

Handbook: Anthropology A.B./Anthropology M.A. Program (UGA Advantage Program or Double Dawg)

Department of Anthropology, University of Georgia

Adopted on: April 6, 2021 version
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Introduction to Anthropology A.B./Anthropology M.A.

Training in anthropology provides students with critical, creative, and globally informed skills that prepare students for a variety of careers in the 21st century. Our dual A.B./M.A. program combines the value of the anthropological approach of our A.B. program with specialized training and independent thesis research in the M.A. program. An M.A. degree in anthropology can provide skills that will be valued in an increasingly globalized world, such as engaging with a diverse workforce as well as communication, analytic, research, and collaboration skills. These skills can also lead to a wide range of career options in education, business, research, industry, and public service as well as providing a research foundation for doctoral training.

The University of Georgia “Double Dawg” or “UGA Advantage” program is a dual degree program. It is designed so students complete the A.B. and M.A. program by the end of their 5th year at UGA. Therefore, students must plan to complete the program by the end of Year 5.

After completing this program, students should be able to

- Elucidate major theories, research methods, and approaches to anthropological inquiry and schools of practice.
- Demonstrate independent judgement in developing a research question and answering it by drawing on primary sources or data.
- Identify skills relevant to their professional career
- Design and produce an independent research product, the M.A. thesis

This Handbook provides information about the basic policies and procedures of our UGA Advantage/Double Dawg program. It does not cover all the regulations governing undergraduate or graduate education at the University of Georgia. Graduate School regulations governing the [M.A. degree](#) are contained in the [Graduate Bulletin](#) (<https://grad.uga.edu/index.php/current-students/policies-procedures>) and especially the [M.A. requirements](#) and [Theses and Dissertation Overview](#). All students should also be familiar with [UGA Double Dawg](#) program. Where this Handbook is not consistent with current Undergraduate or Graduate School policies and procedures, the University or Graduate School requirements take precedent. Students are responsible for keeping themselves apprised of current requirements for their degree objectives.

Students should ask questions to the Undergraduate Coordinator and Undergraduate Advisor in Years 3 and 4 and to the Graduate Coordinator and Graduate Advisor in Years 4 and 5.

The Major Professor and Advisory Committee are the key ingredients to successfully completing the graduate program. Students must select their Major Professor and complete their committee as soon as possible, but no later than the end of the drop-add period at the beginning of their 5th year (first semester in M.A. program). Students should also rely on this group for guidance in all aspects of their academic and professional development. Students must meet with their Advisory Committee annually.

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

Forms, reports, and applications that are to be submitted to the Graduate Coordinator or Dean of the Graduate School should be given to the Graduate Academic Advisor (Terria Pittard) or submitted by the student on [GradStatus](#). These will then be distributed to the appropriate committee members and offices. Each of these steps requires additional time; students should not wait until the day materials are due at the Graduate School to submit these to the Academic Advisor or through GradStatus. In most cases, departmental deadlines will anticipate Graduate School deadlines by several days and perhaps by as much as a month if the Graduate Committee’s approval is required.

TIMELINE

All interested students should first talk to faculty in the Department of Anthropology to determine if they are able to supervise a M.A. student. Identifying a potential Major Professor for the M.A. degree is a critical first step. You can learn more about faculty’s research interests by taking courses with them, exploring the description of their research on the departmental web-site, and emailing them to arrange a meeting to discuss your interest in a possible “Double Dawg” program. Interested students are also strongly encouraged to arrange a meeting with the Undergraduate Advisor to discuss their interest in the program. It is possible that deviations from this timeline may be approved under exceptional circumstances.

Summary Timeline of Double Dawg requirements

Year	Fall	Spring	Summer
2	Express interest in the Double Dawgs program in Athena and arrange to speak with the undergraduate advisor about your interests during advising. Take classes with anthropology faculty whose research you find interesting. Talk with them about their research (possibly during office hours). Ask if they supervise DD students		
3	Identify possible faculty Pathway Advisor. Discuss possibility of M.A. project for DD program	Apply to “Pathway” program by February 15	Develop preliminary program of study with possible M.A. thesis advisor (future Major Professor) and undergraduate advisor
4	6 credits of 6000-level courses that can be applied to both A.B and M.A. program, in addition to coursework required to complete	6 credits of 6000-level courses that can be applied to both A.B. and M.A. program, in addition to coursework to required complete A.B degree;	If accepted, implement thesis plan, meet with Major Professor and, if possible, form Advisory Committee

	A.B degree; develop M.A. thesis project	Apply to M.A. program and Graduate School by February 15	
5	Coursework Thesis research / thesis writing	Coursework Defend thesis and complete graduation requirements	

Note on terminology: Students must identify a faculty member in anthropology to advise them in the ‘Pathway’ program. This is their “Faculty Pathway Advisor”. In most cases, the same faculty member will then serve as their MA Major Professor if the student is accepted into the M.A. program.

A.B. Year 3: Applications to the B.A./ M.A. “Pathway” are due February 15. Details about application materials can be found on the Double Dawg program description. Application materials should be emailed to the Graduate Academic Advisor. If accepted, students will begin the “Pathway” in their 4th year. If accepted into the “Pathway” program, they are strongly encouraged to meet with their Pathway Faculty advisor and the Undergraduate Academic Advisor in order to develop their statement of intent and preliminary Program of Study for Year 4. Admission to the dual degree “Pathway” does not guarantee admission to the graduate program.

Year 4, Fall/Spring: Students will take courses at the 6000-level (see Summary Timeline) that can be applied to both A.B. and M.A. program of study in their fourth year. Student should apply for M.A. program through Graduate School by February 15. Details about application materials and deadlines can be found on the Double Dawg program description.

The student will be notified if they are accepted into the M.A. program by the end of the spring semester. If accepted into M.A. program, the student is strongly encouraged to meet with their Pathway Advisor/Major Professor who will supervise the M.A. degree in order to discuss their Advisory Committee for M.A. committee (see committee guidelines) before the end of the spring semester. They should also identify an Advisory Committee and, ideally, meet with the Advisory Committee. This meeting could include a discussion of the M.A. topic, discussion of if Human Subjects (IRB) approval is required, and discussion of the Program of Study. If this cannot be completed in the spring semester, it must be completed by the end of drop-add in the fall semester of the 5th year.

Year 5, M.A. program: Student finalize thesis plan, complete courses on the Program of Study, complete and defend M.A. thesis, and graduate.

Fall semester: Student must meet with Major Professor and Advisory Committee before the end of drop-add period. Students should plan to submit their Advisory Committee form, receive approval for the M.A. topic, and discuss a Program of Study in this meeting. The Advisory Committee form and Program of Study form must be submitted to the Graduate School by the end of the fall semester.

spring semester: The student will follow Graduate School deadlines including applying for graduation, submitting final program of study form, format check, defense of thesis, and submitting final thesis for graduation.

COURSES AND TRAINING REQUIREMENTS

The University's published schedule of classes on Athena is generally accurate but last-minute changes in Anthropology courses are unavoidable. Information on upcoming courses can be found on the Departmental of Anthropology web-site. For a complete list of courses and a brief description of each, students should consult the *Bulletin* at www.bulletin.uga.edu. This is a comprehensive list of courses, some of which may not be taught regularly.

Students should address questions about courses to their Pathway Advisor or Major Professor.

The minimum number of course-hours necessary for graduation with a M.A. is 30. The joint A.B./M.A. program allows 12 course-hours to be applied to both the A.B. and M.A. degree in Year 4. Students will be required to complete the 6000-level version of no more than four ANTH 4000/6000 courses in Year 4.

Students will be required to complete ANTH 6520, History of Anthropological Theory, and at least three 7000/8000-level courses in their topical focus of archaeological, biological, or cultural anthropology.

The Department offers a weekly professional seminar with the objective of improving graduate students' professional skills and exposing them to a wider diversity of anthropological research than they may otherwise encounter in their coursework. M.A. students should be aware of the events in the professional development seminar (Anth 9005) and attend when the events help their professional development

A.B. / M.A. students should consult with their Pathway Advisor Major Professor in order to develop a preliminary Program of Study in their 4th year. This should include a discussion of elective courses that provide appropriate theoretical background and identification of at least one research skill that the student will develop that is consistent with the students research focus. Elective courses should also be consistent with their professional goals.

PROGRAM OF STUDY

Students accepted into the Anthropology A.B./M.A. Pathway will complete a preliminary Program of Study that they will follow in Year 4. The program of study will be revised at the end of Year 4 upon admission to the M.A. program if needed. The final program of study will be submitted to the Graduate School at the beginning of the final semester (spring, Year 5). The preliminary program of study should be approved by both the Undergraduate and Graduate Coordinators. Students should also have the program of study approved by the Undergraduate Advisor during advising in fall of Year 4 to ensure that they have met the requirements to graduate with their A.B. by the end of year four. Similarly, they should

meet with the Graduate Advisor in the fall of Year 5 to ensure that they have met the requirements to graduate with their M.A. by the end of year 5.

For the M.A. degree, a student must complete a Program of Study that constitutes a logical whole. Master of Arts and Master of Science degrees require a minimum of 30 semester hours consisting of at least 12 semester hours of course work open only to graduate students (exclusive of 7000 and 7300). A maximum of 6 hours of 7000 and 3 hours of 7300 may be applied toward the 30 hours. A minimum of 3 hours of 7300 must be listed on the program of study. To be eligible for graduation, a student must maintain a 3.0 (B) average on the graduate transcript and a 3.0 (B) average on the program of study.

The final Program of Study must be submitted on the proper form with approval by the student's Major Professor, the departmental graduate coordinator, and the dean of the Graduate School. This step should be completed by Friday of the second full week of classes of the semester in which degree requirements are completed. Exception: If degree requirements will be completed during summer term, the program of study will be due by Friday of the first full week of classes in that semester.

Sample A.B. / M. A. Program of Study (from UGA "Double Dawg" website)

	Fall	Spring	Summer
Year 1	ENGL 1101, 3 MATH 1001, 3 World Language & Culture, 4 ANTH 1102 or ANTH 2120H, 3 FYOS 1001, 1	ENGL 1102, 3 Social Science, 3 World Language & Culture, 4 Humanities & Arts, 3 PEDB, 1	
Year 2	World Language & Culture, 3 General Elective, 3 Social Science, 3 General Elective, 3 STAT 2000, 4	Life Science, 4 Literature (Franklin), 3 Fine Art/Religion/Philosophy (Franklin), 3 ANTH 3265, 3 General Elective, 3	
Year 3	Multicultural course (Franklin), 3 Physical Science Core, 3 Major Elective, 3 ANTH 3010, 3 General Elective, 3 ANTH 3900, 1	Social Science, 3 Major Elective, 3 ANTH 3040 or ANTH 2045, 3 General Elective, 3 ANTH Elective 4XXX, 3	
Year 4	Upper-level ANTH course, 3 Elective ANTH 4000/6000*, 3 Elective ANTH 4000/6000*, 3 General Elective, 3 Upper-level ANTH course, 3	Upper-level ANTH course, 3 Upper-level ANTH course, 3 Elective ANTH 4000/6000*, 3 Elective ANTH 4000/6000*, 3 General Elective, 3	
Year 5	Anth 6520, 3 Elective Anth 7000/8000, 3 Anth 7000, 3 Anth 9005, 3	Elective Anth 7000/8000, 3 Elective Anth 7000/8000, 3 Anth 7300, 3 Anth 9005, 3	

COLLABORATIVE IRB TRAINING INITIATIVE (CITI) AND NSF RESPONSIBLE CONDUCT IN RESEARCH REQUIREMENTS

All graduate students are required to complete the Responsible Conduct in Research (RCR). Students will demonstrate completion of this training by submitting a copy of the certificates documenting successful completion of RCR training to their Major Professor and the Graduate Assistant. The form becomes part of their permanent files. Additional training including the Protection of Human Subjects (Human Subjects IRB, CITI training) may also be required to complete the M.A. thesis. Students are responsible for completing all required training. If Human Subjects approval is required for the M.A. project, the M.A. thesis will not be approved by the Graduate School without the UGA IRB approval number. Students should discuss Human Subjects during the first committee meeting or sooner. They should plan to complete all training no later the end of drop add period of the fall semester of Year 5.

Taking these courses provides critical awareness of legal and ethical issues of working with human subjects and research in general. In addition, the training is required by UGA prior to receiving funding from a federal award or working with human subjects regardless of funding source.

GRADE REQUIREMENTS

The minimum acceptable grade for courses on the Masters Program of Study form is a "B". This applies to the 30 credit hours that are included in the M.A. Program of Study. Courses for which a "B-" was assigned will not count toward the M.A. 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 "Incomplete" is not awarded for any graduate courses unless unusual circumstances are demonstrated. Only "S" or "U" grades (satisfactory or unsatisfactory) are given for ANTH 7000 and 7300. Incomplete cannot be given for ANTH 7300. A grade of B- may result in dismissal from the program. A grade of "U" will result in automatic dismissal.

Students with current "Incomplete" grades are not eligible for assistantship support, departmental awards, or nomination for Graduate School awards. In some cases, even an "Incomplete" that has been cleared may make the student ineligible for awards or nominations.

ADVISORY COMMITTEE

All students in the joint A.B./M.A. will identify a potential Major Professor before applying to the M.A. program. If accepted, this faculty member will become their Major Professor. A student's Major Professor for all degree objectives must be from the faculty of the Department of Anthropology and a member of the University of Georgia's Graduate Faculty.

A student should consult with their Major Professor to identify an Advisory Committee by the beginning of their 5th year. Students should rely upon their Advisory Committee for guidance in all aspects of their academic and professional development. Committee members should be individuals who can contribute substantially to the research proposed by the student. Selection of the Advisory Committee is governed by the following conditions, though other Graduate School requirements may also apply.

1. The composition of a Master student's Advisory Committee is recommended by the Major Professor and student to the Graduate Coordinator for approval by completing the Advisory Committee Master Candidates form in GradStatus.
2. Each Advisory Committee for M.A. students whose degree objective is a M.A. in Anthropology should consist of at least three and no more than five committee members.
3. The Major Professor of Masters students in Anthropology must be faculty in the Department of Anthropology. Co-Major Professor must be a faculty member in the Department of Anthropology or be voted in by the Graduate Committee for the purpose of advisement of students using the procedures for adding external committee members. If the Graduate Committee cannot achieve consensus, the committee will bring the case to the faculty.
4. At least two of the individuals constituting the Advisory Committee for Masters students in Anthropology must hold a regular appointment in the Department of Anthropology. At a minimum this would include the Major Professor and one additional member. Examples of regular faculty members are those who either have a funded joint appointment with the department or whose tenure-home is in the department. Faculty members who hold courtesy appointments in the department, such as adjuncts, are not considered members of the department for this purpose.
5. The Graduate School has additional information about Advisory Committee:
<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/>

THE THESIS

THESIS PROPOSAL

Once admitted to the M.A. program, a student must submit a thesis proposal for approval by the Advisory Committee before beginning work on the thesis. A student's thesis proposal should be approved as soon as possible after admission to the M.A. program, but no later than the end of the fourth week of classes in the fall semester their fifth year (1st semester of the M.A. program). The proposal should focus on one or more of the topical and area specialties of the Department. The student must discuss with the Major Professor what materials should be included in the thesis proposal. Possible items include, but are not limited to, a short description of the student's intended thesis topic, proposed methods, and relevant research skills that they will develop. Additionally, it would be useful to include

a brief statement of the student's career objectives. Once the Major Professor has approved the thesis proposal, it is then distributed to the Advisory Committee for approval. Committee members will indicate in writing when the thesis proposal is approved by either signing a form or sending an email to the Major Professor.

Once the proposal has been accepted by the Advisory Committee, it becomes an agreement between the student and the Committee and must be followed in writing the thesis. M.A. students conducting research that involves human subjects must obtain an Institutional Review Board approval number before their proposal will be accepted and they can proceed with their research.

The thesis must include written evidence that demonstrates independent judgement in developing a problem from primary sources. Students are to consult with their Major Professor and Advisory Committee about their thesis style, including topic, content, format, and other expectations.

Additional information on formatting can be found at the Graduate School Thesis and Dissertation Overview: <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

Additionally, students should consult the Graduate School's description of a thesis: <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/>

"A candidate must submit a thesis which shows independent judgment in developing a problem from primary sources. (Departments with a non-thesis option, will determine the appropriate courses and requirements to replace the thesis option.) The thesis shall be written under the direction of the student's Major Professor. The thesis must be approved by the Major Professor, who will distribute copies to the remaining members of the advisory committee and schedule a final examination. The committee members must have three weeks to read and evaluate the completed thesis. Written assent of two of the three committee members will be required before a thesis will be approved as ready for a final defense."

REVIEW OF THESIS AND THESIS DEFENSE

Students are expected to work closely with their Major Professor while writing their thesis. Students should develop a realistic timeline for completing their thesis in the fifth year of the A.B./M.A. program with their Major Professor, ideally as soon as they are accepted into the M.A. program. This schedule will include time for multiple revisions, committee approval, and time to schedule the thesis defense. Students should expect to give faculty two-weeks to provide feedback on any document. Students should remember that many faculty are not available for thesis defenses during summer months (mid-May through mid-August). Therefore, it is strongly encouraged that a student have a full draft of their thesis submitted to their Major Professor by Feb 1st in the semester they wish to graduate.

The student must also be aware of Graduate School deadlines regarding thesis submission and graduation: <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

Once the Major Professor deems the thesis ready to be distributed to the Advisory Committee, the student may then distribute the document to the committee. The Major Professor and student consult with the committee for feedback. Once the Advisory Committee judges the thesis to be ready for defense, the Major Professor and student organize the defense.

The Major Professor chairs the defense and ensures it is conducted according to Graduate School guidelines as follows:

“The defense of the thesis will be chaired by the student’s Major Professor and attended by all members of the advisory committee simultaneously for the entire defense period. The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend. The student and committee chair must appear in person for both components of the defense, but other committee members can participate via teleconference or video conference, provided that the comments of all participants can clearly and consistently be heard. If the Major Professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. The advisory committee must approve the student’s thesis and defense with no more than one dissenting vote and must certify their approval in writing. An abstention is not allowable for the final defense. The results of the defense of the thesis must be reported to the Graduate School at least two weeks prior to graduation for the current semester.”

[<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/>]

SUBMITTING THESIS AND GRADUATION CLEARANCE

The Graduate School must receive the Final Defense Approval form and an electronic submission of the corrected thesis no later than two weeks prior to graduation. In addition to the Final Defense Approval form, students must submit other paperwork to the Graduate School as outlined on their web-site by the respective dates. Many of these forms require the approval of the Advisory Committee and Department (Graduate Coordinator or Graduate Assistant). It is the responsibility of the student to ensure their paperwork is submitted to the Graduate Coordinator and/or Graduate Assistant with enough time for Departmental approval prior to the Graduate School deadline.

Additional guidelines are found at <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/>

FINANCIAL AID

The Graduate School has Financial Information here:

<https://grad.uga.edu/index.php/current-students/financial-information/>

Teaching Assistantships from the Department of Anthropology will only be awarded to Masters students if all doctoral students have financial assistance, the master’s student

otherwise meets the standards required for assistantships, and the Major Professor agrees that the student could have an assistantship without adversely affecting progress through the program.

If a student would like to be considered as a TA should a position become available in an upcoming semester, they should notify the Graduate Assistant in writing by the last day of classes of the current semester. See the Ph.D. Graduate Handbook for additional information on departmental Teaching Assistantships.

CONFLICT RESOLUTION BETWEEN GRADUATE STUDENTS AND MAJOR PROFESSORS/ADVISORY COMMITTEES, DISMISSALS AND APPEALS

The faculty expects each graduate student to develop an understanding of and capacity for scholarship, independent judgement, academic rigor, and intellectual honesty. The faculty is responsible for fostering and facilitating the student's professional development toward these expectations. Students may believe that the demands made of them are unreasonable or they may have some other area of disagreement with their Major Professor and Advisory Committee.

In most cases, students should discuss their concerns with their Major Professor and Advisory Committee toward a resolution. If the conflict cannot be resolved, students or their professor should seek mediation from the UGA Office of Legal Affairs to resolve their dispute.

If a student believes that University policies and procedures are being violated, the procedures established for reporting these violations should be followed. Examples of such policies are the [nondiscrimination and anti-harassment policies](#) or policies on [responsible conduct in research and scholarship](#). University procedures preclude discussing the allegations with other faculty and students. If a student wishes to report a possible violation and needs help finding the procedure for doing so, the Graduate Coordinator or Department Head should be consulted. The student should not identify the person against whom the complaint will be made or discuss the details of the complaint beyond what is necessary to contact the appropriate campus authority.

DISMISSAL DUE TO ACADEMIC PERFORMANCE

Students may be dismissed by the Department at the end of any semester of the M.A. program if they have not made sufficient progress through the program as defined below. Students should also see the [Graduate School policies for Academic Probation and Dismissal](#).

1. A graduate student who does not pass the Department's required courses with a grade of "3.0" or better, with one retake permitted, will be automatically and immediately dismissed from the program. Students may also be placed on academic probation or

dismissed from the program if their cumulative grade point average fails to meet academic standards as described by the Graduate School.

2. If a master's student's Advisory Committee determines that the student has not made acceptable progress in the program, the Committee may recommend to the Graduate Coordinator that the student be dismissed from the program. The Graduate Coordinator, in consultation with the Graduate Committee, will review the recommendation of the Advisory Committee and will make final determination of dismissal and inform the student of the decision. The Graduate Committee has the authority to ask the Advisory Committee to reconsider their judgement.

3. If a masters student does not meet the Departmental deadlines for forming an Advisory Committee, approval of a M.A. thesis topic, or completing the thesis defense and graduating as outlined above as adequate progress through the program. Such dismissals may be carried out by the student's Advisory Committee (as outlined in #2 above) or by the Graduate Coordinator after a vote by the Graduate Committee.

4. If deemed appropriate by the Office of the Vice President for Instruction following University procedures for violation of University policy.

APPEALS AND PETITIONS FOR EXEMPTIONS

University of Georgia students have the right to appeal academic decisions, including issues pertaining to their Major Professor and Advisory Committee. Unless the complaint involved the Graduate Coordinator, the appeal will first go to the Graduate Coordinator, who will take the matter before the Graduate Committee. Any members of the students Advisory Committee on the Graduate Committee will be temporarily replaced on the Graduate Committee by a member of the Graduate Faculty appointed by the Department Head.

Any unfavorable ruling at one level can be appealed to the successive levels (viz. an Advisory Committee ruling can be appealed to the Graduate Committee, which can then be appealed to the Department Head). Departmental decisions may be appealed to the Graduate School following their guideless. For information regarding appeals to the Graduate School, students should consult their policy here:

<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/appeals/>.

Appeals related to sexual discrimination and harassment should follow University policies and procedures specifically related to such issues.

PETITION PROCEDURE

Students who wish to petition for an exemption to the Graduate School policies should discuss the request with their Major Professor. After reviewing the student's request, the Major Professor should address a letter to the Graduate Coordinator stating the student's request and setting forth reasons why the petition should be granted or denied. The Graduate Coordinator and Graduate Committee will review the request and make a recommendation to the Department Head. If the decision is to support the petition, the

Graduate Coordinator and the Department Head will indicate their concurrence by co-signing an additional letter of recommendation which will accompany the Major Professor's letter of support. These documents will be forwarded to the Graduate School for consideration.

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

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

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

RESPONSIBLE CONDUCT OF RESEARCH, ACADEMIC DISHONESTY, AND ETHICAL VIOLATIONS

Students are expected to conform to high standards of academic honesty, professional integrity, and responsible conduct of research and to be familiar with policies related to the use of human subjects and animals for research. Students should familiarize themselves with the codes of conduct that prevail within the University, within Anthropology, and in their area of specialization for responsible conduct of their academic activities and research. The standards for academic honesty are defined by the University of Georgia's policy on academic honesty.

Ethical principles concerning research, responsibility to the public and to the anthropological discipline are defined by the major professional organizations in Anthropology (e.g., American Anthropological Association [AAA], the Society for American Archaeology [SAA], the American Association of Physical Anthropologists [AAPA]). Students should join professional organizations in their specialization upon beginning their graduate studies and familiarize themselves with their respective ethical principles concerning professional conduct and research. By virtue of affiliation with the University of Georgia and membership in professional organizations such as the AAA, SAA, and AAPA or others, students agree to be held to professional standards stipulated by these organizations.

Students may be disciplined, which may include dismissal, for academic dishonesty and violations of ethical principles.

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

Violations of professional codes of conduct will require action on the part of the Department. In the case of a possible ethical violation not covered by the University procedures, the Department Head will appoint an *ad hoc* committee of three faculty members to consider the matter. This Committee, after collecting all pertinent evidence, summarizes the evidence in a written report to the Department Head and recommends appropriate action, which may include such disciplinary steps as dismissal from the program. The report should be submitted to the Department Head within 14 calendar days following formation of the Committee. If the Department Head concurs with the recommendation of the Committee, that recommendation is conveyed in writing to the student by the Graduate Coordinator.

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

APPEAL OF DISMISSAL

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

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