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 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 must 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. 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 Review Committee. 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. See: https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy/copyright-tutorial

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://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy
- 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 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 letter 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 two grades of “X” or one grade of “X” and one of “I” 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) at the end of their first full year in the program and every second year thereafter. 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.5. Teaching Assistantships

Formal applications for Teaching Assistantship positions are required. Teaching Assistants are selected during the spring semester for the following academic year. Appointments are generally for two semesters 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 have no more than one Incomplete on their record. 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](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](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](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. Note that re-admission to the University does not guarantee re-admission into the anthropology graduate program.

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 being admitted to 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. Every effort should be made to resolve grievances informally between the student, the faculty member most directly involved, and the Graduate Adviser. If such efforts fail, a formal grievance should be submitted in writing to the Graduate Adviser. Appeals may be directed to the Associate Chair, then to the Graduate Studies 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 Committee to evaluate the progress of our students towards completion of their degree. Failure to make satisfactory progress will result in a student being put on academic probation. Failure to remain in good academic standing may ultimately result in the Graduate Studies Committee recommending to the Dean of Graduate Studies that the student's program be terminated.
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.