

DEPARTMENT OF ANTHROPOLOGY  
UNIVERSITY OF GEORGIA  
GRADUATE PROGRAM HANDBOOK

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## WELCOME

This handbook is your guide to the policies and practices of graduate study within the department of anthropology. Its intent is to help smooth your pathway in the program and call attention to issues that you need to be aware of.

Please note that this handbook supplements the [Graduate School Bulletin](#) and does not cover regulations governing graduate education. Make sure to familiarize yourself with the information in the Bulletin. When the information in this handbook is inconsistent with the Bulletin or other Graduate School policies and procedures, the Graduate School requirements take precedence.

As a graduate student you have now embarked on your professional trajectory and the faculty is here to help you develop as a professional and work towards your subsequent professional success. Key to your success is your ability to establish and maintain a professional relationship with faculty mentors. You have been assigned a temporary major advisor and you should meet with them as soon as possible on arrival to discuss your program. If you are unsure who your major advisor is, please contact the Graduate Coordinator or the Graduate Program Assistant.

## KEY INFORMATION

All university and most departmental forms are submitted through the [Gradstatus](#) website. Make sure you bookmark this page as you will use it to submit your advisory committee form, apply for internal grants, and more.

Also be familiar with the Graduate School [current students website](#). This site has up to date deadlines for registration, comprehensive exams, dissertation defenses, etc., which change each semester, as well as information on Graduate School policies and procedures.

All written materials that require major advisor or committee review, such as the second-semester portfolio, grant applications, dissertation chapters, and other materials, must be submitted to the advisor or committee at least two-weeks prior to the submission deadline to give faculty adequate time to respond.

All work that requires the input of the committee (either document review or formal defenses or approvals) should be scheduled during the Spring or Fall semester. There is not a university or departmental expectation that faculty are available for committee activities during the summer.

The expectation is that, at a minimum, you and your advisor will conduct all milestones in person (second-semester review, comprehensive exam, prospectus, dissertation defense). Other committee members that are on campus are also expected to participate in person. You are responsible for scheduling the meetings.

The Graduate Program Assistant is an invaluable resource, here to help you with many of your needs. The Graduate Program Assistant can remove registration holds, schedule rooms for meetings, set up course sections, among other responsibilities. Please reach out with any questions.

## GRADUATE ADVISORY COMMITTEE

The Graduate Advisory Committee is composed of the head of the department (ex officio), the Graduate Coordinator, and a minimum of three additional faculty members. The committee functions include monitoring student progress, formally acknowledging various stages in the graduate career (e.g., advancement to candidacy), granting permission for certain actions (e.g., course substitution), interpreting departmental rules, hearing student appeals, and recommending certain kinds of support. The committee has the power to waive or alter departmental rules when circumstances dictate, providing that proper procedures are followed (See [Petitions for Exemptions](#)). Such modifications do not constitute precedents for other students, but instead are tailored to individual needs.

## STUDENT ADVISORY COMMITTEE

Your advisory committee is the foundation for a successful graduate education. Thoughtful identification of committee members and regular communication with the committee provide ongoing mentoring and support, help anticipate challenges, identify opportunities, build networks, and reduce questions and stress of graduate school. The different roles that committee members may fulfill and strategies for identifying members will be topics covered in the Year 1 required seminars.

The advisory committee is headed by your major advisor. A temporary advisor is assigned when you enter the program. By the end of the first semester, you will either confirm this person as the long-term advisor or identify another anthropology faculty member to fulfill this role.

The composition of the advisory committee is governed by the following conditions:

- It will consist of at least three and no more than five members.
- The major advisor must be a faculty member in the Department of Anthropology. A co-major advisor must be a faculty member in the Department of Anthropology or be voted in by the Graduate Committee, following a written request submitted to the Graduate Coordinator by the major advisor.
- Two members must hold a regular appointment in the Department of Anthropology. Faculty with courtesy appointments in the department, such as adjuncts, are not considered members of the department for this purpose.
- A maximum of one committee member may be external to the University of Georgia (unaffiliated). The external member must be approved by the Graduate Advisory Committee and the Graduate School. Please check with the Graduate Program Assistant for the most current procedure to appoint external members.

Once the committee is formed, **you are responsible** for submitting the committee form on GradStatus for approval.

## COURSE REQUIREMENTS

All graduate students on a Teaching or Research Assistantship are required to register for a minimum of 12 credit hours for spring and fall semesters and 9 hours for summer sessions during the semester they are employed.

A minimum of 30 credit hours listed on your Program of Study is required for the doctorate. Students with an M.A. degree must complete at least 16 hours in courses open only to graduate students (*excluding* ANTH 7000, 7300, 8000, 9000, or 9300). Students without an M.A. must complete at least 20 hours in courses open only to graduate students (also excluding the classes listed above). All doctoral students, with the advice of their major advisor and advisory committee, decide on elective courses to complete the requirements for their degree. After admission to candidacy, you must register for a minimum of 3 hours in ANTH 9300.

The Graduate School requires that all incoming graduate students enroll in GRSC 7000 GradFIRST during their first semester. This is a course that introduces students to the university and available resources. All incoming students are also required to take GRSC 7770, which is a Graduate School prerequisite to working as a Teaching Assistant. We require that students register for the anthropology section of both courses. During your second semester, you will register for ANTH 9005 Professional Development.

Students in residence during fall semesters after their first year of class are expected to enroll in the ANTH 9005 Professional Development course which is only offered during fall semester. This course has two sections that correspond with a student's stage in the program. One section is for 2<sup>nd</sup> and 3<sup>rd</sup> year students and one section is for 4<sup>th</sup> and 5<sup>th</sup> year students. The Graduate Program Assistant will provide you with the correct section number prior to registering.

Each semester faculty in each of the subfields will offer a topical seminar. During your first two years, you must take at least one of these seminars each semester. You are not limited to taking a seminar in your own subfield, and are encouraged to take seminars across the subfields, but enrollment must be discussed with your major advisor. ANTH 8050 is a course that can be used as a readings course to support your classroom work for ANTH 8650 and ANTH 8630 and in the preparation of your prospectus.

Departmental course requirements are:

Year 1 Fall:

- ANTH 8240 Fundamentals of Theory
- GRSC 7000 GradFIRST
- GRSC 7770 Introduction to College Teaching
- Choose one: ANTH 8200 (Archaeology)/ANTH 8500 (Cultural)/ANTH 8755 (Biological) Topical Seminar
- Additional electives are determined with major advisor

Year 1 Spring:

- ANTH 8250 Fundamentals of Research
- ANTH 9005 Professional Development Seminar

- Choose one: ANTH 8200 (Archaeology)/ANTH 8500 (Cultural)/ANTH 8755 (Biological) Topical Seminar
- Additional electives are determined with major advisor

#### Year 2 Fall:

- ANTH 8650 Fundamentals of Anthropological Literature
- ANTH 9005
- ANTH 8050 Advanced Topics in Anthropology
- Choose one: ANTH 8200 (Archaeology)/ANTH 8500 (Cultural)/ANTH 8755 (Biological) Topical Seminar
- Additional electives are determined in consultation with the committee

#### Year 2: Spring:

- ANTH 8630 Fundamentals of Proposal Writing
- ANTH 8050 Advanced Topics in Anthropology
- Choose one: ANTH 8200 (Archaeology)/ANTH 8500 (Cultural)/ANTH 8755 (Biological) Topical Seminar
- Additional electives are determined in consultation with the committee

#### Year 3:

- Fall ANTH 9005,
- ANTH 8050 Advanced Topics in Anthropology.
- Additional electives are determined in consultation with the committee.

#### Years 4 and 5:

- Fall ANTH 9005
- Additional electives are determined in consultation with the committee
- All students are required to take a minimum of 3 hours of ANTH 9300 after advancement to candidacy

The core courses and electives are formalized for all doctoral students during the second-semester review with their advisory committee.

ANTH 8000, 8050, 8100, 8755, 9000, 9300, 9005, 9210, and 9300 will all have sections that are specific to individual faculty members. You are responsible for ensuring that you register for the appropriate section. This information is available from the Graduate Program Assistant.

## GRADES

The minimum acceptable grade for courses on the Doctoral Program of Study form is a “B.” Courses for which a “B-” was assigned will not count toward the program of study. In addition, students must maintain a minimum grade point average of 3.0 for all graduate courses on their transcript. A grade of B- may result in dismissal from the program and a grade of “U” will result in automatic dismissal.

Students are expected to complete their work during the semester in which a course is taken. An “Incomplete” grade cannot be given for ANTH 7300 or 9300. An “Incomplete” grade cannot be given for ANTH 7000, 8000, or 9000 without the approval of the Department Head. Students with current “Incomplete” grades are not eligible for assistantship support, departmental awards, or nomination for Graduate School awards. Repeated incompletes will be interpreted as inadequate progress through the program during the annual evaluation and may lead to dismissal from the program.

## PHD PROGRAM

We admit students who we believe have the ability and interest to be successful in our program based on a review of their application materials by the Graduate Advisory Committee in consultation with the faculty. To ensure fair treatment of all students and efficient use of departmental faculty and financial resources, we have a standard schedule by which the Graduate Advisory Committee determines if students are making adequate progress in our graduate program. To maintain good standing, you must satisfy this standard in meeting program milestones. The program is structured so that you work on each milestone simultaneously with other students in your cohort and much of the material that supports meeting the milestones is covered in the required courses. This means that you must:

- Complete the second-semester review by the end of the 2<sup>nd</sup> semester.
- Write the written comprehensive exam by the end of the 3<sup>rd</sup> semester.
- Pass the oral comprehensive exam by the end of the 4<sup>th</sup> semester.
- Successfully defend your research prospectus by the end of the 5<sup>th</sup> semester.
- Complete research and be awarded the doctorate no later than the 10<sup>th</sup> semester.

Remaining in the program and continued consideration for Teaching Assistantships are contingent on fulfilling this schedule in a satisfactory way.

## Ethical Training and IRB

All graduate students are required to complete the first level of the training programs on Social and Behavioral Research, and the Responsible Conduct in Research courses available on-line through the [Professional Education Portal](#) (PEP), prior to their second-semester review. Copies of the certificates documenting successful completion of both modules will be included in the second-semester review portfolio.

All graduate students conducting independent research that involves human subjects must obtain an Institutional Review Board (IRB) approval number before they proceed with any data collection. Instructions can be found on the [IRB Portal](#). This includes pre-dissertation work as well as dissertation work. Students working with live animals (for example, primates in the wild or in captivity) must also obtain Institutional Animal Care & Use Committee (IACUC) approval. Other lab and field ethics and safety training may also be required, depending on the student's proposed research. In addition, the Graduate Coordinator will only approve a student's Application for Admission to Candidacy form once the IRB approval number (and other relevant approvals) is assigned. You must complete the PEP training courses prior to submitting an IRB application.

## Second-Semester Review

At the end of the second semester in residence, you will schedule a meeting with your advisory committee for a formal evaluation of your satisfactory progress in the program and preparation for continued success.

The purpose of the second-semester review is for the advisory committee to determine if you should continue in the program. The advisory committee may recommend 1) that you continue toward completion of the doctoral degree, 2) that you pursue an M.A. degree, or 3) that you should not continue in the program. Students placed in an M.A. degree program by their advisory committee must complete the degree within the following academic year.

You will prepare a second-semester review portfolio to be presented to the committee that contains:

- A current curriculum vitae,
- A completed UGA Doctoral Program of Study form,
- A descriptive list of the courses on the doctoral program of study (must include the course name, number, and a brief description) and when they were/will be taken,
- A description of how the student will acquire language proficiency, if required by the advisory committee,
- A copy of the SBR (Social and Behavioral Research ethics training) certificate from PEP,
- A copy of the RCR (Responsible Conduct of Research) certificate from PEP,
- A 1–3-page preliminary statement of the proposed dissertation research, and,
- A set of three questions that will guide the development of your comprehensive exam bibliographies and will be the basis for your written exam. The questions will be written so as to ensure that a strong knowledge and nuanced understanding of the field will be necessary to answer them.

The portfolio must be circulated to your advisory committee at least two weeks prior to the scheduled committee meeting. You must inform the Graduate Program Assistant of the scheduled meeting to help with room reservations.

The advisory committee must certify in writing their approval of the outcome of the second-semester review with no more than one dissenting vote. The major advisor's vote of approval is required. The major advisor forwards the portfolio and assessment to the Graduate Coordinator. The results will be reviewed by the Graduate Coordinator to ensure that it meets the department's standards and goals. The Graduate Coordinator has the authority to ask your advisory committee to reconsider its recommendation. Please see below for the appeals process.

Following a successful second-semester review, you will submit a preliminary Program of Study and a Graduate Advisory Committee form on GradStatus. Both forms may be revised. A final version of the Program of Study must be filed with the Graduate School when the student is admitted to candidacy. The Graduate Advisory Committee form does not need to be updated if there are no changes.



## Language requirement

Students whose dissertation study requires knowledge of a language other than the student's native language must determine the level of proficiency required and the means of acquiring this level in consultation with the advisor and committee. The description of how this requirement will be met should be detailed in the second-semester review.

## Written and Oral Comprehensive Exams

Comprehensive exams are required by the graduate school. Within the anthropology department, comprehensive exams serve to demonstrate competency prior to undertaking dissertation work, show mastery of anthropological concepts or methods, and ensure that you can make an original contribution to academic knowledge. The expectation is that through the exam process you will:

- Continue to develop an academic voice
- Demonstrate the ability to identify, organize, and analyze scholarly literature
- Communicate complex knowledge briefly, synthetically, and comprehensively

The exams consist of a written (with two parts) and an oral component. Your work on the first part of the written component is supported through ANTH 8650 Fundamentals of Anthropological Literature, taken during your 3<sup>rd</sup> semester. The second part is done during your 4<sup>th</sup> semester, prior to the oral exam. You must pass the written exam prior to taking the oral exam. If you do not pass, you are allowed to retake each of the exams once.

### **The steps for the written exam are as follows:**

#### Written Exam, Part 1:

1. You will develop, in consultation with your major advisor and committee, three broad questions that will guide readings and set the parameters for the comprehensive exam. These three questions and supporting justifications will form part of your second-semester review.
2. You will develop a set of three annotated bibliographies that support a comprehensive response to each question. You will collaborate with your committee to determine what is a reasonable yet comprehensive amount of reading for the bibliographies. The bibliographies will be reviewed and approved by your committee during the ANTH 8650 course.
3. Drawing on your bibliographies you will provide three field statements. Each field statement is a 3,000-word answer to one of the questions, comprising a constellation of ideas and arguments that supports your answer(s) and requiring synthesis of the literature in each of your bibliographies. The answers, submitted by the end of the regular class schedule, must demonstrate command and mastery of the topic, and will be analytical and synthetic, rather than descriptive.

The last two steps will be completed within the context and timeframe of ANTH 8650. The three answers and the annotated bibliographies will be evaluated by the committee. Any revisions will be requested prior to the winter break and must be made and resubmitted by January 31, the following semester.

## Written Exam, Part 2:

1. In consultation with your committee, you will select an appropriate product from the appendix provided below for the second part of your written exam and write an agreement stipulating the product and the parameters that will guide this part of your exam. You will submit the signed agreement to the Graduate Program Assistant by January 31<sup>st</sup>, during your 4<sup>th</sup> semester. The agreement will be reviewed and approved by the Graduate Coordinator who has the discretion to request a review by the Graduate Advisory Committee.
2. Your product must be submitted for approval by your Advisory Committee by March 31<sup>st</sup> of your 4<sup>th</sup> semester. Tentative approval of the product is required prior to scheduling the oral exam.

### **The steps for the oral exam are as follows:**

The oral comprehensive examination is not administered unless the committee determines the written comprehensive examination has been passed. The exam will cover both parts of the written exam. The oral exam is announced by the Graduate School and is open to all members of the faculty.

1. The developed product for the Written Exam part 2 must be tentatively approved by the committee at least two weeks prior to the oral defense.
2. Once the product is tentatively approved, you must notify the Graduate Program Advisor who will then notify the Graduate School. The Graduate School requires notification at least 2 weeks in advance.
3. The oral exam must occur prior to the last day of class during your 4<sup>th</sup> semester.

## Prospectus

The dissertation prospectus is a written document that details your research proposal and represents an agreement between you and your advisory committee about the independent research you will undertake to satisfy the requirements for a doctorate. If significant changes are needed to the approved prospectus, you may need to submit and defend a new prospectus. The oral presentation of the prospectus is open to the university community.

You should work closely with your major advisor in developing the prospectus and planning the dissertation. When your major advisor certifies that the prospectus is satisfactory, it will be circulated to the advisory committee whose members will likely suggest revisions. You should allow two-week intervals for each round of revisions. The oral presentation should not be scheduled until the prospectus is tentatively approved by all members of the advisory committee. Your major advisor is responsible for verifying that each advisory committee member finds the written prospectus acceptable before scheduling the oral presentation.

Once the prospectus is tentatively approved, you must inform the Graduate Program Assistant of the scheduled oral presentation and reserve a room for the presentation and defense. The presentation and defense are open to the university community.

Immediately following the oral presentation, the advisory committee assesses your performance, and a vote is taken. Approval of the prospectus requires the agreement of the advisory committee with no

more than one dissenting vote. The major advisor's approval is required. The Approval of Dissertation Prospectus form and the approved prospectus are filed with the Graduate Program Assistant.

### Admission to Candidacy

You will submit the Application for Advancement to Candidacy form in GradStatus once you have successfully defended your prospectus, passed the written and oral exams, met any language requirement, and received an IRB number where appropriate. Only after advancement to candidacy are you permitted to undertake full-time doctoral research and register for ANTH 9000 or ANTH 9300.

### Dissertation Research

Doctoral students are not permitted to undertake full-time dissertation research or register for ANTH 9000 or ANTH 9300 until they have been advanced to candidacy. Students are encouraged to conduct preliminary field assessments of research opportunities, recognizing that this is not the same as dissertation research, which requires passing the steps described above.

The Graduate School requires that students maintain continuous enrollment, which includes registration of a minimum 3 credit hours, when not employed as a TA or RA. Many anthropology students spend a year doing fieldwork and the registration and associated fees are burdensome. Students that are doing international fieldwork have the option to enroll in ANTH 9210 Graduate Fieldwork Experience. This is a non-tuition and non-fee course that maintains continuous enrollment. These are individual courses and require additional time to create. Students need to advise the Graduate Program Assistant at least 3 months in advance if they wish to set up the course.

Students must be aware of [Graduate School timelines](#) to ensure that they are able to graduate during the desired semester. These dates vary each semester.

### Written Dissertation

Dissertations may be written in monograph or manuscript style. The [Graduate School](#) has a description of content and formatting requirements for each style. The decision of which style to choose is made by the student in consultation with the advisory committee and is made following the defense of the prospectus.

When composing a manuscript-style dissertation, the number of required manuscript chapters and the target peer-reviewed journals must be approved by the advisory committee. The dissertation must include an introductory and a concluding chapter and a literature review. The literature review may be integrated into the introductory chapter or be a stand-alone chapter, at the committee's discretion. The department requires a minimum of three substantive chapters, but advisory committees may require more. At least two substantive chapters must meet the standards of top-tier Anthropology journals. You should have each manuscript reviewed and approved by the advisory committee prior to submission to a journal. The Graduate School has developed a policy regarding Generative AI as it relates to the dissertation. Please ensure that you understand and comply with the [policy](#).

### Dissertation Defense

You are expected to work closely with your major advisor and communicate regularly with your advisory committee while writing the dissertation. You will provide your major professor with a complete draft of

the dissertation no later than the first day of class of the semester in which graduation is anticipated. Once your major professor has approved a draft of the dissertation for distribution, you will distribute copies to the advisory committee for comments and revisions.

Written assent of a majority of the advisory committee members, submitted to the major professor, is required before the oral defense can be scheduled. Once the advisory committee judges the dissertation defensible, you will schedule the defense by notifying the Graduate Program Assistant, who notifies the Graduate School of the proposed date. The Graduate School requires notification at least two weeks prior to the defense date.

You will present your dissertation work at a venue open to the university community. After a period of public questions, the non-committee audience members will leave the room while the advisory committee assesses your performance with the student present. Subsequently you are asked to leave the room and the advisory committee continues deliberations. The advisory committee must approve your dissertation and defense with no more than one dissenting vote. The major advisor’s vote of approval is required. When the overall vote is known, you will be asked to return to the examination room to learn the results. The relevant forms will be submitted on your behalf by the Graduate Coordinator and the advisory committee.

### Petitions for Exemptions

Students who wish to petition for an exemption to department or Graduate School policies should discuss the request with their major advisors. After reviewing the student’s request, the major advisor should address a letter to the Graduate Coordinator stating the nature of the request along with a justification. The Graduate Advisory Committee will review the request and make a recommendation or submit the request to the Graduate School.

If the student’s major advisor will not forward a request to the Graduate Coordinator, the student may appeal directly to the Graduate Coordinator, in writing, stating the nature of the request along with a justification. The student’s petition will be considered following the same procedures outlined above.

A student may also appeal against other decisions made within the department pertaining to decisions related to their graduate studies, such as decisions regarding assistantships, awards, and grants. In these cases, the appeal should be addressed to the Graduate Coordinator for consideration by the Graduate Advisory Committee. Decisions made by the Graduate Advisory Committee can be appealed to the Department Head, who will appoint an ad hoc committee consisting of three faculty members to consider the appeal. Some decisions made at this level may be appealed to the Graduate School following Graduate School procedures.

## MAJOR MILESTONES

The following table outlines major milestones to help you understand the flow of the graduate program. This is not an exhaustive list, and you are ultimately responsible for meeting with your advisory committee. Refer to the [Graduate School Bulletin](#) and check in with the Graduate Program Assistant (GPA) to ensure you are aware of all steps necessary to successfully complete your degree.

Date	Requirement	Form/Action
<b>Year 1</b>		

Early August	Identify courses for Fall semester	• Register
End of 1 <sup>st</sup> semester	Confirm major advisor	• Submit form to GPA
November	Discuss Spring courses with advisor	• Register
April of 2 <sup>nd</sup> semester	Complete second semester review	• Submit package to GPA
April of 2 <sup>nd</sup> semester	Submit Preliminary Program of Study	• Submit form on <a href="#">Gradstatus</a>
April of 2 <sup>nd</sup> semester	Confirm advisory committee	• Submit form on <a href="#">Gradstatus</a>
May	Identify courses for Fall semester	• Register
<b>Year 2</b>		
November	Discuss Spring classes with advisor	• Register
End of 3 <sup>rd</sup> semester	Write written comprehensive exams	• Submit to advisory committee
April of 4 <sup>th</sup> semester	Defend oral comprehensive exam	• Schedule oral defense with Graduate Program Assistant
May	Identify courses for Fall semester	• Register
<b>Year 3</b>		
November of 5 <sup>th</sup> semester	Write prospectus	• Schedule oral defense
End of 5 <sup>th</sup> semester	Advance to candidacy	• Submit form on <a href="#">Gradstatus</a>
Beginning of 6 <sup>th</sup> semester	Begin doctoral research	

## ANNUAL EVALUATIONS

The Graduate Advisory Committee conducts annual evaluations of student progress measured against the departmental milestones and timelines. Students making unsatisfactory progress or failing to maintain the necessary grades enter a probationary period in the upcoming academic year and are advised through a letter. The student should schedule a meeting with their major advisor within 14 calendar days after receiving notification of probation status to discuss their individual progress and develop a detailed plan for addressing the problems highlighted by the Graduate Advisory Committee. The plan will be submitted to the Graduate Coordinator and will be approved by the Graduate Advisory Committee. If the student fails to adhere to the agreed plan or otherwise fails to make satisfactory progress the following semester, they will be dismissed from the program.

## GRADUATE TEACHING ASSISTANTSHIPS

The department awards departmental graduate teaching assistantships to qualified graduate students on a semester-by-semester basis. Awards are competitive and based on academic performance, assistantship evaluations (if appropriate), conformance to the criteria for adequate progress through the program, the needs of the department, the number of semesters of funding the student has already received, and funding availability. The specifics of the assistantship, including salary, number of hours, and duties, are detailed in the assistantship offer letter. Assistantships are not automatically renewed, and students must indicate interest in being considered for future assistantships. The Graduate Coordinator will distribute a survey at the end of each semester to solicit interest.

Assistantships for master's students will only be awarded if all doctoral students have financial assistance, the master's student otherwise meets the standards required for assistantships, and the

major advisor agrees that the student could have an assistantship without adversely affecting progress through the program.

Graduate students on a minimum of a one-third time assistantship (13 hours/week) receive a tuition waiver from the university.

## DISMISSAL FROM PROGRAM

In addition to unsatisfactory progress, students may be dismissed from the program at any time in accordance with the Graduate School criteria:

- Failure to pass comprehensive or other required examinations,
- Inadequate academic progress,
- Failure to meet program requirements (academic, professional),
- Failure to adhere to the honor code,
- Title IX/Non-Discrimination and Anti-Harassment violation,
- Research misconduct,
- Violation of ethical (professional) standards in program's handbook (or professional society),
- The inability to identify a major professor.

## DISMISSAL APPEALS

Students have the right to appeal academic decisions, including dismissals and issues pertaining to their major advisor and advisory committee. Unless the appeal involves the Graduate Advisory Committee, the written appeal will go first to the Graduate Coordinator, who will take the matter before the Graduate Advisory Committee. Should there be members of the Graduate Advisory Committee who also serve on the student's advisory committee, these members will be temporarily replaced with faculty appointed by the Department Head. Rulings can be appealed. Graduate Advisory Committee decisions can be appealed to the Department Head and department decisions can be appealed to [Franklin College](#) or the [Graduate School](#), depending on the issue.

A student may appeal a program dismissal decision by sending a written request for reconsideration to the Graduate Coordinator. The written request must specify the justification for the appeal and be received by the Graduate Coordinator within 14 calendar days after either the automatic dismissal or the date of the Graduate Coordinator's letter of dismissal. The Graduate Coordinator then requests that the Department Head appoint a committee to hear the appeal. The Department Head will propose a slate of five members of the graduate faculty; the student will then be permitted to strike two names from the slate, leaving a committee of three members. The committee will review the case, including written or oral input from the student, and make a recommendation to the Department Head within 14 calendar days of the date on which the Committee was appointed. The Department Head will then inform the student of the committee's decision in writing. Students who have unsuccessfully appealed at the department level may then appeal to the Dean of the Graduate School, following procedures stipulated by the Graduate School.

## APPENDIX 1: COMPREHENSIVE WRITTEN EXAM PART 2 OPTIONS

In the Department of Anthropology, comprehensive exams are designed to further your professional development. Because each student has different professional goals you, in collaboration with your advisory committee, select the exam option that best supports your developmental and career needs. All products must be based on academic literature. This includes your substantive contribution, but also the design of your product. You will choose one option from the list below.

### **Assessment criteria:**

All exam options share the following assessment criteria:

1. Demonstrate mastery of the literature used to develop the product.
2. Clear theoretical or conceptual linkages between academic literature and the product.
3. Overall quality of the product, including whether the product design will meet its stated objectives.

### **Comprehensive Written Exam Part 2 Options:**

1. Data collection instrument or method(s)

You will design a data collection instrument or method that you will use for your Ph.D. research. The type and scope of the product will be agreed with your advisory committee and your submission must include information on how the instrument or method will be deployed and how the data will be stored.

*Specific assessment criteria:* Feasibility of the product design and whether it will elicit the desired information. Your advisory committee may request the development of more than one method, depending on the complexity of your approach.

Examples include: surveys, excavation or collections-based research designs, group interviews, structured and semi-structured interviews, photovoice, among others.

2. Workshop design

You will design a structured and interactive session that will support your Ph.D. goals. The design must include the identification of objectives and participants, a fully described agenda and activities, and a description of the outputs and how they will be used.

*Specific assessment criteria:* Feasibility of the workshop design; and whether it will meet the desired objectives.

3. Course design

You will design a course that you wish to teach as a beginning university professor. Following contemporary pedagogical guidance, the product will include: A Teaching Philosophy statement; a syllabus that provides a course description and Student Learning Outcomes (SLO); detailed description of assessments and how they map onto SLOs; a description of course material.

*Specific assessment criteria:* The engagement with contemporary pedagogical practices; the quality of SLOs, the relationship between SLOs and assessments; and the appropriateness of course material.

#### 4. Science communication product

You will prepare a product that communicates your research and scholarship to a non-specialist audience. The specific product must be relevant and salient for your intended audience. Examples may include podcasts, videos, websites, policy briefs, or other modalities approved by your committee. The product must identify the target population, justify the relationship to your research, and adhere to contemporary communication design approaches.

*Specific assessment criteria:* Ability to translate specialist knowledge for a more general audience; demonstrate scientific integrity of the product.

#### 5. Literature review

You will prepare an article-style literature review that is relevant for your dissertation topic. The product can serve as part of the introduction to your dissertation and as a stand-alone submission for publication. If you choose to write an article for submission, you must first identify the target journal.

*Specific assessment criteria:* The review answers a compelling question; includes the necessary breadth and depth of literature; the text is analytical rather than descriptive; and identification, and quality, of a research agenda.

#### 6. Sampling approach

You will prepare a sampling approach for at least one of the data collection methods for your dissertation work. You will need to describe the objective for the data collection methods, the sampling frame (where appropriate), the sampling strategy, stratification, sample size, and power calculations (where appropriate).

*Specific assessment criteria include:* Appropriateness of sampling strategy; feasibility of approach; technical quality.



## APPENDIX 2: COMPREHENSIVE EXAM OPTION AGREEMENT

Student Name:

Oral comprehensive exam option:

Describe in detail the scope of the product you will develop. This description serves as an agreement between you and your advisory committee, and a well written agreement will help ensure shared expectations. Together with assessment criteria in the handbook this agreement will serve as the basis to evaluate your oral exam.

Major advisor signature

Committee signatures

Graduate coordinator signature