Department of Anthropology  
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**GRADUATE PROGRAM REQUIREMENTS AND PROCEDURES**

The following statement 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 are responsible for familiarizing 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 Adviser, the Chair of the Graduate Studies Committee, the Associate Chair of the Department, and the Graduate Coordinator can provide further assistance.

**I. RESPONSIBILITIES OF DEPARTMENTAL AND UNIVERSITY STAFF**

The Graduate School is composed of the Office of Graduate Studies, which is headed by the Vice-President and Dean of Graduate Studies. The Graduate School includes numerous Graduate Studies Committees, of which the Anthropology Graduate Studies Committee (GSC) is one. (The Sociocultural program has its own GSC.) The legislative body of the Graduate School is the Graduate Assembly, which is an elected group of faculty. The Vice President and Dean of the Graduate School, and the Graduate Assembly, are responsible for overall policy and the quality of graduate work at the University.

The GSC of the Anthropology Department is composed of all assistant, associate, and full professors who actively participate in the department's graduate program. The GSC sets policy and supervises the department's graduate program. 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, and establishing standards for continuation in the program, and reviewing student progress. Many of the responsibilities of the GSC are delegated to a Steering Committee (GSSC).

The Graduate Adviser serves as the administrative link between the department and the Office of Graduate Studies. The Graduate Adviser'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 assists the Graduate Adviser, Associate Chair, and GSC Chair with administrative matters, maintains student records, and can answer many student queries.
II. ADVISING

A faculty adviser 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 adviser who is a member of the departmental faculty. Students can freely change advisers, provided only that the newly chosen adviser is willing and the former adviser is informed of the change. Students must report all changes of adviser to the Graduate Coordinator and Graduate Adviser.

Students should plan their program of studies in consultation with their faculty adviser. 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 adviser and the Graduate Adviser. Students should get their proposed coursework approved by their faculty advise before seeking the Graduate Adviser's signature students. Students who have not already obtained their adviser'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 individual adviser, during the previous period of pre-registration. Students should note that only one conference course per semester is allowed in a student’s first two years in the program.

Students must maintain close communication with their faculty advisers at every stage of their graduate study. The adviser should be involved in all major decisions regarding a student's graduate work.

III. REQUIREMENTS FOR THE M.A. DEGREE

III.1. Course Requirements

The Graduate School requires that a Master's degree program include a minimum of 30 semester hours of coursework, including at least 6 hours in a related minor subject, and a thesis or a report that is approved by the Department and the Graduate School. For students choosing the thesis option, 6 of the 30 hours are represented by the thesis. Students choosing the report option need 30 hours of regular coursework in addition to 3 hours for the report.

A M.A. degree must include at least 18 semester hours in Anthropology. Of these, at least 12 semester hours must consist of graduate level anthropology coursework, excluding ANT 398T (Supervised Teaching), archaeological field school, and thesis/report hours. There is also a 6-hour core course requirement (see below).

**Master's degree with thesis:** Students choosing this option will normally have a program structured as follows:
- 6 hours anthropology core courses
- 12 hours other courses (including at least 6-graduate hours of Anthropology, excluding courses listed above)
- 6 hours supporting work (minor)
- 6 hours thesis (ANT 698A and ANT 698B)
- 30 hours total
**Master's degree with report:** Students choosing this option will normally have a program structured as follows:

- 6 hours anthropology core courses
- 12 hours additional anthropology courses (including at least 6-graduate Anthropology hours, excluding the courses listed above)
- 6 hours supporting work (minor)
- 6 hours other courses
- 3 hours master's report (ANT 398R)

33 hours total

Six (6) hours of upper-division undergraduate work may be counted in an Anthropology M.A. program. The curriculum in anthropology is designed to allow for considerable flexibility in the organization of individual program. Students should be sure to work with their individual faculty advisers 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, one of which must be in the student's primary sub-discipline. Core courses may not be taken on a Credit/No Credit basis, and students must receive a grade of B or better. Core courses serve as in introduction to advanced topics of study and students are urged to complete the core course requirement as early as possible in their program. The selection of core courses should be made in consultation with the student's faculty adviser.

The Department offers the following core courses:

- Introduction to Graduate Archaeology
- Introduction to Graduate Cultural Forms
- Introduction to Graduate Linguistic Anthropology
- Introduction to Graduate Physical Anthropology Pt. 1: Primate Morphology and Evolution
- Introduction to Graduate Physical Anthropology Pt. 2: Behavior, Genetics, and Variation
- Introduction to Graduate Social Anthropology
- Women’s and Gender Studies
- Diaspora Studies
- Mesoamerica and Borderlands

Students who have taken a course comparable to one of the core courses may petition the Graduate Studies Committee (GSC) for transfer credit for the course. The petition must be accompanied by appropriate supporting materials and a letter of support from the student's adviser. 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. [http://www.utexas.edu/ogs/pdn/transfer.html](http://www.utexas.edu/ogs/pdn/transfer.html)
III.3. The Social Core Requirement
Sociocultural Anthropology and Linguistic Anthropology, and require that the Social Core be taken in a student's first year in the program.

III.4. Supporting Work
The required minor consists of a minimum of six (6) hours in a supporting subject or subjects. The courses do not have to be in the same department, but both must support the student's work in 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 a program of work. Master’s students may only take 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 Departmental Review Committee. In many cases 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. http://www.utexas.edu/research/rsc/humansubjects/forms.html. Failure to comply with this requirement may result in denial of degree.

Graduate student research involving the use of live animals must be approved by UT Austin’s Institutional Animal Care and Use Committee. http://www.utexas.edu/research/rsc/iacuc/

III.7. Transfer of Credit
A maximum of six 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 Committee, including evidence of their adviser's support. 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. http://www.utexas.edu/ogs/pdn/transfer.html

III.8. Grade Point Average
Students are required to maintain at least a 3.0 grade point average for all upper-division and graduate courses (this includes courses in supporting work).

III.9. Supervising Committee and the Report/Thesis Option
The supervising committee consists of the Supervisor (the student's faculty adviser) and a second member, both of whom are normally members of a Graduate Studies Committee. The supervisor must be a member of the Anthropology GSC. 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 the M.A. 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.

III.11. Time Limit for Completion of the Degree
All requirements for the M.A. degree must be completed within a single period of six years. Work over six years old can be reinstated only by special permission of the Graduate Dean, upon the recommendation of the GSC.

This is the formal Anthropology Graduate Timeline and other polices adopted by the Anthropology GSC. (Found on the department ‘Roadmap for Completing an Anthropology Ph.D. ’ document.)

Formal Anthropology Graduate Timeline
Adopted by unanimous vote of EBC on April 20, 2011

Proposal 1. Preamble
This timeline for graduate study in Anthropology is intended to provide students, advisors, and staff with a reasonable set of expectations in order to help guide, support, and assess the student’s progress toward a Ph.D. It is explicitly recognized that each student’s path toward a Ph.D. will be unique, that the expectations of subfields may differ regarding the appropriate length of time required to complete a Ph.D., and that factors beyond a student’s control may delay completion of the Ph.D. It is also recognized that students cannot make timely progress toward completing their M.A. or Ph.D. without the direct support and mentorship of their advisor and committee

Proposal 2. Applying for external grants
If they are eligible and do not enter the program with multiple years of external funding, all students are expected to apply for at least one multi-year external grant for graduate study in their first or second year in the graduate program (e.g., NSF Graduate Research Fellowship, Ford Fellowship, etc.).

Proposal 3. Completion of requirements prior to dissertation research
a. All graduate students entering without an MA are expected to complete all of the following benchmarks prior to the end of year 4 in the graduate program:
   - MA report or thesis
   - All course requirements
   - Qualifying examination
- Dissertation prospectus
- Grant applications to fund dissertation research

Although 4 years may be required to meet these benchmarks, all graduate students entering without an MA are encouraged to complete these requirements before the end of year 3 in the graduate program.

b. All graduate students entering with an MA are expected to complete all of the following benchmarks prior to the end of year 3 in the graduate program:
- All course requirements
- Qualifying examination
- Dissertation prospectus
- Grant applications to fund dissertation research

Although 3 years may be required to meet these benchmarks, all graduate students entering with an MA are encouraged to complete these requirements before the end of year 2 in the graduate program.

**Proposal 4. Beginning dissertation fieldwork / data collection**

All graduate students entering without an MA are expected to begin collecting dissertation data / undertaking dissertation fieldwork by the time they enter year 5 in the graduate program (or earlier if possible).

**Proposal 5. Length of dissertation fieldwork / data collection and writing**

The length of time required for (1) dissertation fieldwork / data collection and (2) writing the dissertation will vary according to subfield and dissertation project. Reasonable estimates of (1) the amount of time required to complete fieldwork / data collection and (2) the amount of time required to write the dissertation must both be approved in writing by the student’s advisor and committee prior to the initiation of dissertation fieldwork or data collection. These two time estimates, along with a projected date for a dissertation defense (semester and year), must be forwarded to the graduate coordinator and graduate advisor.

**Proposal 6. Contact with thesis advisor**

All students who are ABD (i.e., students who are undertaking fieldwork / data collection or are writing up) are expected to inform their thesis advisor of their progress at least twice every year (once in the fall semester, once in the spring semester).

**Proposal 7. Completion of Ph.D. within 10 years**

Except for students undertaking projects that require multiple years of fieldwork or data collection, graduate students should complete their Ph.D. within 6-7 years of entering the program. Barring exceptional circumstances, all students must complete and defend their Ph.D. before the end of their 10th year in the graduate program.

**Proposal 8. Stopping the clock**
It is explicitly recognized that extraordinary circumstances beyond a student’s control may delay their progress toward a Ph.D. To this end, students may “stop the clock” on their timeline for completion of their Ph.D. with permission from (1) their thesis advisor, (2) the graduate advisor, and (3) the associate chair. Acceptable reasons to stop the clock include (but are not limited to) the following: (1) personal medical emergencies, (2) childbirth, (3) need to care for a family member, and (4) any crisis necessitating an international student’s return to their country of origin. The amount of time to stop the clock will be determined on a case-by-case basis. There is also an expectation that the student’s privacy will be respected.

IV. REQUIREMENTS FOR THE PH.D. DEGREE

Admission to the Ph.D. Program:
An M.A. (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 Masters degree in this department who wish to pursue a Ph.D. should 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. A letter of application must accompany the form. The letter should specify the supervisor and the two additional members of the student’s examination committee. All members must be listed members of the department’s GSC. The letter should indicate the student’s research interests, research goals, and a proposed schedule for the completion of the degree.

Faculty signatures of support are designated on the form. A letter of support from the committee supervisor must be attached to the form. 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 Steering Committee of the GSC reserves the right to request additional materials at their discretion.

IV.2. Newly admitted students with a MA in a field other than Anthropology
By the end of the first year in the PhD program a student must form an exam committee. The exam committee must consist of three members of the Anthropology GSC and will form the core of the final dissertation committee. Formal notification of exam committee formation must be submitted to the graduate coordinator. The student's letter of notification should specify the membership and chair of the examination committee; the student's research interests and goals; and a proposed schedule for the completion of the degree. The notice of exam committee formation must be accompanied by a letter from the student’s faculty supervisor indicating that he/she has read and approves of the contents of the materials submitted by the student, as well as a brief note from the other two committee members indicating their willingness to serve.
IV.3. Core Course Requirement
Students are required to complete three core courses. (Students continuing from the M.A. program will already have completed two of the required core courses.) Students intending to pursue a teaching career in anthropology are strongly advised to acquire basic competence in four or five subfields of anthropology. The selection of core courses will be made in consultation with the student's individual adviser.

Core courses may not be taken on a Credit/No Credit basis, and students must receive a grade of B or better. Students are urged to complete the core course requirement as early as possible in their Ph.D. program.

Students who have taken a course comparable to one of the core courses (or otherwise mastered the subject) may petition the GSC for exemption from one core course requirement. (see IV.4). The petition must be accompanied by appropriate supporting material and a letter of support from the student's adviser.

IV.4. Social Core Requirement
All students specializing in cultural forms, linguistic anthropology, or social anthropology must take the Social Anthropology core course during their first year in the program, preferable during their first semester.

IV.5. 9-hour Anthropology Course Requirement
All Ph.D. candidates are required to have taken at least nine (9) hours of organized courses in the department (excluding conference courses, dissertation hours, supervised teaching, archeological field courses, etc.).

IV.6. Program of Work
Students are required to complete 18 hours of coursework for the PhD, including at least nine (9) hours of Anthropology core courses. Courses completed in the Anthropology M.A. program at UT will count toward the PhD program of work.

The Graduate School requires all coursework included in a student's Program of Work to have been taken within the six years prior to the application for candidacy (exclusive of a maximum of three years of military service). The program of work must be reviewed and approved by the student's faculty supervisor before the student may enter candidacy.

IV.7. Qualifying Examinations / Prospectus
Qualifying exams consist of two parts, and should normally be prior to the beginning of dissertation research. (Preliminary research prior to presentation of the prospectus is acceptable and often advisable.) Both parts of the exam must be approved by an exam committee consisting of the student's adviser and two additional members of the Anthropology faculty.

The Written/Oral Exam: The first part of the qualifying exams consists of a written and/or oral exam in which the student demonstrates competence in his/ her areas of specialization, both theoretical and geographic or substantive. The format of the exam and the reading list upon which it is 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 the successful completion of the qualifying exams.
The Prospectus: The second part of the qualifying exams consists of a successfully defended dissertation prospectus. The selection of a dissertation topic and the preparation of a draft prospectus will be made in consultation with the adviser and the exam committee. The dissertation prospectus will include both a research proposal and a substantial 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 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 supervisor of the exam committee 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 the appropriate funding agency.

IV.8. 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, and competence will be demonstrated through means approved by the advisory committee. 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 GSSC to waive this requirement through a letter that demonstrates that foreign language competency is not necessary for the student's research.

IV.9. 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 proposal will be forwarded to the Institutional Review Board of the University. This must be done prior to the fieldwork, including preliminary or exploratory research. http://www.utexas.edu/research/rsc/humansubjects/forms.html. Failure to comply with this requirement may result in denial of degree.

Graduate student research involving the use of live animals must be approved by UT Austin’s Institutional Animal Care and Use Committee. http://www.utexas.edu/research/rsc/iacuc/

IV.10. Admission to Candidacy
Admission to candidacy for the Ph.D. is by formal application to the Graduate School. http://www.utexas.edu/ogs/pdn/candidacy.html
At the time of application the student must have successfully completed the departmental course requirements, both parts of the qualifying exams, and the language requirement. If
the foreign language requirement will be met while the student is conducting doctoral research a letter to this effect must be written by the supervisor. If a student anticipates filing the dissertation in a language other than English (allowed only in rare circumstances), the proper form must be submitted with the application for candidacy. http://www.utexas.edu/ogs/pdn/pdf/other_than_english.pdf

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

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 (_99R and _99W) until they are officially admitted to candidacy. Students should be aware that some University and external awards require that the recipient be formally admitted to candidacy or favor doctoral candidates over other applicants.

IV.11. 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 members, including the dissertation supervisor, must be on the Anthropology GSC. 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, but they may not serve as supervisor. (They may, however, serve as co-supervisor.) If a student wishes to request appointment of an off-campus scholar, the Application for Candidacy must be accompanied by a copy of the scholar's curriculum vitae and a letter stating that the person is willing to serve on the committee and understands that the University will not pay travel expenses or provide any other recompense for such service.
http://www.utexas.edu/ogs/pdn/candidacy.html

IV.12. 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 (dissertation defense) is required for the approval of a dissertation. The examination covers the dissertation and the general field of the dissertation, and such other parts of the program as the committee may determine.
**IV.13. 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.14. Continuous Registration**
All students must enroll each long semester of the academic year until completion of the degree.

**IV.15. Time Limit for Completion of the Degree**
The doctoral program and the student's progress is reviewed by the Graduate Studies Committee 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 GSC. The GSC 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. 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 computed in the GPA. Students may not take more than 20% of the hours for a 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 Student Work**
The work of all students is evaluated by the full GSC 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 on their continued participation in the program, may be reviewed by the GSC 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, Assistant Instructor, or Graduate Research Assistant, a student must be admitted without conditions to the Graduate School, must be currently enrolled for nine hours of graduate study, must maintain a 3.0 grade point average, and must have no more than one incomplete. Any exceptions require approval of the Graduate Dean.

V.6. Supervised Teaching
Students appointed as Assistant Instructors must complete an ANT 398T Supervised Teaching course prior to their appointment. The course is recommended, but not required, for Teaching Assistants and any students considering a teaching career.

V.7. ISR, Leaves of Absence, and Readmission
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. http://world.utexas.edu/abroad/programs/isr

Leaves of Absence: Graduate students may apply for a 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. http://www.utexas.edu/ogs/student_services/academic_policies/leaves.html

Once a student is in candidacy the Graduate School grants a LOA only in rare and unusual circumstances. The form 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 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 for an Application for Readmission with the Graduate and International Admissions Center. No readmission application fee is required.

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

Students who did not secure a LOA will be assessed an application fee for readmission. Students are also required to petition the GSC for readmission to the anthropology graduate program. This is distinct from readmission to the University. Students in such circumstances are advised to apply to the GSC well in advance of their intended return. Students must submit a “Readmission Request Form” to the department. Note that...
readmission to the University does not guarantee readmission into the anthropology 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 force at the time of their first registration, but 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, grievances 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. Requirements and Procedures for Cultural Forms Students
The Anthropology (Cultural Forms) program has its own Graduate Studies Committee (GSC) and own Graduate Adviser. Students specializing in Cultural Forms should develop their programs in consultation with the Graduate Adviser. Cultural Forms students must meet the requirements for the Ph.D. established by both the Anthropology and the Cultural Forms GSC.

VI. Appendix I – Summary of Major Steps in Process
(Found on the department Roadmap for Completing an Anthropology Ph.D. document.)

A. First 2 Years:

1. MA coursework
   a. Some variation in requirements by subfield
   b. Conference courses
      i. No more than one conference course allowed per semester;
      ii. Master's students may only count two conference courses in a 30-hour program of work (with thesis) or 33-hour program of work (with report).
   c. Two “core” classes required; three “core” courses recommended
   d. Transfer credit
      i. Up to six semester hours of graduate level coursework in which the grade is A or B may be transferred from another institution
      ii. Approval of Graduate Studies Steering Committee (GSC) required
   e. Nine hours of upper-division undergraduate work may be counted in an M.A. program, but no more than 6 hours in either anthropology or in supporting work
f. Students who fail to maintain a minimum cumulative GPA of 3.0 for more than one semester are summarily dismissed by the Graduate School.
g. Coursework should prepare student for MA and PhD thesis research and for the qualifying exam.

2. Apply for extramural grants
   a. e.g., NSF Graduate Research Fellowship, Ford, etc.
   b. Begin working on applications in fall semester of first year

3. MA research & write up
   a. MA thesis requires enrollment in 2 semesters of “MA thesis hours”
   b. MA report requires enrollment in 1 semester of “MA report hours”
   c. Approval of final MA thesis or report
      i. The advisor and a second reader (both normally GSC members – includes all tenured and tenure-track faculty) must approve the final MA thesis or report
      ii. It is the norm for both readers to offer comments for revision prior to approval of the final document

B. After Completing MA (ideally these steps begin in first semester of year 3):

1. Immediately apply for Ph.D. program
   a. Approval of GSC required
   b. Typically considered in first GSC meeting of the year (September)
   c. Letter of application from student includes the following:
      i. Names the chair and two additional members of the exam committee
      ii. Describes anticipated Ph.D. research goals (may change)
      iii. Lays out a proposed schedule for completion of the Ph.D.
   d. Supporting letters required:
      i. Need supporting letters from two proposed members of qualifying exam committee (see below)
      ii. Both letter writers must be members of the GSC
      iii. One letter writer must agree to serve as student's Ph.D. Thesis Supervisor (“advisor”)
      iv. One letter must evaluate quality of student's MA report or thesis
   e. Need an electronic copy of MA report or thesis
   f. Application for / acceptance into the Ph.D. program necessary to move forward with qualifying exam and prospectus

2. Complete final course requirements for Ph.D.
   (If not completed in first 2 years)
   a. One additional “core” course required for Ph.D.
   b. Continuous enrollment in 3 courses per semester required for all students who have not yet entered candidacy (exceptions: formal leave of absence through Graduate School, ISR status)
   c. Students who fail to register in a given semester are no longer
considered UT graduate students by the Graduate School, and have to be formally re-admitted by the GSC with support from the student’s subfield.

3. Qualifying Exam
   a. General goal is to demonstrate sufficient knowledge / preparedness for Ph.D. candidacy and research
   b. Format (written, oral, both, etc.) varies by subfield and advisor
   c. Breadth of knowledge to be tested varies by advisor
   d. All students prepare a bibliography of relevant papers & books read
   e. Coursework and outside reading should prepare students for the qualifying exam; additional semesters should not be required for exam preparation
   f. Often called a “comprehensive exam” at other institutions
   g. Exam committee
      i. Includes Ph.D. thesis supervisor and 2 additional Anthropology faculty members
      ii. All three committee member must also be members of the Anthropology GSC (*or Cultural Forms GSC for CF students)
      iii. Ideally, the qualifying exam committee will form the core of the dissertation committee (see below)
   h. Following the exam, students may be required to re-take the exam and/or meet additional course requirements.

4. Dissertation Prospectus Defense
   a. General goal is to assess suitability / viability of proposed dissertation research
   b. Some advisors or subfields may require the prospectus defense to be completed before the qualifying exam
   c. Defense should ideally include the full dissertation committee (minimum of 5 members, including at least 3 Anthropology GSC members and 1 outside committee member)
   d. Parts of Prospectus Defense:
      i. Written description of proposed dissertation research, including background information, questions & topics to be addressed, methods, and larger significance
      ii. Oral presentation of proposed research before a general audience
      iii. Closed-door oral defense of prospectus with committee
   e. Often called a “dissertation proposal” at other institutions
   f. Following the prospectus defense, all students must make the changes to their written prospectus required by the committee; Some students may be required to re-take the prospectus defense
   g. Format of the written prospectus is determined by the advisor. However, students are strongly encouraged to write their prospectus in the format of a grant proposal, so that it may be submitted following revision and final approval by the committee.

C. After Completing Qualifying Exam and Prospectus:

09/2014
1. Application for Ph.D. Candidacy
   a. Completed by the student, on-line
   b. Expected to occur immediately after successful completion of the qualifying exam and prospectus defense
   c. Once admitted to candidacy, students enroll in “Dissertation Hours”
   d. Students still required to maintain continuous enrollment; If a student fails to register in a given semester, the student will be required to pay back tuition by Graduate School as condition for re-admission.

2. Complete Steps Necessary to Begin Ph.D. Research
   a. Submit extramural grant applications to fund dissertation research (e.g., NSF Dissertation Improvement Grant)
   b. Human Subjects Review approval (if necessary)
   c. Permissions to use collections, field site, conduct research (etc.)
   d. Approval to work in countries considered “high-risk” by UT
   e. Estimating time to completion
      i. All students must prepare reasonable estimates of the amount of time required to complete fieldwork / data collection and the amount of time required to write the dissertation
      ii. Both estimates must both be approved in writing by the student’s advisor and committee prior to the initiation of dissertation fieldwork or data collection.
      iii. These two time estimates, along with a projected date for a dissertation defense (semester and year), must be forwarded to the graduate coordinator and graduate advisor before the initiation of fieldwork / data collection.

D. In Candidacy, All-But-Dissertation (ABD):

1. Ph.D. Research / Data Collection
   a. Should commence by year 5
   b. Length of time required varies by project

2. PhD. Thesis and Defense
   a. Thesis writing should typically be completed no more than one year after the completion of data collection and analysis.
   b. Thesis format varies by advisor, but student should always consider how to write the thesis in a manner that will facilitate publication
   c. Students should begin applying for jobs no later than the summer before their final year in the graduate program.

3. Other Important Points
   a. Once admitted to candidacy, the Graduate School requires periodic assessment of student progress by the GSC for continued candidacy
   b. Students who fail to make timely progress when ABD may have deadlines imposed by the Graduate Advisor and/or GSC. Students who fail to make progress toward their Ph.D. and fail to meet external deadlines may be dismissed from the graduate program.
c. ABD students are required by the Anthropology Department to maintain regular contact with their advisor(s) during the period of Ph.D. data collection, analysis, and write up
d. All students must complete their Ph.D. before the end of 10 years in the graduate program.

VII. Appendix II – Sample timeline for completion of the Ph.D.

Year 1
- Begin MA coursework; complete at least one core course
- Apply for external funding for summer and following academic year

Year 2
- Complete MA coursework; including core course requirement
- Complete MA Report or Thesis and graduate with MA degree
- Submit MA Report or Thesis for publication
- Apply for external funding for summer and following academic year

Year 3
- Apply to doctoral program
- 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 4
- Begin dissertation research
- Apply for external funding for summer and following academic year

Year 5
- Complete dissertation research
- Begin writing dissertation by spring semester
- Apply for external funding for summer and following academic year

Year 6
- Begin applying for jobs
- Complete dissertation
- Defend dissertation and graduate with Ph.D.