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## **DEPARTMENT OF ANTHROPOLOGY**

### **Graduate Student Handbook**

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## **INTRODUCTION**

Welcome to the Department of Anthropology at The University of Georgia. The objective of our graduate program is to provide outstanding training and experience in ecological and environmental anthropology. We endeavor to foster an intellectual atmosphere in which students and faculty cooperatively generate and disseminate significant new knowledge.

The Department admits students only for the M.S. degree in Archaeology Resource Management (M.S.-ARM), the Ph.D. in Anthropology, and the Ph.D. in Integrative Conservation and Anthropology (ICON). An M.A. in Anthropology is offered to students originally admitted to one of the Ph.D. programs who do not plan to complete the requirements for a doctorate. Students working toward the M.S.-ARM should consult the M.S.-ARM Graduate Student Handbook for the specific requirements that apply to that degree. Students working toward the Ph.D. in Integrative Conservation and Anthropology (ICON) should consult the ICON Graduate Student Handbook for specific requirements that apply to that degree objective.

This Handbook provides information about the basic policies and procedures of our program. It does not cover all the regulations governing graduate education at the University of Georgia. Those regulations are contained in the *Graduate Bulletin*, especially <[http://www.gradsch.uga.edu/Bulletin/degrees/general\\_degrees.html](http://www.gradsch.uga.edu/Bulletin/degrees/general_degrees.html)> and *Dissertations: Student Guide to Preparation and Processing*, available on the Graduate School web page: <[www.gradsch.uga.edu/](http://www.gradsch.uga.edu/)> as well as from the Department's Academic Advisor for graduate students. Where this Handbook is not consistent with current Graduate School policies and procedures, the Graduate School requirements take precedent. Students are responsible for keeping themselves apprised of current requirements for their degree objectives.

The Major Professor and Advisory Committee are the key ingredients to successfully completing the graduate program. Students are encouraged to select their Major Professor and complete their

committee as soon as possible and to rely upon this group for guidance in all aspects of their academic and professional development. Students should 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 Department or Graduate School requirements should be forwarded to the Graduate Coordinator by the Major Professor in writing.

In most cases, forms, reports, and applications that are to be submitted to the Graduate Coordinator or the Dean of the Graduate School should be given to the Academic Advisor, who will distribute them to the appropriate 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. 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.

## **COURSES**

The University's published schedule of classes (OASIS) is generally accurate but last minute changes in Anthropology courses are unavoidable. These are posted on the bulletin board in the hall near the graduate student Academic Advisor's office. For a list of courses and a brief description of each, students should consult the *Graduate Bulletin* at <http://www.gradsch.uga.edu/Bulletin/Bulletin.html>.

The number of course-hours necessary for graduation with a Ph.D. is 66. At the discretion of a student's Major Professor, graduate work completed prior to admission to the University of Georgia may apply to the 66 hours required for the Ph.D. Typically, doctoral students who enter the program with a Masters degree in Anthropology receive 24 hours of credit. Doctoral students who bypass the M.A. degree must complete at least 20 hours in courses open only to graduate students (excluding ANTH 7000, 7300, 8000, 9000, or 9300).

All graduate students (i.e., Ph.D. in Anthropology, Ph.D. in ICON, M.S.-ARM, M.A.) receiving state funding (e.g., Teaching Assistantships, Research Assistantships) are required to register for a minimum of 12 credit hours each semester.

During their first semester in the Ph.D. program, students must enroll in GRSC 7770, "Seminar for Graduate Teaching Assistants in Anthropology," in accordance with Graduate School requirements.

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.

All graduate students in residence at the University of Georgia must be registered for 1 to 3 hours of ANTH 9005, the Doctoral Graduate Student Seminar otherwise known as the Professional Seminar, during each Fall and Spring semester that they spend in residence at the University of Georgia. Students in their first and second years of the program must be registered for three hours of Anth 9005 during both Fall and Spring semesters.

All doctoral students are required to take four required core courses during their first year in residence: ANTH 6490 Foundations of Ecological Anthropology, ANTH 6520 History of Anthropological Theory, ANTH 8400 Human Population Ecology, and ANTH 8420 Evolution of Human Ecosystems. Students who have an M.A. in Anthropology and who have had a course in the history of anthropological theory may be exempted from ANTH 6520 on written petition to the Graduate Coordinator from the Major Professor and the approval of the course instructor. The request for an exemption should be accompanied by a syllabus for the previous course. No exemptions are permitted for the other three core courses.

All doctoral students are required to take at least six hours of appropriate training in theory beyond the core courses as well as courses in research methodology and techniques. Research skills courses should be approved by the Major Professor and may include statistics, computer applications, a second foreign language, or a higher level of competency in a foreign language.

All doctoral students, with the advice of their Major Professor and Advisory Committee, decide on elective courses to complete the requirements for their degree. Electives should include a core of related courses to constitute a focus in ecological-environmental anthropology and be consistent with their professional goals.

The core courses and electives are formalized for all doctoral students during the second semester meeting with their Advisory Committee, when a preliminary Doctoral Program of Study form is completed. This form may be revised during the Third-semester review. A final version is completed and filed with the Graduate School when the student is admitted to candidacy.

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

All graduate students are required to complete the first level of the training program on the protection of human research subjects (PHRS) and the responsible conduct in research (RCR) course available on-line from the Collaborative Institutional Training Initiative (CITI) prior to their Third-semester review. Students will demonstrate completion of this training by placing a copy of the certificates documenting successful completion of both modules in the portfolio presented to their committee during their Third-semester review. The form becomes part of their permanent file. 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.

### **LANGUAGE REQUIREMENTS**

All doctoral students are required to demonstrate a reading knowledge of a foreign, scholarly language; that is, a foreign language with a significant scientific or historical literature. This requirement can be satisfied either by formal course instruction at the 2000 level or higher or by passing a written exam administered by the appropriate University of Georgia department. A grade of B or better is necessary to fulfill this requirement. Alternatives must be approved by the Graduate Coordinator in response to a written request from the student's Major Professor. The appeal should

provide evidence that the program is accredited and include some form of syllabus. If the language is not available through formal course instruction and/or no written exam is administered at the University of Georgia, the Graduate Coordinator must approve the language proposed by the student and the procedure by which reading comprehension is evaluated in response to a written request from the student's Major Professor.

At the discretion of the Major Professor, students may be required to pass an oral exam demonstrating competency in a field language. It is the responsibility of the student and the Major Professor to develop a plan by which this requirement will be met and submit that plan to the Graduate Coordinator for approval. If the alternative is approved, the student will be admitted to candidacy and may begin field work on the condition that competency will be demonstrated at a later date in the manner approved in advance by the Graduate Coordinator.

The scholarly and, where appropriate, field language requirements must be satisfied prior to a student's admission to candidacy.

Students whose native language is other than English may request that English fulfill the foreign language requirement.

## **GRADE REQUIREMENTS**

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. Only "S" or "U" grades (satisfactory or unsatisfactory) are given for ANTH 7000, 7300, 8000, 9000, and 9300. A grade of B- may result in dismissal from the program and a grade of "U" will result in automatic dismissal.

All graduate students are expected to complete their work during the semester in which a course is taken. A grade of "Incomplete" is not awarded for any course unless very unusual, non-academic circumstances are demonstrated. 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. In some cases, even an "Incomplete" that has been cleared may make the student ineligible for awards or nominations. Repeated incompletes will be interpreted as inadequate progress through the program during the annual evaluation and may lead to dismissal from the program.

## **SCHEDULE OF PROGRESSION FOR Ph.D. IN ANTHROPOLOGY**

Accompanying this Handbook is a list of criteria for adequate progress through the program for students whose degree objective is a Ph.D. in Anthropology. The sequence assumes a student enters the program without graduate courses in Anthropology. Students with graduate course work prior to entering the graduate program at the University of Georgia can advance this schedule as long as they meet both Department and Graduate School requirements. Graduate students whose degree objectives are a Ph.D.-ICON or M.S.-ARM should consult the handbooks for those programs for differences in this schedule that apply to them.

Doctoral students are expected to complete all requirements except the final oral defense of the dissertation within six years. The Graduate School requires that doctoral students complete all degree requirements including the final oral defense in exactly five years after being admitted to candidacy. If students fail to complete all requirements, they must take the comprehensive examinations again and be admitted to candidacy a second time. Students who fail to complete all the requirements in exactly five years will be dismissed from the Department of Anthropology. Both actions may be appealed following the procedures outlined in the section “Appeals and Petitions for Exemptions” in this Handbook.

### **Dissertation Research**

Doctoral students are not permitted to undertake full-time dissertation research or register for ANTH 9000 until they have been advanced to candidacy. The required steps include successful development and oral defense of the prospectus, passing the written and oral comprehensive exams, and satisfying other academic requirements as noted above (e.g., foreign language). Most external funding agencies will not provide funds until students have been advanced to candidacy and receiving external support is no guarantee of being advanced to candidacy. Students must satisfy Graduate School and Department of Anthropology requirements for their degree objective before being advanced to candidacy. In some cases, students may conduct preliminary field assessments of research opportunities, but they should understand that their committee may not approve the research plan developed from that site visit and they should not represent themselves in the field as doctoral candidates.

Failure to make adequate progress through the program as outlined in the attached criteria may make the student ineligible for assistantships, departmental awards, or nomination for fellowships, scholarships, and other awards requiring the Department’s endorsement.

Students should anticipate that they will need to obtain forms and schedule meetings far in advance and in close cooperation with the Major Professor, Advisory Committee members, and the Academic Advisor. These people have busy schedules and other duties that may take priority when developing schedules. The exam period at the end of each semester is a busy time for faculty. To the extent possible, students should avoid scheduling Third-semester reviews, prospectus reviews, comprehensive exams, and dissertation defenses during the exam period. Many faculty members are out of town during the summer and students may be unable to

schedule meetings during that period. The Graduate Committee meets only during the academic year (Fall and Spring Semesters) and requests made on behalf of students by Major Professors typically will not be considered during the summer months. Students must plan ahead and anticipate these and other scheduling delays.

Third-semester reviews, prospectus reviews, comprehensive exams, and dissertation defenses are critical nodes in the student's ability to make adequate progress in the program as defined by the attached criteria. Each involves forms and/or Graduate School deadlines. Students are responsible for familiarizing themselves with the appropriate forms and deadlines. The deadlines for each semester are posted on the Graduate School web site, as are many of the forms. Students should ensure that the appropriate forms are available whenever their Advisory Committee meets. The forms also are available from the Academic Advisor.

Students should anticipate that documents submitted for consideration for the Third-semester review, the prospectus review, the comprehensive exams, and the dissertation will be revised several times by the Major Professor and then by the Advisory Committee before being approved. A delay of two weeks should be anticipated between each re-submission in order to give faculty adequate time to give the documents the appropriate degree of consideration. When scheduling Committee meetings for the Third-semester review, the prospectus review, the comprehensive exams, and the dissertation defense, students should allow time for these revisions and re-submissions. The Graduate School also has scheduling requirements that will further complicate meeting deadline requirements. Advanced planning is essential.

By the same token, students should be able to rely upon their Major Professor and Advisory Committee to assist them in making adequate progress through the program as defined by the attached criteria. Faculty should make themselves available for meetings within a reasonable amount of time consistent with facilitating the student's progress through the program. Likewise, students should expect committee members to provide comments on written work within two weeks.

### **ADVISORY COMMITTEE SELECTION**

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.

New graduate students will be assigned a temporary Major Professor for the Fall Semester based on the interests expressed in their admissions statements. Either the temporary Major Professor or the Graduate Coordinator may approve course schedules for the first Fall Semester. In some cases this provisional arrangement may be extended to the Spring Semester. Students must formalize their selection of a Major Professor by the end of the second semester by completing the Major Professor Selection form, and thereafter will be advised by their selected 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. The selection of an Advisory Committee should be completed by the beginning of the third semester.

Selection of the Advisory Committee is governed by the following conditions, though other Graduate School requirements may also apply.

1. The composition of a doctoral student's Advisory Committee is recommended by the Major Professor to the Graduate Coordinator for approval by completing the Advisory Committee for Doctoral Candidates form.
2. Each Advisory Committee for doctoral students whose degree objective is a Ph.D. in Anthropology should consist of at least three and no more than five committee members. The Department highly recommends at least four members and considers five to be optimal.
3. The Major Professor of doctoral students in Anthropology must be a faculty member 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. Co-Major Professors constitute a single voting member on a graduate committee so that committees with Co-Major Professors must consist of at least four members.
4. Two of the individuals constituting the Advisory Committee for doctoral students in Anthropology must hold a regular appointment in the Department of Anthropology. At a minimum this would include the committee chair plus 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. A maximum of one committee member may be non-affiliated with the University of Georgia. In those instances, the Graduate Coordinator must approve a request from the Major Professor for the inclusion of that member and nomination for membership must be made to the Graduate Dean for Graduate School approval. The Major Professor should provide a cover letter justifying the request and a copy of the nominee's vitae. Committees with non-UGA-affiliated committee members must have at least three members of the Graduate Faculty.

Doctoral students should organize a meeting of their Advisory Committee at the end of their second semester and at least once a year thereafter to discuss and revise the Doctoral Program of Study form if necessary and their schedule for completing the requirements of the degree.

The primary argument for changing Major Professor should be the intellectual content of the proposed research. Students may also choose to change Major Professor if their previous Major Professor leaves the Department by retirement or for some other reason, or if there is an irreconcilable difference between them. Students who wish to change Major Professors should do so as early in their program as possible. Changes in Major Professor and the Advisory Committee must be approved by the Graduate Coordinator.

Prior to admission to candidacy, students may change their Major Professor by obtaining the consent of another eligible faculty member to serve in that capacity and changing their Major Professor Selection and Advisory Committee for Doctoral Candidates forms.

After admission to candidacy, students must justify their request to change Major Professor by submitting the Major Professor Selection and Advisory Committee for Doctoral Candidates forms accompanied by a written justification for taking this unusual step. The request to change Major Professor by a doctoral candidate should specify whether the new Major Professor and Advisory Committee will require the student to submit a revised prospectus, a revised program of study, and/or a revised oral or written exam. These requirements, and any others, should be specified in the written justification, which must be signed by both the new Major Professor and the student. These changes must be approved by the Graduate Coordinator.

Students may change their Advisory Committee membership at any time in their program of study with the consent of their Major Professor and other Advisory Committee members. These changes must be requested in writing by completing the Advisory Committee for Doctoral Candidates form and be approved by the Graduate Coordinator.

## **ANNUAL EVALUATION**

All graduate students are evaluated annually by the Graduate Committee for evidence of adequate progress through the program as defined by the criteria for adequate progress attached to this Handbook, satisfactory grades, and evidence of professional scholarship. If the student has held an assistantship of any type, their performance as an assistant will be included in this evaluation. Students are asked early in the Fall Semester to submit the Graduate Student Annual Report form outlining their accomplishments for the year. Students are encouraged to attach curriculum vitae to this annual report. Students will be notified of the outcome of this evaluation in writing and copies of their evaluations of assistantship performance will be attached to this review if appropriate. Copies of the letter will be placed in their permanent file and sent to their Major Professor. Deficiencies in one or more of these areas will be taken into consideration when assistantships and other departmental awards are made, particularly if deficiencies remain unresolved.

## **THIRD-SEMESTER REVIEW**

During the third semester in residence, all doctoral students will meet with their Advisory Committees for a formal evaluation of their satisfactory progress in the program and preparation for advancement to candidacy. The third semester review should be completed before the Graduate Committee concludes its annual graduate student evaluation of graduate students. The annual evaluation is conducted in October; students are advised to complete the third-semester review before the end of September.



The portfolio for this evaluation will contain: 1) a current curriculum vitae; 2) a completed UGA Doctoral Program of Study form; 3) a descriptive list of the courses on the doctoral program of study (must include the course name, number, and a brief description) within a calendar of when they were/will be taken relative to other program landmarks such as the prospectus defense, oral comprehensive exams, etc.; 4) if applicable, a descriptive list of graduate courses completed prior to admission to the University of Georgia that the student wishes to apply toward the 66 hours required for the PhD; 5) a copy of the PHRS certificate from CITI; 6) a copy of the RCR certificate from CITI; 7) a 1-3 page preliminary statement of the proposed dissertation research; and, 7) a one page (maximum), single-spaced description of each of the three areas of specialization the student will be tested on during the comprehensive exam. (An outline of a Third-semester review portfolio with the appropriate forms and format of the information necessary for this evaluation is available in the Academic Advisor's office.) The portfolio must be circulated to the student's Advisory Committee at least two weeks prior to the scheduled committee meeting.

Students should inform the Academic Advisor of the scheduled meeting and ensure that they have the appropriate forms at the meeting. Students are responsible for reserving a room for the Third-semester review.

The purpose of the Third-semester review is for the Advisory Committee to determine if the student should continue in the program. The Advisory Committee may recommend 1) that the student continues toward completion of the doctoral degree, 2) that the student pursues an M.A. degree, or 3) that the student should not continue in the program. Students placed in an M.A. degree program by their Advisory Committee must complete that degree within two years. If they wish to continue in the Ph.D. program, they must make formal application for admission. The M.A. degree is described later in this Handbook.

The Advisory Committee must certify in writing their approval of the outcome of the Third-semester review with no more than one dissenting vote. The Major Professor's vote of approval is required. Abstentions are not appropriate. When the overall vote is known, the student will be asked to return to the examination room to learn the results. Approval for the student to continue in the program is communicated to the Graduate Coordinator by completing the Approval of Third-semester Review and the Program of Study forms. It is at this time that the committee decides how the student will satisfy the scholarly language requirement and whether the student will be required to satisfy a field language requirement.

The Major Professor forwards the Third-semester review portfolio and the Advisory Committee's 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 the student's Advisory Committee to reconsider its recommendation. A copy of the Third-semester review portfolio becomes part of the student's permanent file.

## **PROGRAM OF STUDY**

Doctoral students develop a program of study with the advice of their Major Professor after the Advisory Committee has been formed and report this to the Graduate Coordinator by means of the Doctoral Program of Study form. The program of study is a detailed account of the course work the student has or will complete for the Ph.D. degree. A preliminary program of study should be developed during the first committee meeting in the second semester and revisited during the Third-semester review. A student's final Doctoral Program of Study form must be approved and signed by all members of the student's Advisory Committee as well as by the Graduate Coordinator and should be submitted when admitted to candidacy. The final Doctoral Program of Study form is forwarded to the Graduate School for approval by the dean.

### **Doctoral research**

A student is not permitted to undertake full-time doctoral research or register for ANTH 9000 until they are advanced to candidacy. Most external funding agencies will not provide funds until a student has been advanced to candidacy. Receiving external support is no guarantee of being advanced to candidacy. Students must satisfy Graduate School and Department of Anthropology requirements before being advanced to candidacy. In some cases, students may conduct preliminary field assessments of research opportunities, but they should understand that their Advisory Committee may not approve the research plan developed from that site visit and they should not represent themselves in the field as doctoral candidates.

## **HUMAN SUBJECTS CLEARANCE**

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. In addition, the Department will only forward a student's Application for Admission to Candidacy form to the Graduate School once the IRB approval number has been assigned and entered onto the front page of the prospectus form.

While there are federal guidelines about research with human subjects, the IRB the University of Georgia determines which research involving humans requires prior approval. It is the student's responsibility to ensure they understand how human subjects are defined by the IRB and obtain the necessary approval for their research prior to any data collection.

The Approval of Research with Human Research Participants (ARHRP) form and guidelines for completing it are available at the human subject website <<http://www.ovpr.uga.edu/hso/>>. Students should submit their ARHRP form well before the date they plan to begin their research because approval can take several months.

## **DISSERTATION PROSPECTUS**

The dissertation prospectus represents an agreement between students and their Advisory Committees about the independent research the students will undertake to satisfy the

requirements for a doctorate. It is to a student's advantage to have the prospectus formally approved by their committee during their third year. The prospectus should be appropriate to topical and area specialties relevant to ecological-environmental anthropology and/or integrative conservation as appropriate within the Department. The dissertation should represent originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. Its conclusions must be logical, its literary form must be acceptable, and its contributions to knowledge should merit publication.

It is the role of the Major Professor and the Advisory Committee to ensure that the proposed research meets these criteria. Students and their committees are charged with ensuring that the research described in the prospectus is highly focused on a project of appropriate length and complexity consistent with available financial support and making adequate progress through the program as defined by the attached criteria.

Students should work closely with their Major Professors in developing the prospectus and planning the dissertation. When the Major Professor certifies that the prospectus is satisfactory, it will be circulated to the Advisory Committee whose members will likely suggest revisions. The student should allow two-week intervals for each round of revisions, with two weeks between the final revision and the oral presentation of the prospectus open to the university community.

The student's Advisory Committee should tentatively approve the dissertation prospectus at least two weeks prior to the oral presentation. The oral presentation should not be scheduled until the prospectus is tentatively approved by all members of the Advisory Committee. The Major Professor is responsible for verifying that each Advisory Committee member finds the written prospectus acceptable before scheduling the oral presentation and committee meeting.

Once the prospectus tentatively approved, the student should inform the Academic Advisor of the scheduled oral presentation, reserve a room for the presentation and the committee meeting associated with it, and insure the appropriate forms are available at the meeting.

Immediately following the oral presentation, the Advisory Committee assesses the student's 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 Professor's vote of approval is required and abstentions are not appropriate. The approved prospectus and its oral presentation do not take the place of the comprehensive oral examination. The Approval of Dissertation Prospectus form and the approved prospectus are filed with the Graduate Coordinator.

Approval of the prospectus signifies that members of the Advisory Committee believe that it proposes a satisfactory research study. Once the prospectus is approved, the student is expected to follow it during their dissertation research and writing. If, during the course of research, the Major Professor decides that significant changes are needed in the prospectus, a new prospectus may need to be prepared and formally approved following the same procedure as used for the original prospectus.

## **WRITTEN AND ORAL COMPREHENSIVE EXAMINATIONS**

The doctoral examinations are traditionally regarded as the means by which the members of the faculty assess the level of mastery a student has attained once the prescribed course work for the degree has been completed. Each doctoral student, in consultation with the Major Professor, will identify three fields of anthropological expertise over which they will be examined. The student will work closely with their Committee to insure that these areas reflect research interests of the student, advanced knowledge in the discipline, and the focus of the Department on ecological-environmental anthropology.

Written and oral comprehensive examinations should be completed no later than the end of the third year of residence. Students must complete the required core courses before they take the comprehensive examinations. The written examination is taken prior to the oral examination, with the oral examination being held no later than one month after successful completion of the written examination. The oral examination is publicly announced by the Graduate School; thus written notification of the time and place of the oral comprehensive examination must be sent to the Graduate School no later than two weeks before the examination is administered. Notification is submitted by the Graduate Coordinator upon receipt of a written statement by the student's Major Professor providing the scheduling information.

### **Examination Bibliography**

The student will prepare and deliver to the Advisory Committee members a literature review and bibliography for each of the three fields of expertise on which they will be tested. The literature reviews and bibliographies should demonstrate breadth as well as depth of reading, and be reviewed by all members of the student's Advisory Committee, who may suggest amendments. Each literature review should be no more than five single-spaced pages with a bibliography sufficient to cover the field of specialization. The structure of each review and the associated bibliography help the Advisory Committee members prepare questions for the written comprehensive exam.

Developing a literature review and bibliographies that are satisfactory may take several rounds of revisions and students should allow ample time between their first drafts of these documents and their anticipated exam dates. Students should ensure that the Advisory Committee members have at least two weeks to review the proposed literature review and bibliographies and two weeks for each subsequent revision.

The examination should not be scheduled until the final bibliographies and literature reviews are approved by all members of the Advisory Committee. The Major Professor is responsible for ensuring that Advisory Committee members are satisfied that the literature reviews and bibliographies indicate the student's preparation for the comprehensive examinations before they are scheduled.

Copies of the literature review and bibliographies will be submitted to the Graduate Coordinator to be kept on file and available to all Ph.D. students in the Department.

### **Written Comprehensive Examination**

The written comprehensive examination is a closed-book exam; students should not be informed of the questions in advance nor should they be expected to prepare additional materials beyond those required for the prospectus and the examination bibliography. Normally, the exam will be administered over three consecutive days, one field of specialization per day, with a time limit of four hours per area/day. The Major Professor will solicit questions from the student's Advisory Committee and assemble the questions to constitute each subset of the exam. At least one question from each committee member will be incorporated into the examination. The number of questions and whether the student will have a choice of questions to answer is left to the discretion of the Major Professor and Advisory Committee. No additional material may be taken to the examination except, in the case of international students, a foreign language/English dictionary.

Upon completion of the exam, the Academic Advisor will distribute to the Advisory Committee copies of the student's answers for all questions. Committee members will grade all questions for which they have sufficient expertise. The Major Professor should insure that each question is graded by at least two committee members. Grades for each question will then be distributed to all Committee members who will vote whether the overall performance is a pass or fail.

Approval of the written comprehensive examination requires the agreement of the Advisory Committee with no more than one dissenting vote. The Major Professor vote of approval is required for the written comprehensive examination to be approved. An abstention is not appropriate. Results will be given to the student no later than two weeks after the written examination is administered.

### **Oral Comprehensive Examination**

The oral comprehensive examination is not administered unless the written comprehensive examination has been passed and is administered within one month after the written examination. The oral examination is announced by the Graduate School and is open to all members of the faculty. All Committee members are expected to be present at the oral examination. If a Committee member cannot attend, Graduate School options should be followed.

Students should discuss the schedule of the oral comprehensive examination with the Academic Advisor to ensure that they bring the appropriate forms to the examination and to reserve a room for the oral examination as well as for the Committee meeting which follows the oral examination.

The oral comprehensive examination is an inclusive examination over the student's fields of specialization. Examination over the student's prospectus is not part of this exam. Other than this

requirement, the content of the examination is unrestricted and determined by questions posed by the Advisory Committee members and other faculty present.

When no further questions are deemed necessary by the Major Professor, the student and non-committee faculty members will leave the room while the Advisory Committee continues to assess the student's performance. Approval of the examination results requires the agreement of the Advisory Committee with no more than one dissenting vote as evidenced by their signing an appropriate form which is filed with the Graduate Coordinator. The Major Professor vote of approval is required for the exams to be approved. An abstention is not appropriate. When the overall vote is known, the student will be asked to return to the examination room to learn the results.

### **Comprehensive Exam Retake Policy**

If the student receives more than one dissenting vote for either comprehensive examination, the Advisory Committee will then vote as to whether the student is permitted to retake the examination. A majority positive vote of the Committee is required to approve a retake. If the vote is in favor of a retake, the Committee will determine the form and time of the retake and inform the student in writing. The requirement of the Graduate School for announcement of the oral retake must be met. If the student fails to receive a vote of pass on the retake by a clear majority of the Committee members, the student is dismissed from the Ph.D. program. No further retakes are permitted.

### **ADMISSION TO CANDIDACY**

After the prospectus and the oral presentation are approved, the comprehensive exams are passed, and other academic requirements are met (e.g., foreign language requirement, IRB approval number obtained, etc.) students submit the Application for Admission to Candidacy for Doctoral Degrees form to the Graduate Coordinator who forwards it to the Graduate School. The Admission to Candidacy form is normally taken to the oral comprehensive examination and signed by the Major Professor at that time. The Departmental Clearance to Begin Dissertation Research form should be completed and signed at the same time. Students should verify the Graduate School deadlines for submission of the Admission to Candidacy form in relation to their anticipated graduation date.

After admission to candidacy, students must register for at least one additional semester and a minimum of ten hours of dissertation or other appropriate credit (ANTH 9000 and 9300). Students must register for a minimum of three hours every semester they use University facilities or staff time and must be registered for the semester in which they graduate.

## THE DISSERTATION

### Dissertation Style

Dissertations may be written in one of two styles. A complete account of the two styles can be accessed through the Graduate School web page. The decision as to whether a given dissertation is to be of the traditional style or the manuscript style is at the discretion of the student's Major Professor and Advisory Committee. This decision should be made before the student begins writing, preferably when the prospectus is approved. The Major Professor should report to the Graduate Coordinator the style to be used by each student.

The traditional style is the default format in which the dissertation is written as a continuous document compartmentalized into chapters. The traditional style contains chapters on literature review, research methods, results, and a concluding chapter, among others.

The decision to follow the manuscript style, the specified journals, and the number of manuscripts must be approved by both the major professor and the majority of the Advisory Committee. The manuscript style permits the inclusion of two or more manuscripts submitted, or to be submitted, to peer-reviewed scholarly journals. Manuscripts to be submitted, submitted, or accepted by journals of lesser quality may be included in the dissertation, but at least two chapters must meet the standards of top-tier journals such as *American Anthropologist*, *American Journal of Physical Anthropology*, and *American Antiquity*. Students should have each manuscript reviewed and approved by the majority of the Advisory Committee prior to submitting it for publication. Each of the manuscripts is expected to blend appropriately with the other chapters of the dissertation. The manuscript-style dissertation also must contain chapters that constitute an introduction, a literature review, and a concluding chapter, as in the traditional style.

Students should refer to the *Graduate School Bulletin* and *Thesis and Dissertations: Student Guide to Preparation and Processing* for regulations and deadlines for the electronic format check and the submission of the final, correct version of the dissertation.

One hard-bound copy of the dissertation must be deposited with the Department and will be displayed in the Academic Advisor's office.

Before the Department will forward the Approval Form for Doctoral Dissertation and Final Oral Examination to the Graduate School, students must provide evidence that arrangements have been made to ensure that the Department receives the hard-bound copy of the dissertation. This evidence typically will take the form of a receipt showing that the costs of photocopying and binding have been paid and that arrangements have been made to have the copy delivered to the Department in a timely fashion.

### Review of the Dissertation and Oral Defense

Scheduling the review of the dissertation and the oral defense is often difficult for students because they fail to take into account Graduate School scheduling requirements and the time

necessary for the Advisory Committee to evaluate multiple drafts of their dissertation. Careful attention to details will ensure that students graduate when they think they should. Failure to allow sufficient time for reviews and revisions prior to the Graduate School's deadlines will result in graduation being delayed until a subsequent semester.

Students are expected to work closely with their Major Professor while writing the dissertation. Students will provide their 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. Students should plan for several rounds of revisions by the Major Professor. Once the Major Professor has approved a draft of the dissertation for distribution, the student will distribute copies to the Advisory Committee for comments and revisions. Students should allow for the Major Professor and Committee to have at least two weeks for each stage in the review process and faculty should ensure that documents are returned to students within two weeks of receiving them. Students must have the final dissertation check completed one month before the Graduate School deadline for each semester.

Written assent of a clear majority of the Advisory Committee members (other than the Major Professor) is required before a dissertation is deemed ready for the final, oral defense. The oral defense should not be scheduled until such time as the Advisory Committee finds the dissertation ready for the defense.

Once the Advisory Committee judges the dissertation to be ready for the defense, the Major Professor schedules the oral presentation and defense of the dissertation by notifying the Graduate Coordinator, who notifies the Graduate School of the proposed date. The Graduate School requires at least two weeks notice prior to the defense date. Furthermore, the defense must be scheduled four weeks before graduation during the academic year and three weeks prior to graduation during the summer semester. The Graduate School announces the time and place of the defense of the dissertation to the University community.

The defense of the dissertation will be chaired by the Major Professor and attended by all members of the Advisory Committee simultaneously for the entire examination period. If a Committee member cannot attend, Graduate School options should be followed. The defense begins with students presenting the results of the dissertation research at a Department colloquium immediately prior to the oral defense. The colloquium is open to all faculty and students. After a period of public questions, non-committee faculty members will leave the room while the Advisory Committee assesses the student's performance with the student present. Subsequently the student is asked to leave the room and the Advisory Committee continues its deliberation. The Advisory Committee must approve the student's dissertation and defense with no more than one dissenting vote and must certify their approval in writing. The Major Professor's vote of approval is required. Abstentions are not appropriate. When the overall vote is known, the student will be asked to return to the examination room to learn the results.

Results of the dissertation defense must be delivered to the Graduate School prior to the deadline listed on the Grad School website, approximately two weeks before graduation.



## FINANCIAL ASSISTANCE

Each year the Department awards departmental graduate assistantships to qualified graduate students. Awards are competitive and based on academic performance, assistantship evaluations (if appropriate), conformance to the criteria for adequate progress through the program, potential as a professional in the field, the needs of the Department, and the number of semesters of funding the student has already received. Preference will be given to students who demonstrate performance in these areas that is truly exceptional, exhibiting such quality and accomplishments as are rarely seen. Students who have not resolved deficiencies identified during the annual evaluation will be unlikely to receive financial assistance.

Assistantships for master's students (M.S.-ARM, M.A.) 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 Professor agrees that the student could have an assistantship without adversely affecting progress through the program.

Assistantships are for a maximum of one academic year (ten months), but they can be renewed depending upon the results of the annual evaluation. Generally preference in awarding assistantships is given to students who have had less than three years (six semesters) of assistantship support and less than five years (11 semesters) of any type of UGA assistantship funding (Graduate School assistantships, Department research assistantships, Department teaching assistantships, and dissertation-writing assistantships). These criteria may be altered to meet the needs of the Department and the availability of funding.

The work assignment for Departmental assistantships is normally 13 hours per week (one-third time) and 16 hours per week for Graduate School Assistantships. Other work assignments may apply, especially for Summer Semester assistantships. If students have not been told specifically what the work assignment is, they should be sure to inquire before beginning work. Duties are assigned to graduate assistants by the Graduate Coordinator in consultation with the Department Head. Duties usually begin the day before classes start and end when grades are turned in.

Students with Departmental assistantships are normally assigned to Anthropology 1102 or to upper division courses with large enrollments. Specific duties are assigned by the instructor in charge of the course. Students may not be assigned classroom teaching duties (i.e., presenting lectures, leading class discussions, or directing laboratory sections) unless they have taken GRSC 7770 or its equivalent. Students should consult the Graduate School web site for information on GRSC 7770.

Students with Graduate School Assistantships are assigned to a faculty member to work on Departmental projects or to assist the faculty member in his or her teaching or research. Typically the student will be assigned to the faculty member who is or is likely to be their Major Professor. Graduate School Assistants may not be used as classroom instructors without approval of the Graduate Dean.

Departmental research assistantships are arranged with individual faculty and they funded by faculty research grants and contracts. Duties for students with research assistantships are assigned by the faculty member in charge of the grant or contract.

Graduate students who have been awarded a Departmental assistantship must resign their assistantship for semesters that they are absent from the University. Students with assistantships who have to be away from campus for brief periods (a few days) must make satisfactory arrangements to make up the work hours they will miss. Graduate students contemplating an absence from campus should consult with the faculty member supervising their work well in advance of the absence.

Graduate students on a one-third time assistantship are exempt from out-of-state tuition. Applications for Departmental assistantships are considered once a year. Assistantship holders in any given year must apply for each subsequent year. Assistantships are not automatically carried forward to other years except for the Graduate School Assistantships. Although assistantships awarded for Fall Semester are generally continued into Spring Semester, assistantships may not be continued into the Spring Semester if the student fails to meet grade requirements, the teaching evaluation is unsatisfactory, or funding becomes unavailable due to circumstances beyond the control of the Department.

All graduate students can apply for Departmental assistantships, no matter how many years of funding they have already received. Applicants will be divided into three categories for the purpose of evaluation: Category 1 contains those students who have received Departmental assistantships for less than six semesters or less than eleven semesters of support in the case of students previously holding a Graduate School Assistantship; and Category 2 contains those applicants whose financial assistance exceeds these limits. The Graduate Committee will rank the applicants in each pool separately. Those applicants receiving the highest average ranking in the first pool will be given highest priority in the awarding of Departmental assistantships. Those applicants in Category 1 who do not receive assistantships at the time of the evaluation and applicants in Category 2 will be eligible for assistantships as they become available at a later date. These later awards will be made according to the rank order of applicants in Category 1 followed by those in Category 2. Students who have held Graduate School Assistantships and who fail to graduate after six years of residency will be placed in Category 2 regardless of the number of semesters of departmental support they have received. Category 3 consists of eligible master's students, with the knowledge and consent of their Major Professor.

Graduate students who do not have a Departmental assistantship and who are not residents of Georgia may apply for a Regents= Out-of-State Tuition Waiver. Application for the waiver is to the Graduate School, through the Department. Information on the procedures and deadline are available from the Academic Advisor. Generally, the Graduate School limits the number of students the Department can nominate each year. Applicants must have 1100 GRE scores and a 3.5 graduate average or a 3.3 undergraduate average.

Other forms of support and honors are available to students in the program. These include the Department Excellence in Teaching Award, the Office of Instructional Support and Development Outstanding Teaching Assistant Award, the Graduate School Dean's Award in the Arts and Humanities, and the Graduate School Dissertation Completion Award, among others. These awards are competitive. The application process, deadlines, and requirements for each are announced during the academic year. The student's academic performance, assistantship evaluations (if appropriate), progress in the program as defined by the attached criteria, and potential as a professional in the field are considered in each case.

It is not appropriate for students to be instructors of record before they have completed their dissertation research. Doctoral candidates may teach classes if they are in their final year of residence and making good progress on writing their dissertation. Requests for permission for such students to assume a teaching role should be made by the Major Professor to the Graduate Coordinator in writing and must be approved both by the Coordinator and the Department Head. Such requests should be accompanied by clear evidence that the student is writing (e.g., a summary of the status of each chapter). It should be evident to the Graduate Coordinator that assuming this responsibility will not delay the progress of the student toward graduation.

## **TRAVEL FUNDS**

The Graduate School makes available a limited amount of travel money for students presenting papers at regional or national meetings each year. Students should contact the Academic Advisor regarding application procedures and deadlines for submitting application. Except in extraordinary circumstances, departmental travel funds are only available to students who have been advanced to candidacy.

## **PUBLISHING**

In undergraduate work, grades are the primary measure of a student's performance. In the graduate program, excellent grades are only the starting point. Graduate students transition from being good students to being professional anthropologists. Therefore, besides attending classes regularly, completing assignments on time, having a good assistantship work record, and maintaining a good grade point average, students move from being consumers to producers of original research. As early as possible, students are expected to present papers at professional meetings and submit articles for publication. They will find that many of the awards and honors available to them later in their graduate training will request evidence of professional scholarship demonstrated by presentations and publications.

## **M.A. DEGREE**

Doctoral students working toward a Ph.D. in Anthropology or Integrative Conservation and Anthropology may choose to take an M.A. or can be placed in an M.A. degree track by their Advisory Committee following their Third-semester review. Students who choose to terminate their participation in the graduate program with an M.A. degree should petition the Graduate

Coordinator for permission to change to the M.A. Permission to make this change will be granted only under exceptional circumstances. Students in the M.A. track are expected to complete the requirements for the degree within two years of changing their degree objective to the M.A.

Students who voluntarily change to an M.A. degree and subsequently decide to pursue the Ph.D. within the Department, must complete a formal application for admission to the Ph.D. program. Their application will be evaluated in the Spring Semester along with the applications of external students seeking admission to the program.

Students working toward an M.A. degree will be eligible for an assistantship only if all doctoral students have financial assistance, the 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.

The Advisory Committee should consist of the Major Professor and two other members following the same membership rules that apply to the Doctoral Committee.

All M.A. students must complete the two first-year core courses (Foundations of Ecological Anthropology, History of Anthropological Theory) and all other requirements of the Graduate School for a Master's degree, including a minimum of 30 hours of approved course work (with 12 hours open only to graduate students) and a foreign language.

Students must submit a formal thesis proposal for approval by the Advisory Committee before beginning work on the thesis. The proposal should focus on one or more of the topical and area specialties of the Department. 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 the writing of the thesis. M. A. students conducting independent 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.

A final examination on the thesis is required of all M.A. candidates. It is not required that the thesis proposal or the thesis itself be presented orally in a public or departmental symposium nor is an exam over the program of study required.

### **CONFLICT RESOLUTION BETWEEN GRADUATE STUDENTS AND MAJOR PROFESSORS/ADVISORY COMMITTEES**

The faculty expects each graduate student to develop an understanding of and capacity for scholarship, independent judgment, 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 or 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 professors should seek mediation services from the 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. In such cases, the University has a duty to protect both the reporting individuals and the individual against whom the allegation is made. 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 should be consulted for help (or the Department Head if the Graduate Coordinator is the person against whom the complaint will be made). 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 if they have not made sufficient academic progress through the program as defined by the attached criteria to warrant continuance of study. Termination of students will follow policies and procedures adopted by the Department. The Graduate School's designation of insufficient academic progress may be deemed applicable in the following situations:

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. The cumulative grade point average is calculated following Graduate School criteria.
2. If a doctoral student's Advisory Committee, after completion of the stipulated Third-semester review, or at any subsequent time, 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 judgment.
3. If a doctoral student does not satisfactorily meet the Departmental deadlines for completion of their degree requirements (e.g., formation of Advisory Committee, Third-semester review, program of study, research prospectus, comprehensive exams, submission of thesis or dissertation drafts, etc.), as outlined in the attached criteria for adequate progress through the program, this may constitute insufficient progress and warrant dismissal. 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 a doctoral student fails to complete the requirements of the Ph.D. degree within five years of being advanced to candidacy.

5. If a student taking an M.A. fails to complete the requirements for the degree within two years of entering the M.A. track.

6. If an M.S.-ARM student fails to complete the requirements for that degree by the Graduate School's format check deadline of the fifth semester.

7. If deemed appropriate by the Office of the Vice President for Instruction following University procedures.

### **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 involves the Graduate Coordinator, the appeal will go first to the Graduate Coordinator, who will take the matter before the Graduate Committee. Should there be members of the Graduate Committee who also serve as the student's Major Professor or on the student's Advisory Committee; these Graduate Committee members will be temporarily replaced on the Graduate Committee by other members of the Graduate faculty appointed by the Department Head.

An 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 be appealed to the Department Head). Departmental decisions may be appealed to the Graduate School following their guidelines. For information regarding appeals to the Graduate School, students are referred to [http://www.gradsch.uga.edu/Bulletin/Bulletin\\_Academic\\_Regulations.html#appeals](http://www.gradsch.uga.edu/Bulletin/Bulletin_Academic_Regulations.html#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 Graduate School policies should discuss the request with their Major Professors. After reviewing the student's request, the Major Professor should address a letter to the Graduate Coordinator stating the nature of the request and setting forth reasons why the petition should be granted or denied. The Graduate Coordinator and the Graduate Committee will review the request and make a recommendation to the Department Head. If the decision is made 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. Students should also conform to the Vice President for Research's statement on Responsible Conduct in Research and Scholarship

<<http://www.ovpr.uga.edu/docs/policies/research/responsible-conduct>>.

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 the lead professional organizations in their discipline upon beginning their graduate studies. By virtue of affiliation with the University of Georgia and membership in organizations such as AAA, SAA, and AAPA students agree to be held to professional standards stipulated by those organizations in their codes of conduct. 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.

### **AMENDMENTS TO GRADUATE STUDENT HANDBOOK**

Amendments to the Department of Anthropology's Graduate Student Handbook may be proposed by any student but changes to the Handbook may only be made by vote of the faculty. The only



exception would be instances where Graduate School policies and procedures conflict with those of the Department. Changes in departmental procedures stimulated by Graduate School changes will be automatic. To be considered, the proposed amendment must conform to other University policies and procedures and be submitted to the Graduate Coordinator in writing. The Graduate Committee will decide whether to draft a motion for consideration by the faculty. If the Graduate Committee declines to introduce a motion, the person sponsoring the amendment may appeal to the Department Head.

### **CRITERIA FOR ADEQUATE PROGRESS THROUGH THE PROGRAM**

Students' progress through the program will be evaluated on the basis of these recommended criteria for adequate progress. Students who enter the program with an M.A. in Anthropology may be able to finish one or two semesters sooner. Students who have difficulty receiving dissertation funding may require six years to complete the requirements for the Ph.D., but the expectation is that most students will complete their studies within five years.

#### 1st Year:

##### Fall:

All Ph.D. students take Core Courses ANTH 6490 and 6520; and ANTH 9005

##### Spring:

All Ph.D. students take Core Courses ANTH 8400 and 8420; and ANTH 9005

Select Major Professor and Advisory Committee

Meet with Advisory Committee and complete Doctoral Program of Study form

Prepare materials for the Third-semester Review

#### 2nd Year:

##### Fall:

Complete the first level of the training program on the protection of human research subjects (through CITI)

Complete the responsible conduct in research course (through CITI)

Select three areas of specialization

Complete Third-semester review, including revision of the Program of Study form

Discuss possible dissertation research with committee

Take courses in areas of specialization

##### Spring:

Take courses in areas of specialization Begin work on a prospectus

Finish 2000 level or higher foreign scholarly language or schedule written exam

Begin work on applications for dissertation research funds

#### 3rd Year:

##### Fall:

Complete required courses

Apply for research funds to support dissertation research

Finish prospectus and present it at a departmental seminar

Prepare for comprehensive exams

Spring:

Complete courses toward areas of specialization

Take comprehensive exams

Be advanced to candidacy

Submit proposals for dissertation research support

4th Year:

Fall:

Begin dissertation research

Spring:

Continue dissertation research

5th Year:

Fall:

Continue dissertation research

Spring:

Continue dissertation research

6th Year:

Fall:

Finish early drafts of the dissertation

Spring:

Revise and defend dissertation in order to meet the format check deadline

*Graduate!*