments. Specific duties are assigned by the instructor in charge of the course. Students may not be assigned classroom teaching duties (i.e., presenting lectures, leading class discussions, or directing laboratory sections) unless they have taken GRSC 7770 or its equivalent. Students should consult the Graduate School web site for information on GRSC 7770.

Students with Graduate School Assistantships are assigned to a faculty member to work on Departmental projects or to assist the faculty member in his or her teaching or research. Typically the student will be assigned to the faculty member who is or is likely to be their Major Professor. Graduate School Assistants may not be used as classroom instructors without approval of the Graduate Dean.

Departmental research assistantships are arranged with individual faculty and they are funded by faculty research grants and contracts. Duties for students with research assistantships are assigned by the faculty member in charge of the grant or contract.

Students who have been awarded a Departmental assistantship must resign their assistantship for semesters that they are absent from the University. Students with assistantships who have to be away from campus for brief periods (a few days) must make satisfactory arrangements to make up the work hours they will miss. Graduate students contemplating an absence from campus should consult with the faculty member supervising their work well in advance of the absence.

All students on a one-third time assistantship are exempt from out-of-state tuition. Applications for Departmental assistantships are considered once a year. Assistantship holders in any given year must apply for each subsequent year. Assistantships are not automatically carried forward to other years except for the Graduate School Assistantships.

All students can apply for Departmental assistantships, no matter how many years of funding they have already received. Applicants will be divided into two pools for the purpose of evaluation: one pool (Category 1) contains those students who have received Departmental assistantships for less than six semesters or less than eleven semesters of support in the case of students previously holding a Graduate School Assistantship; and a second pool (Category 2) contains those applicants whose financial assistance exceeds these limits. The Graduate Committee will rank the applicants in each pool separately. Those applicants receiving the highest average ranking in the first pool will be given highest priority in the awarding of Departmental assistantships. Those applicants in Category 1 who do not receive assistantships at the time of the evaluation and applicants in Category 2 will be eligible for assistantships as they become available at a later date. These later awards will be made according to the rank order of applicants in Category 1 followed by those in Category 2.

Students who do not have a Departmental assistantship and who are not residents of Georgia may apply for a Regents' Out-of-State Tuition Waiver. Application for the waiver is to the Graduate School, through the Department. Information on the procedures and deadline are available from the Academic Advisor. Generally, the Graduate School limits the number of students the Department can nominate each year. Applicants must have 1100 GRE scores and a 3.5 graduate average or a 3.3 undergraduate average.

Other forms of support and honors are available to students in the program. These include the Department Excellence in Teaching Award, the Office of Instructional Support and Development Outstanding Teaching Assistant Award, the Graduate School Dean's Award in the Arts and Humanities, and the Graduate School Dissertation Completion Award, among others. These awards are competitive. The application process, deadlines, and requirements for each are announced during the academic year.

TRAVEL FUNDS

The Graduate School makes available a limited amount of travel money for students presenting papers at regional or national meetings each year. Students should contact the Academic Advisor regarding application procedures and deadlines for submitting application.

PUBLISHING

In undergraduate work, grades are the primary measure of a student's performance. In the graduate program, excellent grades are only the starting point. Graduate students transition from being good students to being professional anthropologists. Therefore, besides attending classes regularly, completing assignments on time, having a good assistantship work record, and

maintaining a good grade point average, students move from being consumers to producers of original research. As early as possible, students are expected to present papers at professional meetings and submit articles for publication. They will find that many of the awards and honors available to them later in their graduate training will request evidence of professional scholarship demonstrated by presentations and publications.

TERMINAL MA DEGREE

Students may be placed in a terminal M.A. degree track by their Advisory Committee following their third-semester review. Students who choose to terminate their participation in the graduate program with an M.A. degree must petition the Graduate Coordinator for permission to change to the M.A. by the end of their second semester of residency. Permission to make this change will be granted only under exceptional circumstances. Students who voluntarily change to a terminal M.A. degree and subsequently decide to pursue the Ph.D. within the Department must complete a formal application for admission to the Ph.D. program. Their application will be evaluated in the Spring Semester along with the applications of external students seeking admission to the program.

Students working toward a terminal M.A. degree are not eligible to receive a Departmental assistantship following their transfer to that degree program.

The Advisory Committee should consist of the Major Professor and two other members following the same membership rules that apply to the Doctoral Committee.

All M.A. students must complete the two first-year core courses (Foundations of Ecological Anthropology, History of Anthropological Theory) and all other requirements of the Graduate School for a Master's degree, including a minimum of 30 hours of approved course work (with 12 hours open only to graduate students) and a foreign language.

Students must submit a formal thesis proposal for approval by the Advisory Committee before beginning work on the thesis. The proposal should focus on one or more of the topical and area specialties of the Department. Once the proposal has been accepted by the Advisory Committee, it becomes an agreement between the student and the Committee and must be followed in the writing of the thesis. M. A. students conducting independent research that involves human subjects must obtain an Institutional Review Board approval number before their proposal will be accepted and they can proceed with their research.

A final examination on both the program of study and the thesis is required of all Master of Arts and Master of Science candidates. It is not required that the thesis proposal or the thesis itself be presented orally in a public or departmental symposium.

DISMISSAL DUE TO ACADEMIC PERFORMANCE

Students may be dismissed by the Department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow policies and procedures adopted by the Department. The Graduate School's designation of "insufficient academic progress" may be deemed applicable in the following situations:

1. A student who does not pass the Department's required courses with a grade of "3.0" or better, with one retake permitted will be automatically and immediately dismissed from the program. Students may also be placed on academic probation or dismissed from the program if their cumulative grade point average fails to meet academic standards as described by the Graduate School. The cumulative grade point average is calculated following Graduate School criteria.
2. If the student's Advisory Committee, after completion of the stipulated third-semester review, or at any subsequent time, determines that the student has not made acceptable progress in the program, the Committee may recommend to the Graduate Coordinator that the student be dismissed from the program. The Graduate Coordinator, in consultation with the Graduate Committee, will review the recommendation of the Advisory Committee and will make final determination of dismissal and inform the student of the decision. The Graduate Committee has the authority to ask the Advisory Committee to reconsider their judgment.
3. If a student does not satisfactorily meet the Departmental deadlines for completion of their degree requirements (e.g., formation of Advisory Committee, third-year review, program of study, research prospectus, comprehensive exams, submission of thesis or dissertation drafts, etc.), as outlined in the attached timetable, this may constitute insufficient progress and warrant dismissal. Such dismissals may be carried out by the student's Advisory Committee (as outlined in #2 above), or by the Graduate Coordinator after a vote by the Graduate Committee.

APPEALS AND PETITIONS FOR EXEMPTIONS

University of Georgia students have the right to appeal academic decisions, including issues pertaining to their Major Professor and Advisory Committee. Unless the complaint involves the Graduate Coordinator, the appeal will go first to the Graduate Coordinator, who will take the matter before the Graduate Committee. Should there be members of the Graduate Committee who also serve as the student's Major Professor or on the student's Advisory Committee; these Graduate Committee members will be temporarily replaced on the Graduate Committee by other members of the Graduate faculty appointed by the Department Head.

An unfavorable ruling at one level can be appealed to the successive levels (viz. an Advisory Committee ruling can be appealed to the Graduate Committee, which can be appealed to the Department Head). Departmental decisions may be appealed to the Graduate School following their guidelines. For information regarding appeals to the Graduate School, students are referred to http://www.gradsch.uga.edu/Bulletin/Bulletin_Academic_Regulations.html#appeals. Appeals related to sexual discrimination and harassment should follow University policies and procedures specifically related to such issues.

Petition Procedure

Students who wish to petition for an exemption to Graduate School policies should discuss the request with their Major Professors. After reviewing the student's request, the Major Professor should address a letter to the Graduate Coordinator stating the nature of the request and setting forth reasons why the petition should be granted or denied. The Graduate Coordinator and the Graduate Committee will review the request and make a recommendation to the Department Head. If the decision is made to support the petition, the Graduate Coordinator and the Department Head will indicate their concurrence by co-signing an additional letter of recommendation which will accompany the Major Professor's letter of support. These documents will be forwarded to the Graduate School for consideration.

A request for an extension of time must be accompanied by an Advisory Committee form, when appropriate, and by a proposed program of study if one is not already on file in the Graduate School.

If the student's Major Professor will not forward the request to the Graduate Coordinator, the student may appeal directly to the Graduate Coordinator, in writing, stating the nature of the request and setting forth reasons why the petition should be granted. The student's petition will be considered following the same procedures outlined above. The Graduate Coordinator will generally seek written information from the Major Professor as to why the petition was not supported.

A student may also appeal other decisions made within the Department pertaining to decisions related to their graduate studies; such as decisions regarding assistantships, awards, and grants. In these cases, the appeal should be addressed to the Graduate Coordinator for consideration by the Graduate Committee. Decisions made by the Graduate Committee would be appealed to the Department Head, who will appoint an *ad hoc* committee consisting of three faculty members to consider the appeal. Decisions made at this level may be appealed to the Graduate School following Graduate School procedures. Should the student request a formal hearing, this will follow the format established by the Graduate School for appeals submitted to that level.

ACADEMIC DISHONESTY AND ETHICAL VIOLATIONS

Students should familiarize themselves with the codes of conduct that prevail within the University, within Anthropology, and in their area of specialization for responsible conduct of their academic activities and research. Students may be disciplined, which may include dismissal, for academic dishonesty and violations of ethical principles. The standards for academic honesty are defined by the University of Georgia's policy on academic honesty. Ethical principles concerning research, responsibility to the public, and to the anthropological discipline are defined by the major professional organizations in Anthropology (e.g., American Anthropological Association [AAA], the Society for American Archaeology [SAA], the American Association of Physical Anthropologists [AAPA]). Students should also conform to the Vice President for Research's statement on Responsible Conduct in Research and Scholarship (<http://www.ovpr.uga.edu/legal/index.html>). In those cases where the Department's procedures

as outlined below are different from University policies and procedures, University policies and procedures will be followed.

In the case of academic dishonesty, as defined by the University of Georgia, a faculty member who discovers a possible violation should immediately report the matter to the Office of the Vice President for Instruction following University procedures. In order to maintain confidentiality in such matters, only the Department Head should be alerted to the possibility that a violation has occurred but no further information should be shared. The Department will take no action until such time as the Vice President's office concludes its review, providing copies of the decision to the student and to the reporting faculty member.

Students should join the lead professional organizations in their discipline upon beginning their graduate studies. By virtue of affiliation with the University of Georgia and membership in organizations such as AAA, SAA, and AAPA students agree to be held to professional standards stipulated by those organizations in their codes of conduct. Violations of the professional codes of conduct will require action on the part of the Department. In the case of a possible ethical violation not covered by the University procedures, the Department Head will appoint an *ad hoc* committee of three faculty members to consider the matter. This Committee, after collecting all pertinent evidence, summarizes the evidence in a written report to the Department Head and recommends appropriate action, which may include such disciplinary steps as dismissal from the program. The report should be submitted to the Department Head within 14 calendar days following formation of the Committee. If the Department Head concurs with the recommendation of the Committee, that recommendation is conveyed in writing to the student by the Graduate Coordinator.

Throughout the evaluation process, the University's procedures regarding assignments, projects, other work, and grades will apply.

Appeal of Dismissal

A student may appeal a departmental decision by sending a written request for reconsideration to the Graduate Coordinator. The written request must specify, in unambiguous terms, the reasons for appealing the dismissal. This written request must be received by the Graduate Coordinator no later than seven calendar days after either the automatic dismissal or the date of the Graduate Coordinator's letter of dismissal. The Graduate Coordinator then requests that the Department Head appoint a committee to hear the appeal. The Department Head will propose a slate of five members of the graduate faculty; the student will then be permitted to strike two names from the slate, leaving a committee of three members. The committee will review the case, including written or oral input from the student, and make a recommendation to the Department Head within 14 calendar days of the date on which the Committee was appointed. The Department Head will then inform the student of the committee's decision in writing.

Students who have unsuccessfully appealed at the Department level may then appeal to the Dean of the Graduate School, following procedures stipulated by the Graduate School.

AMENDMENTS TO GRADUATE STUDENT HANDBOOK

Amendments to the Department of Anthropology's Graduate Student Handbook may be proposed by any student but changes to this document may only be made by vote of the faculty. The only exception would be instances where Graduate School policies and procedures conflict with those of the Department. Changes in departmental procedures stimulated by Graduate School changes will be automatic. To be considered, the proposed amendment must conform to other University policies and procedures and be submitted to the Graduate Coordinator in writing. The Graduate Committee will decide whether to draft a motion for consideration by the faculty. If the Graduate Committee declines to introduce a motion, the person sponsoring the amendment may appeal to the Department Head.

SUGGESTED TIME LINE FOR COMPLETING DOCTORAL REQUIREMENTS

This time line is more or less the standard one. Students who enter the program with an M.A. in Anthropology may be able to finish one or two semesters sooner. Students who have difficulty receiving dissertation funding may require an additional one or two semesters.

1ST Year:

Fall: Take Core Courses ANTH 6490 and 6520

Spring: Take Core courses ANTH 8400 and 8420

Select Major Professor and Advisory Committee

Be thinking about a dissertation project

Prepare a professional paper for the 3rd semester review

2nd Year:

Fall: Complete the first level of Collaborative IRB Training Initiative (CITI Course)

Select three areas of specialization
Take courses in areas of specialization
Complete 3rd semester review

Spring: Take courses in areas of specialization
Begin work on a prospectus
Begin work on applications for dissertation research funds

3rd Year:

Fall: Complete required courses
Apply for research funds to support dissertation research
Prepare first draft of prospectus
Prepare for comprehensive exams in fields of specialization

Spring: Complete courses toward areas of specialization
Oral presentation of prospectus
Take comprehensive exams (written and oral)
Prepare for dissertation field research (if funded)
Revise applications for dissertation research support (if not funded)

4th Year:

Fall: Begin dissertation research (if funded and admitted to candidacy)
Re-apply for dissertation support (if not funded)
Consider designing a back-up dissertation project (if not funded)

Spring: Continue dissertation research

5th Year:

Fall: Finish the first draft of the dissertation

Spring: Revise and defend dissertation

Graduate!