Department of Anthropology
Graduate Student Handbook

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Introduction to the Graduate Student Handbook

This handbook is a guide for graduate students in the Department of Anthropology at UT Austin. It describes the regulations of the graduate program in Anthropology, the procedures that students are expected to follow, and the standards required for continuation in the program. It should be noted that these are the department's regulations, procedures, and standards, and that although this statement also describes many of the most important of the University and Graduate School's regulations, it does not include all of them. All students should also familiarize themselves with those regulations as set out in General Information, the Graduate School Catalog, and the Graduate School Web site. (http://www.utexas.edu/ogs).

The Graduate School is run by the Office of Graduate Studies, which is headed by the Vice Provost of the University and the Dean of Graduate Studies. The Graduate School includes numerous Graduate Studies Committees (GSCs) representing different departments and programs. The Department of Anthropology has two Graduate Studies Committees (GSCs). One GSC represents the entire department (all four subfields) and a second GSC represents the subfield of sociocultural and focuses on issues of graduate education related particularly to that subfield.

Summary of the graduate program and program milestones

The Department of Anthropology’s GSC (Graduate Studies Committee) is composed of all faculty members in the department. It is represented by a steering committee known as the GSSC (Graduate Studies Steering Committee) which is chaired by an elected member of the faculty.

The Graduate Advisor (faculty) and the Graduate Coordinator (staff) will be your primary sources of information about and interaction with the graduate program. In addition, the Chair of Anthropology’s Graduate Studies Committee (GSC) and the Associate Chair of the Department are active in day-to-day operations of the graduate program.

The Department of Anthropology accepts students with either undergraduate or graduate degrees into the Ph.D. program. Those joining the program with only an undergraduate degree are required to complete a Master’s degree as part of their Ph.D. training. Regardless of prior degree, all students are expected to defend their dissertation within six years (as required by the University of Texas). In addition to the requirements listed below, which outline the progressive steps through the program, students are required to maintain ‘Good’ academic standing throughout the program. This means maintaining an average GPA of 3.0 or better as well as making adequate progress to degree as outlined in sections V.4 and V.10. Failure to maintain 'Good' standing may result in academic probation (detailed in section V.10).
M.A. Stream (you enter into Anthropology with only an undergraduate degree in hand)

Upon entering the program, you are considered an M.A. Student. You are required to take coursework and are expected to write and defend either an M.A. Thesis or M.A. Report by the end of your second year in the program. Upon successful completion of your M.A. you must apply to enter the Ph.D. program. The department does not accept students who seek only an M.A. into our graduate program.

Upon entering the Ph.D. program, you are considered a Ph.D. Student. Additional graduate coursework should be completed in your third year. Upon completion of required course work you must pass your Qualifying Exams* and Prospectus Defense. At this point you submit an application to become a Ph.D. Candidate. Once you are in candidacy (also known as ABD, or “All But Dissertation”), you will complete your research, write your dissertation and defend it before being awarded a Ph.D.

Ph.D. Stream (you enter into Anthropology with a graduate degree in Anthropology or a related field already in hand).

Upon entering the program, you are considered a Ph.D. Student. The first year or two are typically taken up by coursework. Upon completion of required course work you must pass your Qualifying Exams* and Prospectus Defense. At this point you submit an application to become a Ph.D. Candidate. Once you are in candidacy (also known as ABD-All But Dissertation) you will complete your research, write your dissertation defend it before being awarded a Ph.D.

I. RESPONSIBILITIES OF DEPARTMENTAL AND UNIVERSITY STAFF

The legislative body of the Graduate School is the Graduate Assembly, which is an elected group of faculty from across the University. The Vice Provost and Dean of the Graduate School, along with the Graduate Assembly, are responsible for overall policy and maintaining the quality of graduate work at the University.

The conduct of graduate work at The University of Texas at Austin is the responsibility of Graduate Studies Committees under the administration of the Dean of Graduate Studies. The Graduate Studies Committee (GSC) of the Department of Anthropology is composed of all assistant, associate, and full professors who actively participate in the department's graduate program. This includes all faculty who hold at least 50% appointments in the Department, plus a number of faculty from other departments on campus who hold courtesy appointments in Anthropology. The Anthropology GSC sets policy and supervises the department's graduate program for all students. It is responsible, among other things, for supervising graduate course offerings, recommending admission of students to the master's and doctoral program, setting requirements for degrees, selecting or nominating students for awards and assistantships, establishing standards for continuation in the program, and reviewing student progress. Since our faculty is very large, many of the

* Alternatively also called Candidacy or Comprehensive Exams
responsibilities of the GSC are delegated to the Department’s Graduate Studies Steering Committee (GSSC), which is composed of a subset of faculty from across all subfields of the Department.

The GSSC is responsible for, among other things:

1. deliberating and making decisions about nominations and awards for certain graduate fellowships and funding opportunities (e.g., Departmental, College, and University-wide funding competitions)
2. making recommendations about allocations of graduate support money among, for example, recruitment versus dissertation writing support, and
3. approving formal admittance to the Ph.D. program.

Additionally, a subcommittee of members of the GSSC is responsible for allocating teaching assistantships for the department. This subcommittee is chaired by the Associate Chair and includes the Department's Graduate Advisor and Graduate Coordinator, plus several additional faculty. The subcommittee consists of at least one representative from each of the four subfields. The GSSC (with considerable feedback from individual faculty supervisors) also deliberates and makes recommendations about other student issues that may arise from time to time, e.g., recommending the termination of a student’s program upon finding that the student is not making satisfactory progress. Finally, any revisions or additions to degree plan requirements or to our program's degree milestones go first through the GSSC for discussion before being deliberated by the whole Graduate Studies Committee. The general idea is that the GSSC represents the larger GSC on decisions involving individual students and also brings recommendations involving policy to the whole GSC.

Student input into departmental policies and procedures is provided by student-determined representatives who are invited to attend regular meetings of the Department of Anthropology’s Expanded Budget Council (EBC) and the Anthropology Graduate Studies Steering Committee (GSSC).

The Graduate Adviser is a faculty member who serves as the administrative link between the department and the Office of Graduate Studies. The Graduate Advisor’s responsibilities include administering registration, student evaluations, and monitoring students’ progress through the program. The Associate Chair oversees graduate and undergraduate programs, including course planning, and addresses students concerns. The Graduate Coordinator is a staff member who assists the Graduate Adviser, Associate Chair, and GSC Chairs with administrative matters, maintains student records, and can answer many student queries.
II. ADVISING

A faculty supervisor is assigned to each student upon admission to the program. This initial assignment is provisional, and its continuation is subject to the approval of both parties. A student must always have a faculty supervisor who is a member of the GSC and has a 50% or greater appointment in the Department. Students can freely change supervisors, provided that the newly proposed supervisor is willing and the former adviser is informed of the change. Students must report all changes of supervisor to the Graduate Coordinator and Graduate Adviser.

Students should plan their program of studies in consultation with their faculty supervisor. Students in the first two years of the program are required to submit advising/registration forms. Forms must be approved and signed by the student’s faculty supervisor and the Graduate Adviser. Students should get their proposed coursework approved by their faculty supervisor before seeking the Graduate Advisor's signature. Students who have not already obtained their supervisor’s approval of their program should not expect the Graduate Adviser to sign their registration forms. Since faculty members are not always on campus at the time of registration, students should complete the department's registration form, and have it signed by their supervisor, during the previous period of pre-registration.

Students must maintain close communication with their faculty supervisor at every stage of their graduate study if they are to remain in good standing. The supervisor should be involved in all major decisions regarding a student's graduate work.

III. REQUIREMENTS FOR THE M.A. DEGREE

The Masters of Anthropology degree is awarded as a stepping-stone to a Ph.D. degree in Anthropology. To be accepted into the Anthropology graduate program, a student must be interested in continuing on to a doctoral degree. The department does not admit students into a terminal M.A. degree. See: http://liberalarts.utexas.edu/anthropology/graduate/Master-of-Arts.php

III.1. Degree Requirements

The Program of Work for the M.A. degree in Anthropology is offered in two options: with a thesis or with a report. The thesis option requires 30 semester hours of coursework; the report option requires 33. Both options require students to complete the following: 6 semester hours of core graduate-level coursework in Anthropology; a minimum of 12 additional semester hours of graduate-level coursework in Anthropology; a minimum of 6 semester hours of coursework commonly taken as a minor outside the Department of Anthropology; and either a dedicated report or thesis course.

Master's Degree with Thesis: Students choosing to complete their M.A. degree under this option will normally have a Program of Work structured as follows:

- 6 hours of Anthropology core courses
- 12 hours of additional graduate-level course work in Anthropology
- 6 hours of supporting graduate-level work (minor)
- 6 hours of thesis coursework (ANT 698A and ANT 698B)

- 30 hours total

**Master's Degree with Report:** Students choosing to complete their M.A. degree under this option will normally have a Program of Work structured as follows:

- 6 hours of anthropology core courses
- 12 hours of additional graduate-level course work in Anthropology
- 6 hours of supporting graduate-level work (minor)
- 6 hours of other graduate-level courses (can be in Anthropology or in other areas)
- 3 hours master's report coursework (ANT 398R)

- 33 hours total

Up to a maximum of 9 semester hours of upper-division undergraduate coursework may be included in the Program of Work for the M.A. degree, and no more than six of these hours may be in the major area (Anthropology). The curriculum in Anthropology is designed to allow for considerable flexibility in the organization of individual program. Students should work with their individual faculty supervisor and the Graduate Adviser in tailoring their program of study to their individual needs and interests.

**III.2. Core Course Requirement**

Each student in the M.A. program must complete at least two departmental core courses (6 hours), at least one of which must be in the student's primary sub-discipline. Subfields may also require additional core courses to be taken. Core courses may not be taken on a Credit/No Credit basis, and students must receive a grade of B or better in a core course for it to count towards completion of degree requirements. Most core courses serve as introductions to advanced topics of study, and students are urged to complete their core course requirements as early as possible in their program. The selection of core courses should be made in consultation with the student's faculty supervisor.

The Department tries to offer the following core courses regularly:

- Introduction to Graduate Archaeology
- Introduction to Cultural Forms
- Introduction to Graduate Linguistic Anthropology
- Introduction to Primate Morphology and Evolution
- Introduction to Primate Behavior, Genetics, and Variation
- Introduction to Graduate Social Anthropology
- Women’s and Gender Studies
- Diaspora Studies
III.3. Additional Subfield-Specific Requirements

Subfields have the following requirements:

**Linguistic Anthropology** students must take *Introduction to Graduate Linguistic Anthropology* (recommended for Spring of first year). We also recommend taking *Introduction to Graduate Social Anthropology* in the second year of one’s program.

**Sociocultural Anthropology** students must complete *Introduction to Graduate Social Anthropology* and *Introduction to Cultural Forms*.

**Biological Anthropology** students must take *Introduction to Primate Morphology and Evolution* and *Introduction to Primate Behavior, Genetics, and Variation*.

**Archaeology** students must take *Introduction to Graduate Archaeology*.

III.4. Supporting Work

We require a minimum of six (6) hours in a supporting subject or subjects outside the department of Anthropology. Courses taught by anthropology faculty members that are cross-listed with other departments do not count as supporting work. Generally, language acquisition and professional development courses will not count toward the requirement. Determination of which courses may count toward the supporting work requirement is at the discretion of the student’s supervisor.

III.5. Conference Courses

Master's students may only count two conference courses in the Program of Work for the M.A. degree. It is strongly recommended that Master’s students take no more than one conference course per semester.

III.6. Research with Human Participants/ Animal Research

All Master’s students who propose to conduct research involving human subjects must submit a research proposal to the Faculty Institutional Review Board (IRB) Representative. The proposal will be forwarded to the Institutional Review Board (IRB) of the University. This must be done prior to the fieldwork, including preliminary or exploratory research. Failure to comply with this requirement may result in denial of degree. See: [https://research.utexas.edu/ors/human-subjects/](https://research.utexas.edu/ors/human-subjects/)

Graduate student research involving the use of live animals must be approved by UT Austin’s Institutional Animal Care and Use Committee. See: [https://research.utexas.edu/ors/animal-research/](https://research.utexas.edu/ors/animal-research/)
Graduate students research requiring travel to restricted regions must be approved by the International Oversight Committee. See: https://world.utexas.edu/risk/policies/restricted-regions

These are critical, obligatory steps for completing research. Please be aware that these approval processes can take up to several weeks for final review.

III.7. Transfer of Credit

A maximum of six (6) semester hours of graduate-level coursework in which the grade is A or B may be transferred from another institution. Courses may not have been used toward any other degree. Students wishing to transfer credit should petition the Graduate Studies Steering Committee and should include evidence of their supervisor's support in their petition. If the GSSC approves the request, the department will recommend to the Graduate Dean that credit be transferred. Students are responsible for obtaining all official documentation required by the Graduate Dean for such a petition. See: https://gradschool.utexas.edu/academics/policies/transfer-credit

III.8. Minimum Grade Point Average

Students are required to maintain at least a 3.0 grade point average in all upper-division and graduate coursework (this includes courses in supporting work) to remain in good-standing. Failure to meet this requirement will result in a 'Warning Status.'

III.9. Supervising Committee and the M.A. Thesis/Report Option

The supervising committee for a student's M.A. thesis or report consists of the student's faculty supervisor and a second member, both of whom are normally members of a Graduate Studies Committee. The supervisor must be a member of the GSC and have a 50% or greater appointment in the Department. In some cases, a third member may be included on the committee.

The choice between the master's thesis and master's report should be made in consultation with the supervising committee. The Graduate Catalog distinguishes the report from the thesis on the basis of the nature of the research, but a variety of other factors may also affect the choice, including sub-discipline, career plans, publication plans, and coursework requirements.

III.10. Filing for the Degree

Students should contact the Graduate Coordinator during the first week of the semester in which they expect to receive their M.A. degree. The Graduate Coordinator will advise them of relevant deadlines, some of which are early in the semester, and other related items. Students should discuss these deadlines with the members of their supervising committee, who may impose additional deadlines for the submission of drafts.
and revisions. Students are strongly urged to deliver the final copy of their thesis or report to their supervisor and committee several weeks prior to the college deadline.

III.11. Time Limit for Completion of the Degree
All requirements for the M.A. degree must be completed by the end of the second year in the program.

IV. REQUIREMENTS FOR THE PH.D. DEGREE

Admission to the Ph.D. Program:
Completion of an M.A. thesis or report (or equivalent degree) in Anthropology or a closely related field (to be determined by admissions committee) is required for admission to the Ph.D. program.

IV.1. Continuing Students
Students completing their Master's degree in this department must apply to the GSC for entry to the Ph.D. program in the semester following the receipt of the M.A. The student will submit a “Request for Ph.D. Program Admission” form to the GSC for approval.

In order to be admitted into the Ph.D. program, a student must not be in probation and must assemble an exam committee of at least three members (the supervisor plus at least two others) who are from the Department and are members of the Department’s Graduate Studies Committee (GSC). In addition, the student’s dissertation committee must include at least one additional committee member who comes from outside of the Department’s GSC.

A letter of application must accompany each student’s “Request for Ph.D. Program Admission” form. The letter should specify who will be acting as their graduate supervisor and identify the two additional members of the student’s exam committee. The letter should indicate the student’s research interests, research goals, and a proposed schedule for the completion of the degree.

Faculty signatures acknowledging a willingness to serve on the student’s exam committee must be supplied on the form, and a letter of support from the committee supervisor must accompany the request. This letter should evaluate the quality of the student’s master’s report or thesis, specifically stating whether it indicates the ability to complete a dissertation. A copy of the master’s report or thesis must also be submitted. The GSC reserves the right to request additional materials at their discretion.
IV.2. Newly Admitted Students with a M.A. from Another University/Institution

By the end of the first year in the Ph.D. program, a student entering with an M.A. from another institution must formally establish an exam committee. This committee must consist of three members of the Department who are part of the Department’s GSC. Formal notification of exam committee formation should be submitted to the graduate coordinator in the form of a letter from the student, which should specify the membership and chair of the examination committee, describe the student's research interests and goals, and include a proposed schedule for the completion of the degree.

Students who have taken a course comparable to one of the core courses, e.g., as part of M.A. work at another institution, may petition the Graduate Studies Committee (GSC) for exemption from one core course requirement. The petition must be accompanied by appropriate supporting material (e.g., a course syllabus and reading list) and a letter of support from the student's supervisor. If the GSC approves the request, the department will recommend to the Graduate Dean that credit be transferred. Students are responsible for obtaining all official documentation required by the Graduate Dean for such a petition. See: https://gradschool.utexas.edu/academics/policies/transfer-credit

IV.3. Core Course Requirements

To satisfy departmental requirements for the Ph.D., students must complete three core courses (9 hours). Students continuing from the M.A. program will already have completed at least two required core courses. The selection of core courses will be made in consultation with the student's individual supervisor. Depending on their subfield, students are required to include the following core courses as part of their Ph.D. Program of Work:

- Sociocultural Anthropology
  - Introduction to Graduate Social Anthropology
  - Introduction to Cultural Forms
- Linguistic Anthropology
  - Introduction to Graduate Linguistic Anthropology
- Biological Anthropology
  - Introduction to Primate Morphology and Evolution
  - Introduction to Primate Behavior, Genetics, and Variation
- Archaeology
  - Introduction to Graduate Archaeology

Core courses may not be taken on a Credit/No Credit basis, and students must receive a grade of B or better in a core course for it to count towards completion of degree requirements. Students are urged to complete the core course requirement as early as possible in their Ph.D. program. At least one course must be taken from outside of the student's primary subfield.
IV.4. 9-hour Anthropology Course Requirement

In addition to nine (9) hours of core-course requirements, all Ph.D. candidates are required complete at least nine (9) hours of organized courses in the Department (excluding conference courses, dissertation hours, supervised teaching, archeological field courses, etc.). Depending on a student’s course choices, some or all of these hours may be completed even before formal admission to the Ph.D. program.

IV.5. Program of Work

The Program of Work for the Doctor of Philosophy (Ph.D.) degree consists of a minimum of thirty (30) semester hours of advanced coursework, including dissertation hours. All the completed coursework that is included in a degree program at the time of admission to candidacy for a doctoral degree must have been taken within the preceding six years (exclusive of a maximum of three years of United States military service). All doctoral work is subject to review by the graduate dean.

IV.6. Candidacy Requirements: Qualifying Examinations and Prospectus Defense

To advance to candidacy for the Ph.D., students must complete both their Qualifying Exams and a Prospectus Defense. These are normally scheduled prior to the beginning of dissertation research. Both parts of the process must be approved by the exam committee consisting of the student's adviser and two additional members of the Anthropology GSC.

The Qualifying Exams: The Qualifying Exams consist of a written and/or oral examination in which the student must demonstrate competence in their areas of specialization, both theoretical and geographic or substantive. The format of the examination, and the reading list(s) upon which they are based, must be agreed upon by the exam committee in consultation with the student. The supervisor of the exam committee is responsible for notifying the Graduate Coordinator of successful completion of the qualifying exams.

The Prospectus Defense: The selection of a dissertation topic and the preparation of a draft prospectus will be made in consultation with the supervisor and the rest of the exam committee. The dissertation prospectus will include both a research proposal and a substantive review of the relevant scholarly literature. A draft of the prospectus will be circulated to all committee members for their comments. After these comments have been addressed by the student, the student will typically present the prospectus in a public forum. This presentation will be followed by a committee meeting in which the student and the committee members discuss the prospectus in detail. The chair of the exam committee, typically the supervisor, is responsible for notifying the Graduate Coordinator of the successful defense of the prospectus.

Students should be mindful of the fact that a version of the dissertation prospectus is usually submitted as a grant proposal to a funding agency. The requirements of funding agencies vary, and under certain circumstances the committee may require the prospectus to follow the format of a specific funding agency. Deadlines for submission vary as well, and as students begin to contemplate the preparation of the prospectus, they should formulate a timetable that will permit a timely submission of the prospectus to both the Department and an appropriate funding agency.
IV.7. Foreign Language Requirement

Each doctoral candidate must demonstrate reading and/or oral competence in a language other than his or her native language. This language should be relevant to the student’s area of study. Competence will be demonstrated through a means approved by the supervisor. The supervisor is responsible for notifying the Graduate Coordinator (via email or letter) of the successful completion of the foreign language requirement.

At the time the student applies for admission to candidacy, the student’s dissertation supervisor must document how this requirement has been met (or will be met during the course of doctoral research). The dissertation supervisor may petition the GSC to waive this requirement through a letter that demonstrates that foreign language competency is not necessary for the student’s research and professional development.

IV.8. Research with Human Participants/Animal Research

All doctoral students who propose to conduct research involving human subjects must submit a research proposal to the Departmental IRB representative. In many cases, the same proposal will be forwarded to the Institutional Review Board of the University. This must be done prior to onset of fieldwork, including preliminary or exploratory research. Failure to comply with this requirement may result in denial of degree. See: https://research.utexas.edu/ors/human-subjects.

Graduate student research involving the use of live animals must be approved by UT Austin’s Institutional Animal Care and Use Committee. This must be done prior to the fieldwork, including preliminary or exploratory research. Failure to comply with this requirement may result in denial of degree. See: https://research.utexas.edu/ors/animal-research

IV.9. Admission to Ph.D. Candidacy

Admission to candidacy for the Ph.D. is by formal application to the Graduate School. At the time of application, the student must have successfully completed all Departmental coursework requirements, their Qualifying Exams and Prospectus Defense, and, in most cases, their language requirement. If the foreign language requirement is to be met while the student is conducting doctoral research and after advancing to candidacy, a letter to this effect must be written by the supervisor and submitted to the Graduate Coordinator. If a student anticipates filing the dissertation in a language other than English (which is allowed only in rare circumstances), the proper form must be submitted with the application for candidacy.

Doctoral candidates are required to provide documentation of having taken the university's Copyright Tutorial and passing the test at: http://www.lib.utsystem.edu/copyright. The tutorial may be taken any time before turning in the dissertation, but students are advised to take it early in candidacy as it is designed to educate the student on confusing and frequently changing copyright laws.

The tutorial site includes a test that provides a Certification of Completion via email after it has been taken and passed. A copy of this certification must be submitted by the time the dissertation is submitted or the dissertation may not be accepted and the student's graduation may be delayed or denied.
All coursework included on the Program of Work filed with the application for candidacy must have been taken within the six years prior to the application. Students concerned about the date of their coursework should consult with the Graduate Adviser before applying for candidacy.

Students may not register for the dissertation courses (ANT X99R and ANT X99W) until they are officially admitted to candidacy. Students should be aware that some University and external awards require that a recipient be formally admitted to candidacy or may favor doctoral candidates over other applicants.

**IV.10. Dissertation Supervising Committee**

The dissertation committee is formalized at the time of admission to candidacy. Every proposed committee must have at least four members, including at least one member whose teaching and research are principally outside the department. At least three committee members, including the dissertation supervisor, must be members of the Anthropology GSC and have a 50% or greater appointment in the Department. Non-faculty scholars, or faculty from universities other than UT Austin, whose expertise would be valuable for the student's topic, may serve on the dissertation committee and serve as a co-supervisor, but they may not serve as supervisor. If a student wishes to request appointment of an off-campus scholar as a member of the dissertation committee, the Application for Candidacy must be accompanied by a copy of the scholar's curriculum vitae and a letter stating that the person (1) is willing to serve on the committee and (2) understands that the University will not pay travel expenses or provide any other recompense for such service.

See:
- [https://utexas.app.box.com/s/fqb4dnvhp5zhx2tc5v735hkssf3xt92q](https://utexas.app.box.com/s/fqb4dnvhp5zhx2tc5v735hkssf3xt92q)

**IV.11. The Dissertation and Final Oral Examination**

A dissertation is required of every candidate for the Ph.D. The dissertation must be an original contribution to scholarship and the result of independent investigation in Anthropology. It must be accepted unanimously by the dissertation committee.

A satisfactory final oral examination (a.k.a., dissertation defense) is required for the approval of a dissertation. The examination covers the dissertation and the general field of the dissertation, and other such parts of the program as the committee may determine.

**IV.12. Filing for the Degree**

Students should contact the Graduate Coordinator during the first week of the semester in which they expect to graduate. The Graduate Coordinator will advise them about the forms that have to be submitted and will notify them of the deadlines, some of which are early in the semester. Students should discuss these deadlines
with the members of their supervising committee, who may impose additional deadlines for the submission of drafts and revisions.

**IV.13. Continuous Registration**

All students admitted to PhD Candidacy must enroll each long semester of the academic year until completion of the degree.

**IV.14. Time Limit for Completion of the Degree**

The doctoral program and the student's progress is reviewed by the Graduate Studies Steering Committee (GSSC) if the degree has not been completed within two years from the date of admission to candidacy, and yearly thereafter. Extension requests are based on discussion with the dissertation supervisor and a vote of the GSSC. The GSSC reports its recommendations to the Graduate Dean. The committee may recommend: (1) additional coursework, (2) other additional requirements, (3) extending candidacy for one or two semesters, or (4) termination of candidacy.

### V. OTHER GENERAL REGULATIONS AND PROCEDURES

**V.1. Conference Courses**

The topic, goals and requirements of a conference course must be agreed upon by the student and faculty member at the time of registration. A completed conference course registration form must be filed with the department.

**V.2. Grade Point Average and CR/NC grade**

All graduate students must have a grade point average of at least 3.0 to graduate. Courses taken on a CR/NC basis (and certain other courses) are not included in computation of the GPA. Students may not take more than 20% of the hours for their Master's degree on CR/NC basis, and no more than a comparable portion of the Program of Work for the Ph.D.

**V.3. Incomplete Work**

The grade symbol “X” is a temporary incomplete grade reported in cases in which a student has not completed all the assignments in a course before its conclusion. Upon completion of the required work, the “X” may be converted into a final grade by the instructor, with the approval of the Graduate Dean's office. This must be accomplished before the end of the next long semester. An “X” will change to a permanent incomplete “I” grade after this time period. A student with more than two grades of X, I, NC, D, or F in any combination on his/her record may not hold a teaching assistantship.
V.4. Evaluation of Students’ Work

The work of each student is evaluated by the Graduate Studies Steering Committee (GSSC) annually in order to assess whether they are making adequate progress to degree. The progress of individual students, particularly if conditions have been imposed for their continued participation in the program, may be reviewed by the GSSC more frequently.

V.4.1 Dimensions of Evaluation

A student is determined to be making adequate progress to degree with regard to four dimensions of student development:

1. Academic. This dimension assesses whether a student is making suitable grades in coursework, completing coursework on time, taking the appropriate and necessary courses, completing necessary examinations (e.g., qualifying exams), acquiring necessary training outside coursework (e.g., certifications necessary for field work etc.). While the graduate school monitors student GPA and course distribution, it is up to a student’s primary advisor to determine that the student is meeting course expectations, which may be greater than those of the graduate school, or to address patterns of academic activity across multiple courses (e.g., repeated incomplete assignments across multiple courses).

2. Research. This dimension assesses whether a student is making adequate progress in their research initiatives, often outside and independent of coursework. Students in the program are expected to conduct research that they present at conferences, workshops and other academic venues.

3. Teaching. This dimension assesses whether students are making adequate progress in developing pedagogical skills and in their instructional duties, including TA/GA/AI roles.

4. Professionalism. This is a general dimension to assess whether students are making adequate progress in developing their professionalism through courteous and appropriate interactions with staff, faculty, other students, and the broader academic community of which they are a part.

V.4.2 Standing and Change in Standing

Students are assessed by their faculty supervisor in conjunction with the GSSC on each of the four above dimensions and given a standing of either:

1. Good. Indicates the student is making adequate to superlative progress to degree on this dimension.

2. Concern. Indicates a student is not making adequate progress to degree and there is a concern on a dimension that must be address and remedied.

3. Serious Concern. Indicates a student is not making adequate progress to degree and that there is a more serious or ongoing concern that if not address or resolved can lead to termination from the graduate program.
Students are assessed annually to provide them with regular feedback on their progress. In addition to annual evaluations, a student’s standing on any dimension can be revised at any time if deemed necessary by the faculty advisor or the GSSC. If the graduate advisor and GSSC agree that a change in standing is warranted, the faculty supervisor and GA will draft a report that:

- describes the nature and history of the concern and the reason for the change in standing,
- describes the specific actions the student needs to take in order to mitigate the concern and return to ‘Good’ standing, and
- provides a timeline for completing the actions as well as a clear final deadline for resolution of the concern.

The Change in Standing Report shall be reviewed and approved by the GSSC before being communicated to the student.

**V.5. Teaching Assistantships**

Formal applications for Teaching Assistantship positions are required. Teaching Assistants are selected in spring for the following summer and fall and in fall for the following spring semester. Appointments are generally for per semester and may be renewed, but satisfactory performance does not guarantee re-appointment. To be employed as a Teaching Assistant (TA), Assistant Instructor (AI), or Graduate Research Assistant (GRA), a student must be admitted without conditions to the Graduate School, must be currently enrolled for nine (9) hours of graduate study, must maintain a 3.0 grade point average, and must not have more than two grades of X, I, NC, D, or F in any combination. Any exceptions to these policies require approval of the Graduate Dean.

**V.6. Supervised Teaching**

Students appointed as Assistant Instructors must have completed an ANT 398T Supervised Teaching course prior to their appointment. The course is recommended, but not required, for Teaching Assistants and for any students considering a teaching career.

**V.7. ISR, Leaves of Absence, and Re-Admission**

**Independent Study and Research (ISR):** Students doing research outside of the country may apply for ISR status through the International Study Abroad Office. Students enrolled in ISR pay a nominal fee plus Overseas Insurance and are considered full-time students by the University. See: http://world.utexas.edu/abroad/programs/isr

**Leaves of Absence:** Graduate students may apply for a temporary Leave of Absence (LOA) of no more than two semesters. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be sent to the Graduate Adviser with approval from the student’s faculty adviser. The leave request is then forwarded to the Graduate Dean for approval. See: https://gradschool.utexas.edu/academics/policies/leaves-of-absence
Once a student is in candidacy, the Graduate School grants LOAs only in rare and unusual circumstances. In these cases, the form requesting an LOA must be accompanied by a letter from the Graduate Adviser to the dean of the Graduate School specifying the reasons a leave is being requested.

A leave of absence request form must be submitted to the Graduate School before the beginning of the semester the leave is being requested for. A student on leave may not make use of any University facilities, nor is the student entitled to receive advice from a member of the faculty. A LOA does not alter the time limits for degrees or course work.

A student on leave may reenter the graduate program by filing an “Application for Re-admission” with the Graduate and International Admissions Center. No re-admission application fee is required.

Re-admission: University regulations require students who do not register for a long semester (Fall or Spring) to officially apply for re-admission to the University.
See: http://www.utexas.edu/ogs/admissions/howtoapply.html

Students who did not secure a LOA for their time away from the University will be assessed an application fee for re-admission. Students are also required to petition the GSC for re-admission to the anthropology graduate program. This is distinct from re-admission to the University. Students in such circumstances are advised to apply to the GSC well in advance of their intended return. Students in this situation must submit a “Re-admission Request Form” to the department.

V.8. Changes in Requirements

Requirements for the M.A. and the Ph.D. can sometimes change. According to the Graduate School Catalog students are bound by the requirements of the catalog in effect at the time of their first registration, but they may choose to fulfill the requirements of a subsequent catalog. Students who do not fulfill the degree requirements within six years of first enrollment in the Graduate School are bound by the requirements of a subsequent catalog. Such students may choose any catalog in effect in any year in which they are enrolled in the Graduate School within the six-year limit. These rules also apply to requirements imposed by the Department.

V.9. Grievances

Students have the right to seek redress of any grievance related to their academic affairs at any time, and students will be surveyed annually regarding any grievances during the annual evaluation. Students should make every effort to resolve grievances informally with the faculty member(s) most directly involved, with the assistance of the Graduate Adviser, if necessary. If such efforts fail, a formal grievance should be submitted in writing to the Graduate Adviser. Appeals may be directed to the departmental Chair and/or Associate Chair, then to the Graduate Studies Steering Committee, then to the Vice Provost and Dean of Graduate Studies, and lastly to the Executive Vice President and Provost for final disposition.
V.10. Academic Probation and Program Termination

Working towards completion and defense of a dissertation is a long-term project. It is the responsibility of the Graduate Studies Steering Committee to evaluate the progress of our students towards completion of their degree. Students not in 'Good' standing (i.e., with standing of 'Concern or Serious Concern') are considered to be on probation and not making adequate progress to degree.

A student with a standing of ‘Concern’ who does not resolve that standing under the timeline laid out in the Change of Standing report may be changed to a standing of ‘Serious Concern’. The prior report is reviewed and updated by the student’s advisor, the Graduate Advisor and the Graduate Coordinator. If necessary, the actions are revised, a new timeline is established, and the new ‘Serious Concern’ is reviewed and approved by the GSSC. A student with a standing of ‘Serious Concern’ may become ineligible for departmental fellowships, grants, awards and TA/AI appointments until the issue is addressed satisfactorily.

Failure to return to ‘Good’ standing under the timeline presented in the Change of Standing report will result in the GSSC recommending to the Dean of Graduate Studies that the student be dropped from the graduate program. Note that students may be dropped even if they are maintaining an average GPA greater than 3.0.
Appendix 1. Summary of major steps, M.A. to Ph.D. Track

Timeline for those who are entering the Anthropology graduate program with only an undergraduate degree. Note: You must apply for permission to undertake ‘human subjects’ or animal research (IACUC) before any field work. You must also get permission for international travel to places on the University’s “Restricted Region” list. Failure to meet these requirements can significantly delay progress and have serious financial repercussions.

Year 1
- Complete M.A. coursework
- Think about structure and ideas for your M.A. thesis/report
- Apply for Fellowships

Year 2
- Complete M.A. coursework
- Complete M.A. Report or Thesis and graduate with M.A. degree
- Submit M.A. Report or Thesis for publication
- Finalize dissertation committee
- Summer between year 2 and 3 is a good time to conceptualize your dissertation project and think about research plans.

Year 3
- Apply to doctoral program
- Prepare and complete qualifying exams
- Defend dissertation prospectus
- Finalize dissertation committee and apply for candidacy
- Apply for external funding for dissertation research

Year 4
- Dissertation research
- Apply for external funding
- Consider presenting your work at conferences and preparing work for publication

Year 5
- Complete dissertation research
- Begin writing dissertation by spring semester
- Apply for external funding for summer and following academic year
- Consider presenting your work at conferences and preparing work for publication

Year 6
- Begin applying for jobs
- Complete dissertation
- Defend and submit dissertation and graduate with Ph.D.
- Consider presenting your work at conferences and preparing work for publication
Appendix 2. Summary of major steps, Ph.D. Track

Timeline for those who are entering the Anthropology graduate program with a graduate degree.
Note: You must apply for permission to undertake ‘human subjects’ or animal research (IACUC) before any field work. You must also get permission for international travel to places on the University’s “Restricted Region” list. Failure to meet these requirements can significantly delay progress and have serious financial repercussions.

Year 1
- Complete required coursework
- Apply for external funding for summer and the following academic year
- Form exam committee for qualifying exams

Year 2
- Complete doctoral coursework; including core course requirement
- Prepare and complete qualifying exams
- Defend dissertation prospectus
- Finalize dissertation committee and apply for candidacy
- Apply for external funding for summer and following academic year

Year 3
- Dissertation research
- Consider presenting your work at conferences and preparing work for publication

Year 4
- Complete dissertation research
- Begin writing dissertation by spring semester
- Consider presenting your work at conferences and preparing work for publication

Year 5
- Begin applying for jobs, postdocs, etc.
- Complete dissertation
- Defend and submit dissertation and graduate with Ph.D.
- Consider presenting your work at conferences and preparing work for publication
Appendix 3. Dissertation defense timeline

In this scenario we imagine you want to graduate at the end of the Spring semester.

- You should plan to schedule the date of your defense at least one month prior to the deadline for submitting your dissertation to the graduate school. This will give you time to make any revisions required by your committee in the defense. For example, if the last day to submit your dissertation to the Graduate School is May 5, then you should schedule your dissertation defense no later than April 5.

- The graduate school stipulates that you must submit your dissertation a full month before your planned date of defense. So, if you are seeking to defend on April 5th, your supervisor must have approved the dissertation for defense by March 5th; your committee must have your dissertation in hand by that date.

- In order to leave time for revisions, you should plan to give a full draft of your dissertation to your supervisor at least two months prior to the date you expect to defend your dissertation. In this scenario that would be no later than February 5th.

- Keep in mind that many students plan to defend at the end of the semester. It is in your interests to defend before the rush if at all possible. In this scenario, that would mean turning in your full draft to your supervisor by the first day of the spring semester, if not the last day of the fall semester.