



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE



**DEPARTMENT OF ANTHROPOLOGY
GRADUATE HANDBOOK**

2023-2024

College of Arts and Sciences

14 August 2023

TABLE OF CONTENTS

Welcome	3
Introduction	5
Purpose of Handbook	5
Departmental Structure for Graduate Administration.....	5
General Duties and Responsibilities.....	6
Admission Requirements and Application Procedure	6
M.A. Program Application Procedure.....	6
Ph.D. Program Application Procedure	7
Graduate Certificates (e.g. DDHR Certificate).....	9
Other categories of Admission.....	9
Graduate Student Annual Evaluation	9
Financial Support	10
Graduate Assistantships.....	10
Support for Graduate Student Professional Development	12
Registration and Advising.....	12
Minimum Number of Hours.....	13
Proper use of 502, use of facilities.....	13
Proper use of 500 thesis and 600 dissertation hours	13
Conduct of Responsible Research.....	14
Selection of Advisor and Committee.....	14
Degree Requirements	14
Types of Degrees Offered.....	15
Requirements for the M.A. Program	15
Courses to be taken – M.A	15
Residence Requirements - M.A.....	16
Admission to Candidacy – M.A.....	16
The M.A. Thesis	16
Requirements for the Ph.D. Program.....	16
Courses to be taken – Ph.D.....	16
Residency Requirements Ph.D.	16
The Doctoral Dissertation.....	17
Examinations	20
Graduate Evaluation.....	20
Thesis Defense	20
Ph.D. Exams.....	20
Doctoral Comprehensive Examinations (= “prelims”)	20
Admission to Candidacy –Ph.D.	21
Dissertation Proposal	21
Dissertation Defense	21
Standing and Appeals.....	22
Early Withdrawal/Termination from Program	22
Appendix 1 Graduate Completion Timeline and Checklist).....	24
Appendix 2 Graduate Student Annual Report form	33
Appendix 3 Procedures for Applying for Additional Years of GTA Funding.....	39
Appendix 4. Web Resources for Graduate Students.....	41



**THE UNIVERSITY OF
TENNESSEE
KNOXVILLE**

COLLEGE of ARTS & SCIENCES
Anthropology
1621 Cumberland Ave.
Strong Hall Room 502A
Knoxville, TN 37996-1525
Phone: 865-974-4408
Fax: 865-974-2686

Welcome to the graduate programs of the University of Tennessee Knoxville's Department of Anthropology! If you are new to our programs, Anthropology offers a broad perspective on humanity, from our ancient biological and cultural origins to the problems and promises of today. Embracing both scientific and humanistic approaches to the study of people in all their complexity, Anthropology provides exceptional preparation for your future career and dreams. If you are already enrolled in our programs, we look forward to continuing to work together in support of your intellectual journey. The faculty and staff are here to help you achieve your goals as quickly and completely as possible. We invite you to use these resources as you progress through your graduate career.

This document provides important information about the requirements, processes, procedures, and possibilities of graduate study in the department and University. Read it carefully and be aware of its requirements. Included here are expectations for forming and working with your graduate committee; requirements for coursework, thesis, and dissertation preparation; processes for annual evaluation of student progress; information about graduate funding and how to apply; and many other aspects of our programs and operations that you need to know and follow. You may find the links to informational resources around the University useful over the course of your graduate career. Be sure to familiarize yourself with the policies developed by the University to enable on-campus study and protect everyone's health during the COVID-19 pandemic. If you have questions about any aspect of your graduate studies at the University of Tennessee, Knoxville, please don't hesitate to ask me, members of the Graduate Committee, your faculty, or anyone in the department office for help.

The Anthropology programs at the University of Tennessee, Knoxville are world-renowned. Our faculty represents a broad spectrum of theoretical and methodological specializations. We have longstanding strengths in theoretical and methodological approaches to southeastern archaeology of the deep and more recent pasts, and are international leaders in forensic anthropology. More recent strengths include anthropological genetics, biomechanics, and human anatomy; critical disaster studies and the cultural and biological dimensions of disasters, displacement, and human rights (DDHR). Emerging strengths include big data approaches to climate change and social behavior, and microscale approaches such as stable isotope analysis to foodways, pastoralism and environmental change. We share an interest in and commitment to community engagement across the subdisciplines. We are fortunate to be based in Strong Hall — a remarkable building filled with light and state-of-the-art lecture halls and laboratories (it also has an archaeological story).

You are now part of one of the great Anthropology departments in the country. Take advantage of what is offered, engage with the department and your faculty, recognize the resources you have in your graduate student colleagues, and pursue your academic and intellectual goals with fierce dedication. The department and its people are here to help.

A handwritten signature in cursive script that reads "Barbara J. Heath". The signature is written in black ink and is positioned above the typed name.

Barbara Heath
Professor and Head, Anthropology
University of Tennessee

Introduction

To serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville (UTK), this handbook provides our graduate students with information on the process of graduate education in our department. The information provided is based on [Best Practices](#) offered by the Council of Graduate Schools.

The Department Graduate Handbook follows closely policies established by UTK Graduate School Policies (tiny.utk.edu/grad-policies) as detailed in the Graduate Catalog with the aim of providing the specific ways in which those policies are carried out.

Purpose of Handbook

This handbook is designed to familiarize graduate students with the Department of Anthropology, its policies, financial support and employment opportunities, coursework, degree and graduation requirements.

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university, including policies on academic honesty, and to be familiar with penalties for violations. See <https://catalog.utk.edu/content.php?catoid=35&navoid=4802> for a detailed listing and links to topics.

Students are directed to the Graduate Student Services office for information about graduate student assistantships (<http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-assistantships/>) and graduate fellowships (<http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>).

Detailed information on assistantships can be found at: https://catalog.utk.edu/content.php?catoid=35&navoid=4802#what_is_assistantship

Departmental Structure for Graduate Administration

The Director of Graduate Studies (DGS) oversees admissions and the annual review of each student within the department program by assuring that Student Annual Reports are completed and then considered by the faculty. Our DGS is:

Dr. Graciela Cabana (AnthDGS@utk.edu), Associate Professor

The Graduate Committee evaluates graduate applications and presents recommendations to the faculty as a whole concerning graduate admissions. The Graduate Committee is composed of three faculty members representing each of the three anthropological sub-disciplines in the Department: archaeological, biological, and cultural anthropology. Each committee member serves a three-year term with one of them acting as chair; the chair may serve longer than one year at the discretion of the faculty and head. Currently, the Graduate Committee includes:

Dr. Anneke Janzen (ajanzen@utk.edu), Assistant Professor

Dr. Arsalan Khan (akhan53@utk.edu), Associate Professor

Helen Spencer (hspence9@utk.edu) is the Graduate Secretary to whom initial inquiries concerning the graduate program should be directed.

General Duties and Responsibilities

Graduate students are expected to be fully committed to the program and to actively participate in professional activities.

Students are expected to complete their degree requirements in a timely fashion. Graduate School time-limits are 6 (six) calendar years for an M.A. degree. For the Ph.D., the Graduate School mandates no more than 5 (five) years for the completion of comprehensive exams and 8 (eight) years for conferral of the doctorate. We strongly encourage our M.A. students to complete their degree in no more than 3 (three) years and their Ph.D. in no more than 5 (five) years. See: https://catalog.utk.edu/content.php?catoid=35&navoid=4802#masters_degree and https://catalog.utk.edu/content.php?catoid=35&navoid=4802#doc_degree

The appendices to this Handbook provide additional guidance, and include a detailed Graduate Completion Checklist, Timeline, and Other Key Dates (Appendix 1); a copy of the Graduate Student Annual Report to be completed each year by April 26th (Appendix 2); a description of Procedures for Applying for Additional Years of GTA Funding (Appendix 3); and Web Resources for Graduate Students (Appendix 4). Students should examine each carefully.

Admission Requirements and Application Procedure

Admission to the graduate programs in Anthropology is through the [Office of Graduate Admissions](#). In addition to reviewing the information provided below, prospective students should consult the [Graduate Catalog](#) <https://catalog.utk.edu/content.php?catoid=35&navoid=4802>

See also the Department of Anthropology's "Application Advice" <https://anthropology.utk.edu/application-advice/> and particularly "[Graduate Admissions FAQs](https://anthropology.utk.edu/graduate-admissions-faqs/)" <https://anthropology.utk.edu/graduate-admissions-faqs/>

Information about the M.A. Program in Anthropology may also be found in the Graduate Catalog at: https://catalog.utk.edu/preview_program.php?catoid=35&poid=17659

Information about the PhD Program in Anthropology may also be found in the Graduate Catalog at: https://catalog.utk.edu/preview_program.php?catoid=35&poid=17660

All students applying to the M.A. or PhD programs in Anthropology should specify a faculty member the student wants to work with in their Letter of Intent.

M.A. Program Application Procedure

Students wishing to enter the Master of Arts (M.A.) degree program in Anthropology should have an undergraduate GPA of 3.5 in the major, 3.3 overall, and hold a bachelor's degree

from an accredited university with a major in Anthropology. Applicants with a major in a related field (e.g., biology, classics, geography, geology, history, political science, sociology) will be considered only if they have a formal minor in Anthropology or its equivalent (at least five upper division anthropology courses).

In cooperation with the Classics and History Departments, the Department of Anthropology offers a concentration in Mediterranean archaeology. Students who apply to this concentration should have completed appropriate undergraduate courses in archaeology or anthropology. An Anthropology minor is preferred.

Graduate applications are considered once a year by the Graduate Committee and faculty for admission the following Fall. All prospective M.A. students must complete the formal online application through the Slate system to the Graduate School of the University of Tennessee, Knoxville. All application materials must be submitted online at the Graduate School website by December 1st, otherwise the application will be denied. You should check with the DGS well before the deadline to make sure that all of your application materials have been received.

Completion of your application is your responsibility.

Your application must include a Letter of Intent and a Writing Sample. The application must also specify that you are applying for admission to the M.A. program, and state the concentration (archaeology, biological anthropology, cultural anthropology, Mediterranean archaeology) you intend to pursue. Applicants will not be admitted to the M.A. program unless appropriate faculty members are available to chair and serve on their committee. Prior to submitting their application, and as early as possible before the deadline, M.A. program applicants should communicate directly with the potential chairperson in the anthropology or classics faculty who will be asked to serve on the committee. Because of the structure of first-year studies, M.A. students should plan to begin their studies in the Fall semester. Please read the section on our website for further "[Advice to Prospective Students.](https://anthropology.utk.edu/graduate-admissions-faqs/)" and particularly "Graduate Admissions FAQs" <https://anthropology.utk.edu/graduate-admissions-faqs/>.

Ph.D. Program Application Procedure

Barring exceptional cases, a M.A. degree in Anthropology is required for admission into the Ph.D. program. Applicants with a major in a related field (such as biology, sociology, geology, classics, history, historic preservation, or geography) will be considered only if they have a formal minor in Anthropology or its equivalent (at least five upper-division anthropology courses). Only students with GPAs above 3.5 in graduate work will be considered for admission. Students must apply by December 1st for admission the following fall and, due to the requirements of the program, must begin their studies in the fall semester. Please Note: If all application materials are not available in SLATE for consideration by December 1st, the application will be denied. You should check with the DGS and on Slate well before the deadline to make sure that all your application materials have been received. **Completion of your application is your responsibility.**

Admission to the Ph.D. program is based upon the applicant's academic record and credentials, and also on the fit between an individual's interest and faculty areas of research. Applicants will not be admitted to the Ph.D. program unless appropriate faculty members are available to chair and serve on the doctoral committee. Prior to submitting their application, and as early as possible before the deadline, doctoral program applicants should communicate directly with the potential chairperson in the anthropology faculty who will be asked to serve on

the committee. The Graduate Committee reviews all files and submits recommendations to the faculty. Admission to the Ph.D. program shall be by majority vote of the entire faculty.

Applicants to the Ph.D. program should furnish the department and Graduate School the same materials as applicants for the M.A. program (see above). The application must specify that the applicant is applying for admission to the Ph.D. program, and state the concentration (archaeology, biological anthropology, cultural anthropology) the student will pursue. Please read the section on our website for further advice at: <https://anthropology.utk.edu/application-advice/> and particularly “Graduate Admissions FAQs” <https://anthropology.utk.edu/graduate-admissions-faqs/>

Students in the M.A. program may formally apply to advance to the Ph.D. program if they have successfully defended, or plan to defend, their thesis before starting the Ph.D. program. Applications are due by December 1st. The student’s successful thesis defense must be documented by means of a formal letter from the student’s thesis advisor before they will be allowed to start the Ph.D. program.

Alternatively, a student in the M.A. program who, in the opinion of their advisor shows exceptional promise as reflected in grades, the results of their annual evaluation[s], and other evidence of academic accomplishment or promise), may be nominated by their advisor for admission to the Ph.D. program and thereby bypass M.A. degree requirements. The nominating materials will include the advisor’s letter of support, a letter of intent from the student (that will identify faculty who have agreed to chair and serve on the student’s committee), and the student’s M.A. application packet. These materials will be made available for faculty review at least two weeks prior to either the late Spring Graduate Student Annual Evaluation report faculty meeting, following the submission and review of the student’s annual report, or the January Graduate Admissions Committee meeting, at which the faculty will vote on their admissions

Acceptance for admission will be by majority vote of the voting faculty. A formal change of program application form and Slate application will need to be completed (See <https://gradschool.utk.edu/forms-central/change-of-program/>)

Students who have completed an M.A. degree in our program and subsequently had a break in their enrollment status must reapply for the Ph.D. through the formal application process in Slate, by December 1st for admission the following Fall.

Students who have completed all requirements for the M.A. degree in our program (including the thesis by the start of the fall semester in which they plan to be admitted) may, if there will not be any break in enrollment from the M.A. to the Ph.D., upon a majority vote of the faculty, be admitted to the Ph.D. program through a Change of Program Application in Slate (See <https://gradschool.utk.edu/forms-central/change-of-program/>)

Continuous enrollment must be maintained, including in the fall, spring, and summer terms
(https://catalog.utk.edu/content.php?catoid=17&navoid=1763&hl=remote%2Bparticipation&returnto=search&Continuous_Enrollment#Continuous_Enrollment).

Students who wish to pursue this option must submit to the faculty for their review their advisor’s letter of support, a letter of intent (including the diversity statement) from the student (that will identify faculty who have agreed to chair and serve on the student’s committee), a current transcript, and the student’s M.A. application packet. Acceptance for admission will be by majority vote of the voting faculty.

Graduate Certificates (e.g., DDHR Certificate)

Graduate Certificates are awarded directly by the Graduate School at the time of graduation or degree completion. Students wishing to participate in a Graduate Certificate Program, such as the Disasters, Displacement and Human Rights (DDHR) Certificate in Anthropology, must apply directly to the Graduate School prior to graduation. Please visit <https://catalog.utk.edu/content.php?catoid=35&navoid=4818> for a list of Graduate Certificate Programs, including the DDHR Certificate in Anthropology https://catalog.utk.edu/preview_program.php?catoid=35&poid=17868 .

If you have specific questions about the DDHR Certificate Program in Anthropology, please contact ddhr@utk.edu.

Other Categories of Admission

Special admissions categories such as non-degree, conditional, probationary, or readmission also exist. Refer to the 2023-2024 Graduate Catalog for more information: <https://catalog.utk.edu/index.php>

Graduate Student Annual Evaluation

Each graduate student, together with their primary graduate advisor, shall on an annual basis (no later than April 15th), complete and digitally sign the Anthropology Graduate Student Annual Report (Appendix 2), and electronically submit one pdf copy to the Graduate Secretary and to the DGS. As part of this process, if a student is ABD (“All But Dissertation,” or advanced to candidacy), they are to meet with their entire committee annually, and prior to the Annual Evaluation (see details below). Prior to advancing to candidacy, student meetings with committee members are at the discretion of their advisor/committee chair. If no advisor has been determined for a student, the faculty member on the Graduate Committee in the student’s subarea shall complete the Faculty Report.

Students shall be evaluated as (a) “Student is Making Satisfactory/Adequate Progress” (b) ‘Student Needs Improvement’ or (c) “Student is Not Making Satisfactory/Adequate Progress.” The “Student Needs Improvement” evaluation cannot be made more than once, and evaluations the years following this evaluation must be either “Making Satisfactory/Adequate Progress” or “Not Making Satisfactory/Adequate Progress.”

Evaluators providing a ranking of either “Student Needs Improvement” or “Student is Not Making Satisfactory/Adequate Progress” shall provide details on what the student specifically needs to do by way of improvement, including the amount of time to remedy any deficiencies.

Failure to complete the form, or a ranking of “Not Making Satisfactory/Adequate Progress” will render a student ineligible for funding of any kind from the department awarded after the date the form was due (i.e., assistantships, travel, or other awards, scholarships). An evaluation of “Student Needs Improvement” will not result in a loss of funding. However, a ranking of “Student Needs Improvement” followed a year later by “Student Not Making Satisfactory/Adequate Progress” will mean a loss of funding, and the student’s case will be brought before the faculty for a discussion and vote on dismissal. This vote shall be conducted before the end of the spring semester. Any changes in a student’s status as a result of this discussion and vote, such as recommendations for improvement or termination from the

program, shall be communicated to the student within four weeks following the meeting by the student's graduate advisor or, by a Graduate Committee member if the student does not have an advisor.

Once the student is ABD (has advanced to candidacy), all members of a student's doctoral committee are to participate in the annual evaluation process. This participation will consist of: (a) notification prior to the annual evaluation process and provision of a copy of the form filled out by the student; (b) committee members will jointly meet with the student prior to the evaluation to discuss their progress; (c) committee members will provide input and recommendations to the committee chair/advisor to be included on the form, and (d) committee members will be sent a copy of the signed form after it has been submitted. In addition, (e) committee members will be notified of any changes in the committee membership by the chair.

Financial Support

Graduate Assistantships

Graduate Teaching Assistantships, Graduate Teaching Associateships, and Graduate Research Assistantships are available through the Department. These positions include a monthly stipend and a tuition waiver.

The deadline for funding applications is December 1, to the Department of Anthropology. *Note the application deadline for these positions is separate from the application for admissions. Students who fail to meet this deadline cannot be considered for funding for the following academic year.*

The application form is available at: <http://anthropology.utk.edu/graduate-assistant-application/>. These positions are awarded on a yearly basis and renewal is based on a new application each December. Faculty most often serve as advocates for their own students in assigning these assistantships, so this is a compelling reason for students to identify a faculty advisor well in advance of their second year in residence.

While the University allows an M.A. student to hold an assistantship for up to three years and a doctoral student to be supported by an assistantship up to five years if enrolling with an M.A. and eight years if enrolling with a B.A., the Anthropology Department typically limits appointed assistantship funding for M.A. students to no more than three years, and for Ph.D. students no more than five years. **In unusual circumstances a student may apply for an additional year of funding, with procedures documented in Appendix 3.** These time limits do not apply to non-departmentally appointed assistantships including sources of funding provided through research grants, other university departments or centers and external sources (e.g., state/federal grant agencies, CRM contracts).

No students shall be considered for a departmental assistantship unless they have a completed and signed Anthropology Graduate Student Annual Report on file, and their work has been judged as "Student is Making Satisfactory/Adequate Progress" by the entire faculty. The exceptions for this shall be students who are evaluated as "Needs Improvement" or first year students, who may be admitted with funding, but whose work will be reviewed for the first time

at the end of their first year.

Department Teaching Assistants/Associates are expected to work for nine months a year (August through early May, having summers free) but are paid monthly for the entire year of appointment. The student must be enrolled in at least 6 credit hours each semester to receive an assistantship. These positions are 50%-time, with an expectation of no more than 20 hours of work per week. The University prohibits students holding a 50%-time position to be additionally employed in any other University position. This prohibition is in place to protect the student from over-work and to allow timely progress towards the completion of the degree. Students holding GTAs who would like to engage in paid, on-campus work during the academic year must receive an exemption from the Graduate School and subject to the approval of their advisor. This Additional Pay Request for Graduate Students on Assistantships form must be submitted by the department's administrative staff following approval by the student's faculty advisor. Therefore, please coordinate these requests with the department's business manager as well as your advisor seven days prior to the beginning date of the additional work. Typically exemptions do not exceed an additional 6 hours per week of paid time. Other forms of on-campus employment are also often available. Please consult the Graduate Catalog for policies relating to on-campus employment, and programs such as Federal Work Study https://catalog.utk.edu/content.php?catoid=33&navoid=4457&work_assignments_related_factors#work_assignments_related_factors and https://catalog.utk.edu/content.php?catoid=35&navoid=4802#finances_grad_edu

Workloads vary in the teaching appointments. Graduate Teaching Assistants generally lead discussion sections for introductory courses or labs for upper division courses such as Historical Archaeology Laboratory, Osteology, and Zooarchaeology. Graduate Teaching Associates are responsible for instructing their own courses. The former positions may be occupied by both M.A. and Ph.D. students while the latter are awarded to advanced students, generally doctoral candidates who have completed their coursework and comprehensive examinations (ABDs).

Graduate Research Assistants are supported through external funds generated by the Anthropology faculty in support of their research agendas and contractual obligations. Workloads and responsibilities vary. Please check with your advisor for opportunities.

Non-departmental graduate assistantships/fellowships may be available from other University entities. Graduate students should make every effort to seek out such alternatives if they are not receiving funding from the department.

Information about loans and veterans' benefits can be found in the Graduate Catalog under Academic Policies and Requirements for Graduate Students, Finances of Graduate Education at: https://catalog.utk.edu/content.php?catoid=35&navoid=4802#finances_grad_edu The Financial Aid office administers five types of loan programs, and additional information can be found at <https://onestop.utk.edu/financial-aid/> :

- Federal Perkins Loan (FAFSA must be on file).
- Subsidized Federal Stafford Loan (FAFSA must be on file).
- Unsubsidized Federal Stafford Loan (FAFSA must be on file).
- Graduate PLUS Loan (FAFSA must be on file).
- The University of Tennessee Loan.

Support for Graduate Student Professional Development

The Charles H. Faulkner Travel Awards are awarded each fall in an annual departmental competition. Up to four (4) \$500 awards are distributed to anthropology graduate students presenting papers or posters, preferably at national and/or international meetings. The application deadline is 15 September each year. See: <https://anthropology.utk.edu/graduate-student-scholarships-and-awards/>

The Department of Anthropology will also match up to \$200 for travel awards provided by the Graduate School. In addition, the College of Arts & Sciences may match up to \$100 for travel funds awarded by the department (once per student per academic year). Additional funding for travel may be available through the Graduate Student Senate. <https://gss.utk.edu/gss-travel-awards/> Be sure to follow the procedures and deadlines carefully. Deadlines are 1 Oct, 1 Nov, 1 Feb, 1 Mar, 1 Apr.

The Kneberg/Lewis Scholarships are awarded each fall in an annual departmental competition. Two (2) \$1500 scholarships are distributed to anthropology doctoral candidates to defray expenses during the dissertation write-up period, including costs incurred by research and travel. See: <https://anthropology.utk.edu/graduate-student-scholarships-and-awards/> The deadline is February 15th each year.

The Patricia Black Scholarship fund is available to support outstanding archaeology students' research projects. There are typically two calls per year for proposal submissions, contingent upon availability of funding, one in the fall and one in the spring, with awards decided by the archaeology faculty. See <https://anthropology.utk.edu/graduate-student-scholarships-and-awards/> The deadline is October 15th each year.

The William M. Bass Endowment Fund disburses funds for forensic related research to anthropology graduate students. Funds may be used to defray research expenses, especially thesis or dissertation research, for travel to professional meetings, and occasionally for research equipment purchases. These requests are considered on a case-by-case basis by the forensic anthropology faculty. The deadline is open. See <https://fac.utk.edu/william-m-bass-endowment/>

The Simon Beckett Student Paper Prize will award \$1200 to the University of Tennessee anthropology student presenting the best paper at the American Academy of Forensic Sciences (AAFS). The paper can be either podium or poster. It must be submitted to the Forensic Anthropology Center (FAC) one month before the meeting. The FAC faculty will judge the papers and the award will be announced shortly after the annual meeting. See <https://fac.utk.edu/simon-beckett-student-paper-prize/>

The Walter Leitner award of up to \$1200 is made by the FAC faculty to undergraduate and graduate anthropology students for the purposes of advancing the field of forensic anthropology, including purchasing research equipment or other materials, research-related travel, or travel to meetings (other than the AAFS) to present research findings. The deadline is open. See: <https://fac.utk.edu/walter-leitner-award/>

The Disasters, Displacement, and Human Rights Program will, as funds permit, sponsor a Research and Travel Award through a competition among eligible DDHR students. The deadline is open.

Registration and Advising

Graduate students must maintain active status through continuous enrollment from the time of first enrollment through graduation. See

https://catalog.utk.edu/content.php?catoid=35&navoid=4802#cont_enroll

Students on approved Leave of Absence are exempted from this requirement See:

<https://gradschool.utk.edu/forms-central/graduate-student-leave-of-absence/>

Consult the Graduate School website for more information at: <https://gradschool.utk.edu/> including Academic Policies and Requirements for Graduate Students:

<https://catalog.utk.edu/content.php?catoid=35&navoid=4802>

A general index of all Graduate School Policies and Requirements for Graduate Students is available at <https://catalog.utk.edu/content.php?catoid=35&navoid=4795>

Information concerning registration is available on the web at <http://onestop.utk.edu/>. Registration is accomplished online via MyUTK. During priority registration, the VolXpress statements are delivered electronically. Students will receive an email indicating their e-VolXpress statement is available for viewing at <https://myutk.utk.edu/>. Payment is due by the deadline noted on the bill.

More detailed information about specific course requirements appears below under the headers for Courses to be Taken – M.A. and Courses to be Taken – Ph.D.

Minimum Number of Hours

Full-time status in Anthropology is six (6) credit hours with a 50% time assistantship and nine credit hours without. PhD students must also enroll in 6 credit hours for fall and spring semester and over the summer, or 9 credit hours for two concurrent semesters, to achieve residency.

Proper use of 502, use of facilities

Students may enroll in Anthropology 502 (“Use of Facilities”), with permission of the Department Head, during any semester to maintain enrollment and retain access to computer facilities and library privileges.

Proper use of 500 thesis and 600 dissertation hours

Students enrolled in Anthropology 500 or 600 should be researching and/or writing their M.A. thesis or doctoral dissertation, respectively. Requirements for continuous enrollment are given at https://catalog.utk.edu/content.php?catoid=35&navoid=4802#cont_enroll. As per the Graduate Catalog: “All degree-seeking graduate students are expected to make a full commitment to their graduate and professional study in order to ensure that they can complete all degree requirements without unnecessary delay. Graduate students are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. “And “Continuous enrollment is maintained by registering for a minimum of one graduate credit hour per semester (excluding the summer, unless stipulated otherwise by the program or department). However, students who have started taking dissertation hours (course 600 Dissertation) must maintain a minimum of 3 credit hours per semester during all

semesters, including the summer, in order to comply with the Continuous Enrollment requirement.”

This is also stipulated in the policy on “Registration for Course 600 (Doctoral Research and Dissertation)” in order to comply with the Continuous Enrollment requirement (see under Doctoral Programs for details). Exemptions to this must be formally applied for and approved at the department and college level (See “Exemption from Continuous Enrollment of Course 600 Dissertation: Internships/Practicum for Doctoral Students” at https://catalog.utk.edu/content.php?catoid=35&navoid=4802#cont_enroll)

Information about Leave of Absence (LOA) and Reinstatement following a LOA is at https://catalog.utk.edu/content.php?catoid=35&navoid=4802#leave_absence_reinstatement

Conduct of Responsible Research

Graduate students are expected to comply with all legal requirements for research including departmental and university Institutional Review Boards (IRB). Faculty advisors can help guide students through the process of compliance. Dr. Dawnie Steadman (dsteadma@utk.edu) is the Department Review Chair (DRC) for the IRB in the Anthropology department.

Selection of Advisor and Committee

Incoming Anthropology M.A. students must have a designated chair/advisor as part of their application package. The advisor must be willing and able to guide the student’s thesis research. Preferably by the end of the first year, and no later than their second year in residence, a student must form a thesis committee composed of at least three members, including the advisor (as Chair) and at least one other member of the Anthropology faculty along with other mutually-agreed upon members approved by the Graduate School. First year graduate students without an advisor can meet with one of the three individuals on the Graduate Committee listed on page 2 of the Handbook until they identify an advisor with whom to work. For extended discussion of the Graduate School Rules for M.A. Committees, see https://catalog.utk.edu/content.php?catoid=35&navoid=4802#masters_degree

Incoming Ph.D. students must have one faculty member committed to serve as Chair prior to admission to the Ph.D. program. Preferably by the end of the first year, and no later than the end of the second year in residence, a student must have formed a doctoral committee composed of the advisor (as Chair) and at least three other members, including one outside member. This committee must be approved by the Graduate School, upon receipt of a signed recommendation from the Head of the Department. The student's major professor serves as committee chairperson. Three of the four members, including the major professor, must be approved to direct doctoral dissertations. In consultation with this committee, the student defines their future program of studies. As early as possible, but no later than a full semester after advancing to candidacy, the student shall formally present a written dissertation proposal to the student's graduate advisor, and a defense of that proposal, upon review and approval by the committee, shall be conducted. For extended discussion of the Graduate School Rules for PhD Committees, see https://catalog.utk.edu/content.php?catoid=35&navoid=4802#doc_degree

If changes are made in the composition of a graduate committees, the faculty members involved must be notified as a courtesy.

Degree Requirements

Types of Degrees Offered

The Department offers an M.A. and Ph.D. in Anthropology (described below and in the Graduate Catalog). In addition, in cooperation with the Department of Classics, the department offers a Masters in Mediterranean Archaeology. A requirement of all M.A. degrees is the preparation and oral defense of a written thesis. Within the graduate degree program students may specialize in a number of concentrations including forensic anthropology, zooarchaeology, ethnobotany, southeastern archaeology, historical archaeology, or Disasters, Displacements and Human Rights (DDHR). The DDHR Graduate Certificate Program requires a separate application to the Graduate School. See: <https://gradschool.utk.edu/forms-central/admission-to-graduate-certificate-program/>

Requirements for the M.A. Program

Courses to be taken – M.A.

A minimum of 30 credit hours in graduate courses is required. Twenty-four hours must be in coursework graded A-F. At least 20 hours of coursework must be at the 500 level or higher. Coursework must include three core classes, to be taken in the first three semesters of residency, and passed with a grade of B or higher:

- (a) ANTH 510 Method and Theory in Cultural Anthropology
- (b) ANTH 560 Theory in Archaeology
- (c) ANTH 590 Method and Theory in Biological Anthropology

Additional coursework as needed should be selected in consultation with the student's advisor and must include one additional course from two anthropology concentrations other than the student's primary concentration or from outside the department, per the approval of the student's committee chair, subject to petition to and approval in writing by the department head, who may request additional input through a vote of the faculty. Students in the Mediterranean Archaeology program may select their remaining hours from courses offered in the Anthropology, Classics, or History departments. Students must register for a minimum of 3 credit hours of ANTH 500 in the semester in which the thesis is accepted by the Graduate School. A minimum of six credit hours of ANTH 500 overall are required for the thesis option. After receiving the master's degree, a student is no longer permitted to register for ANTH 500 Thesis. See https://catalog.utk.edu/content.php?catoid=35&navoid=4802#masters_degree

All M.A. students must attend the graduate section of the Visiting Lecture Program (ANTH 550) until graduation. First-year students are required to register for two credit hours of Anthropology 550 in the Fall semester; advanced students should register for one credit hour and fulfill all requirements for the course defined by the instructor.

Students must demonstrate competence in technical research areas by completing either

ANTH 531 (Ethnographic Research Methods), or a graduate-level introductory statistics course, usually Statistics 537 or ANTH 504 or an equivalent graduate level course approved by the student's chair and the department head. Courses in other qualitative or quantitative research methods, such as in mixed methods, information technology, or GIS may be substituted for these requirements, as approved by the student's committee.

A Statistics Minor is available for our Anthropology M.A. students. The requirements are described on the IGSP [Intercollegiate Graduate Statistics and Data Science Minor] website, https://catalog.utk.edu/preview_program.php?catoid=35&poid=17896 Statistics 537, 538 & 579 (applied multivariate) are approved IGSP courses

Residence Requirements – M.A.

MA students do not have to meet residency requirements.

Admission to Candidacy – M.A.

The candidacy application for the master's degree is made as soon as possible after the student has completed any prerequisite courses and nine hours of graduate course work with a 3.0 average or higher in all graduate work, as per Graduate School requirements. See <https://gradschool.utk.edu/forms-central/admission-to-candidacy-masters-or-specialist-degree/>

The Admission to Candidacy application must be signed by the student's committee and all courses to be used for the degree must be listed, including transfer course work. The student must submit the candidacy application (with original or digital signatures) to the Graduate School (111 Student Services Building) no later than the last day of classes of the semester preceding the semester in which they plan to graduate.

The M.A. Thesis

Graduate M.A. level students in anthropology are expected to contribute to the production of original anthropological knowledge by producing an M.A. thesis.

The M.A. thesis should ideally be able to be distilled into the equivalent of at least one peer-reviewed article or monograph. An MA thesis demonstrates competence in conducting research, and developing an analytical approach to a well-defined problem.

All anthropology M.A. students will be required to develop and defend a thesis proposal before they commence conducting research towards their thesis. *A public oral defense of the thesis proposal should take place within one month of submitting an acceptable thesis proposal or equivalent publication or document. Thesis proposal defenses should occur at least one semester before the defense of the thesis, and preferably earlier than that. Likewise, a public oral defense of the thesis is required.*

For Master's Degree Requirements, see also: https://catalog.utk.edu/content.php?catoid=35&navoid=4802#masters_degree

Requirements for the Ph.D. Program

Courses to be taken – Ph.D.

The student must complete the minimum course work requirements of the Graduate

Council (48 hours beyond the baccalaureate degree, or 24 hours beyond the master's degree), plus 24 hours of required ANTH 600 (Doctoral dissertation and research). See https://catalog.utk.edu/content.php?catoid=35&navoid=4802#doc_degree A minimum of 50% of required credit hours taken at UT (excluding dissertation hours), must be graded A-F. In addition to the 24 hours of required ANTH 600, a minimum of 6 hours of coursework must be taken at the 600 level. A minimum of 6 credit hours must be taken in UT courses at the 600-level, exclusive of course 600 Dissertation.

Coursework must include three core classes, to be taken in the first three semesters of residency, and passed with a grade of B or higher:

- (a) ANTH 510 Method and Theory in Cultural Anthropology
- (b) ANTH 560 Theory in Archaeology
- (c) ANTH 590 Theory in Biological Anthropology

All Ph.D. students must attend the graduate section of the visiting lecturer program (ANTH 550) each year until they are admitted to candidacy. First-year Ph.D. students are required to register for two credit hours of Anthropology 550 in the Fall semester; advanced students should register for one credit hour and fulfill all requirements for the course as defined by the instructor. Materials covered by visiting lecturers may appear on the Doctoral Comprehensive Examination. All Ph.D. required course work must be completed by the end of the fourth year following admission to the Ph.D. program. A minimum GPA for retention in the program is a 3.5, above the minimum Graduate School requirement of 3.0. (See https://catalog.utk.edu/content.php?catoid=35&navoid=4802#doc_degree)

Students must demonstrate competence in technical research areas by completing two courses with a grade of a B or better. These should be a graduate-level introductory statistics course, usually Statistics 537 or ANTH 504 or its equivalent, and at least one other statistics or equivalent course, such as STAT 538 or ANTH 604. Courses in research methods, information technology or GIS may be substituted for these requirements, as approved by the student's doctoral committee. Cultural anthropology students may take ANTH 531, Ethnographic Research Methods, plus one additional course (e.g. qualitative, quantitative or mixed methods courses) in Anthropology or another field. Upon suggestion of the major professor and with permission of the department head an equivalent graduate level course may be substituted.

A candidate for a doctoral degree in Anthropology is someone who has completed the core classes, technical research requirements, and has successfully passed the written and oral Doctoral Comprehensive Examinations (i.e. "prelims," see below).

https://catalog.utk.edu/content.php?catoid=35&navoid=4802#doc_degree

Residence requirements – Ph.D.

Every Ph.D. student must complete two consecutive semesters of full-time residence at the University of Tennessee prior to taking the Doctoral Comprehensive Examination. As per the Graduate Catalog, under residence requirement:

Doctoral programs at the University of Tennessee require intensive study over consecutive semesters, including summers. Doctoral students may satisfy the residence requirement in either of two ways:

Enroll in 2 consecutive semesters of 9+ credit hours.

Enroll in 3 consecutive semesters (one of them is summer) of 6+ credit hours.

For the doctoral degree, a minimum of two consecutive semesters of residence is required, except in programs where alternative or additional residence requirements have been approved. In these cases, the details can be found in the program description.

A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy form <https://gradschool.utk.edu/forms-central/admission-to-candidacy-doctoral-degree/> along with signatures of approval from the major professor and the Director of Graduate Studies.

The Doctoral Dissertation

Doctoral research and writing will be under the direct guidance of the candidate's adviser and the members of the dissertation committee. The format of the doctoral dissertation—monograph or manuscript (multiple publishable articles)—must be chosen and agreed upon by all committee members at the time of the formal dissertation proposal. Details about procedures concerning formatting choice are presented below. The advisor will act as chairperson of the candidate's committee. The candidate must earn a minimum of 24 hours in ANTH 600 and maintain continuous registration, including during the summer, until the dissertation is accepted. See https://catalog.utk.edu/content.php?catoid=35&navoid=4802#cont_enroll

As per the Graduate Catalog: 'students who have started taking dissertation hours (course 600) must maintain a minimum of three credit hours per semester during all semesters, including the summer, as stipulated in the policy on "Registration for Course 600 (Doctoral Research and Dissertation)" in order to comply with the Continuous Enrollment requirement (see under Doctoral Programs for details).

https://catalog.utk.edu/content.php?catoid=35&navoid=4802#cont_enroll

A formal dissertation proposal or equivalent publication or document should be produced within one semester of the student's passing their Doctoral Comprehensive Exams and advancement to candidacy. The dissertation proposal or equivalent publication or document must be approved by the student's entire Ph.D. committee. Proposals must outline the theoretical framework of the dissertation, relevant background, and the methods and materials to be used to address research questions. All anthropology doctoral students must consult relevant guidelines from their advisors in planning for their dissertation proposals and comprehensive examinations. Analyses from pilot research are strongly encouraged. Grant proposals to major national or international funding agencies may be accepted as dissertation proposals with the approval of the doctoral committee. A public oral defense of the dissertation proposal should take place within three months of submitting an acceptable dissertation proposal or equivalent publication or document. Students are encouraged to complete proposal defenses before extensive research and writing occurs, well before the defense of the doctoral dissertation.

Per Graduate School rules at The University of Tennessee, both a monograph format and multi-part ("manuscript") formats are permitted for doctoral dissertations. See https://catalog.utk.edu/content.php?catoid=35&navoid=4802#prep_submiss_theses_dissertations and the most recent update to the Guide to the Preparation of Theses and Dissertations 2022-2023. <https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/preparing-your->

[work/](#)

Monograph formats comprise a single document, with chapters that form a complete, interwoven work. Manuscript formatted dissertations include articles submitted or about to be submitted for peer reviewed publications. As stated by the Graduate School, “the use of parts is an effective method of organization when research has been performed in two or more areas that cannot be combined into a single presentation, or to assist in maintaining consistent format for journal articles.” The Graduate School guidelines for both formats are provided in the Guide to the Preparation of Theses and Dissertations; all dissertations must conform to these guidelines. (See Chapter IV for a complete list of requirements for the manuscript formatting option.) <https://gradschool.utk.edu/documents/2023/07/preparation-guide-for-theses-and-dissertations.pdf/>

At or before the time of the formal proposal defense, doctoral committees, in consultation with the doctoral student, must agree on the format option to be used for the doctoral dissertation. The format of the dissertation is formally approved by the committee at the proposal defense, after which time the format cannot be changed unless unanimously approved by the committee.

The manuscript format requires special considerations, as outlined in the Guide to the Preparation of Theses and Dissertations. Manuscript format dissertations must meet all the requirements of the Graduate School. As outlined by the Graduate School, these dissertations must be integrated into a unified presentation, at minimum with introductory and discussion chapters bounding the articles, and the option of bridging chapters between articles to expand on the theoretical or methodological framework. A disclosure statement must be provided at the beginning of each article, following Graduate School preparation guidelines. This disclosure states how the article was revised, and details the student's involvement in the article; multi-authored papers may be included in dissertations, though the student must have been the primary author. The guidelines given for uniform style of headings and bibliographies must be used, even if individual articles were prepared with different formatting requirements.

In addition to those guidelines, in the Department of Anthropology, these multi-part dissertations must: 1) focus on a coherent research topic addressing a question (or set of related questions); 2) exhibit a rigorous knowledge of the relevant literature in the research topic; 3) include theoretical contributions to the field of study; and 4) consist of no fewer than three articles, in addition to separate introduction and synthetic discussion/conclusion/ synthesis chapters. Students will negotiate the exact details of the nature of the articles, the journals they should be in, and the introductory and concluding essays with the advisor and committee. The graduate student must be the first author of all papers, and in the case of collaborative (i.e., multi-authored) research, at least one article must be single authored by the doctoral candidate. If parts of a manuscript formatted dissertation have been submitted or published, the committee may still make edits and suggestions about that part to be incorporated into the final version included with the dissertation.

Anthropology graduate students are strongly encouraged to seek external funding in support of their research. In particular, doctoral students are urged to apply to funding agencies that explicitly support dissertation research. These would include, but are not limited to, the [Wenner-Gren Foundation](https://wennergren.org/grants-)'s Grants for Doctoral Students (<https://wennergren.org/grants->

[fellowships/](https://www.ssrc.org/programs/mellon-mays-graduate-initiatives-program/mellon-mays-predoctoral-research-grants/)), the Social Science Research Council's Mellon Mays Predoctoral Research Grants (<https://www.ssrc.org/programs/mellon-mays-graduate-initiatives-program/mellon-mays-predoctoral-research-grants/>) and International Dissertation Research Fellowships (<https://www.ssrc.org/programs/idrf/>), and the National Science Foundation's Doctoral Dissertation Research Improvement Grants for [archaeology](#), [cultural anthropology](#) and [biological anthropology](#).

Examinations

Graduate Evaluation

At the end of each spring term, all students will be evaluated by the entire faculty and either will be retained or dropped from the program based on their first year's performance in the core courses as measured by their final grade, and in their other coursework and activities, and as per the Student Annual Anthropology Graduate Student Annual Report and Faculty Evaluation process.

Core course grading will follow a "best practices" format to ensure that the examinations and grading in all three core courses are as transparent as possible to allow students to have realistic expectations and allow for fairness in application and grading.

Students receiving a grade of C or below in any core course must retake it to remain in the program. Students who receive a C or below in two different core courses, or students receiving a grade of C or below in the same core course twice, will be automatically dismissed from the program.

Thesis Defense

An M.A. thesis proposal must be submitted no later than the end of the fourth semester following admission and must be approved by the entire M.A. committee. A public defense of the thesis proposal should ideally be held at least a semester before the student plans to defend their thesis and graduate.

Successful completion of the thesis and final oral examination is required. A public oral presentation of the thesis will occur, followed by a closed defense of the thesis before the student's M.A. committee and any other interested faculty members. The defense must be scheduled by the advisor through the department and publicly announced (generally two weeks) in advance. The advisor acts as chairperson of the oral defense committee. Following revisions agreed upon by the committee in the defense, the acceptance of the thesis will occur, acknowledged by the signature of the committee members, and followed by the submission of the final thesis to the Graduate School.

Students must consult with their advisor about the amount of time necessary to review the draft thesis; however, committee members should have at least four weeks to read and comment upon a draft thesis subsequent to the advisor's review and prior to setting the defense date. Upon agreement by the committee that the draft is defensible, the student's advisor will schedule the oral exam. Electronic submission of the thesis is required by the Graduate School. One final electronic copy of the thesis must also be provided to each committee member.

Ph.D. Exams

Doctoral Comprehensive Examinations

Students must successfully complete a written and oral comprehensive exam no later than the end of the fourth year following admission to the PhD program.

(a) **Comprehensive Written Examination.** When the Ph.D. aspirant has completed all the foregoing requirements and is judged by their advisory committee to be prepared in their field(s) of concentration, they will be required to take a comprehensive written examination. The exam format, decided at the discretion of the committee, will typically consist of three sections and be given by the student's doctoral committee, with questions provided from all members of the committee and administered under the direction of the major professor. All parts of the exam must be taken within seven consecutive days.

(b) **Comprehensive Oral Examination.** This examination will occur within two months following the successful completion of the comprehensive written exams. The advisor acts as chairperson of the oral defense committee. Students failing the Ph.D. written and oral comprehensive exams will be dropped from the program.

Admission to Candidacy - Ph.D.

A student may be admitted to candidacy for the doctoral degree after passing the written and oral comprehensive examinations, and maintaining at least a B average in all graduate course work. As per the Graduate Catalog, "The comprehensive examination must be passed prior to admission to candidacy." Each student is responsible for filing the admission to candidacy application, which lists all courses to be used for the degree, including courses taken at University of Tennessee, Knoxville, or at another institution prior to admission to the doctoral program, and is signed by the doctoral committee. Admission to candidacy must be applied for and approved by the Graduate School at least one full semester prior to the date the degree is to be conferred. The candidacy application must be submitted with original signatures.

Upon admission to candidacy, as per the Graduate Catalog, "continuous enrollment is maintained by registering for a minimum of one graduate credit hour per semester (excluding the summer, unless stipulated otherwise by the program or department). However, students who have started taking dissertation hours (course 600) must maintain a minimum of three credit hours per semester during all semesters, including the summer, as stipulated in the policy on "Registration for Course 600 (Doctoral Research and Dissertation)" to comply with the Continuous Enrollment requirement. See:

https://catalog.utk.edu/content.php?catoid=35&navoid=4457&cont_enroll#cont_enroll Students with a GTA have to be enrolled for 6 hours, but they not all need to be ANTH 600.

Dissertation Proposal

A dissertation proposal should be submitted within a semester of completing their prelims. A public defense of the dissertation proposal should be held at least a semester before the student plans to defend their dissertation and graduate.

Dissertation Defense

The draft dissertation document shall be subject to review by all members of the Ph.D. committee. Students must consult with their advisor about the amount of time necessary to review the draft dissertation; however, committee members should have at least four weeks to read and comment upon the draft dissertation *subsequent* to the advisor's review and *prior* to setting the defense date. Upon its tentative acceptance by the committee, the student's advisor will schedule the defense. The public oral presentation on the nature and significance of the dissertation to anthropological knowledge shall be made, followed by a closed defense of the dissertation before the student's Ph.D. committee. The defense must be scheduled with the graduate school at least one week prior to the examination and publicly announced (generally two weeks) in advance. Following revisions agreed upon by the committee in the defense, the acceptance of the dissertation will occur, acknowledged by the signature of the committee members, and followed by the submission of the final dissertation to the Graduate School.

Standing and Appeals

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university, including policies on academic honesty, and to be familiar with penalties for violations. Students are directed to the [Graduate Catalog](#), to [Hilltopics](#) and to the publications on [graduate student appeals](#).

Graduate students in Anthropology are required to maintain continuous enrollment (except on approved leave), earn a B or above in the three core courses (ANTH 510, ANTH 560, and ANTH 590), maintain a cumulative grade point average (GPA) of at least 3.0 on all graduate courses taken for a letter grade of A-F, and make progress towards their degree to remain in good standing. Students who receive a grade of "incomplete" must work with the instructor to fulfill the course requirements and receive a grade. After one calendar year, incompletes automatically are converted to an "F."

Early Termination/Withdrawal from the Program

Students may be terminated from the program if they are considered to be Not Making Satisfactory progress toward their degrees, as determined through the annual evaluation procedure which evaluates grades, progress towards degree and professional activity.

Termination from the program shall be determined by vote of the faculty.

If a student is not on a Leave of Absence and not enrolled for one semester (including summer), their account will become inactive in the system. If the student wants to return in the future, they have to apply for readmission and the department would decide if they want to readmit them or not. Depending on how far removed the student was from last enrolling, a time extension may need to be requested to ensure all coursework can be counted towards the degree. See <https://catalog.utk.edu/content.php?catoid=35&navoid=4802#readmission>

The Department of Anthropology conforms in its appeals process to the guidelines presented for undergraduates on pages 47-49 in [Hilltopics](#) and to The University of Tennessee Graduate Council Appeal Procedure (Effective Fall 2021 at <https://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf>). According to these policies, departmental appeals are to be made in writing to the Department Head. A graduate student may appeal two types of academic decisions to the Head. Students may have grievances

concerning the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education, including the annual evaluation process and termination. The initial appeal at the Department level must be filed no later than 30 days after the incident that occasions the appeal. Students may have grievances concerning grades. Students may appeal grades only on the basis of one or more of the following allowable grounds: (1) A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness, or accident); (2) Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper examinations, or class attendance); (3) Inability of the instructor to deal with course responsibilities; or (4) An exam setting which makes concentration extremely difficult. The initial grade appeal must be filed no later than 30 days after the after the final grade has been issued.

Students with grievances related to race, gender, religion, national origin, age, sexual misconduct, or disability should file a formal complaint with the Office of Equity and Diversity with a copy to the department Head. University appeals procedures can be found on the [Graduate School website](https://gradschool.utk.edu/) at <https://gradschool.utk.edu/> and at <https://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/>

If a student is terminated or withdraws from a program prior to the end of the semester, the student will be responsible for payment of tuition and other fees from the termination/withdrawal date until the end of the semester. The responsibility for paying tuition and fees will apply to all students, including those who have tuition waivers during the semester in which they are terminated/withdraw early. Please see the graduate catalog for additional information about early termination/withdrawal at: <https://onestop.utk.edu/withdraw/> and [https://catalog.utk.edu/content.php?catoid=35&navoid=4802#financial assist](https://catalog.utk.edu/content.php?catoid=35&navoid=4802#financial_assist). If you are considering early withdrawal, you should contact the Bursar's office to inquire about the financial ramifications for early withdrawal.

Appendix 1. Graduate Completion Checklist and Timeline, and Other Key Dates for Anthropology Graduate Students

1. Master's Degree Checklist

- Complete 30 credit hours (*recommended to be completed by the end of Year 2*)
 - Complete core Anthropology courses (ANTH510, ANTH 560, ANTH 590; *by the end of the third semester enrolled*)
 - Complete two (2) credits of Visiting Lectures Series (*first semester*)
 - Complete one (1) credit of Visiting Lecture Series each fall until degree completion
 - Complete 3 hrs. of coursework beyond the core theory courses in each of the subdisciplines that are not the student's primary subdiscipline:
 - Biological Anthropology (3 credit hours)
 - Archaeology (3 credit hours)
 - Cultural Anthropology (3 credit hours)
 - Technical or applied research methods (3 credit hours)
 - Complete a minimum of six (6) credits of ANTH 500 Thesis Hours after finishing other required coursework
- ***Complete and file a fully signed Graduate Student Annual Report form each year by April 26th (or the date listed on the form) until graduation***
- ***Apply for departmental funding by completing the Departmental Assistantship Application form each year by December 1st (eligible for maximum of 3 years)***
- Complete and publicly defend an MA thesis proposal (*Recommended to be completed by the end of Year 2; **must be completed by the end of the semester prior to the thesis defense***)
- Provide the committee at least four weeks to read and comment upon a draft thesis subsequent to the advisor's review and prior to setting the defense date.
- Complete Admission to Candidacy (MA) Form for the Graduate School (*Must be completed at least one full semester prior to graduation*)
- Submit Graduation Application in MyUTK (*see graduation timeline below*)
- Submit preliminary draft of thesis to TRACE (*final semester, see timeline below*)
- Successfully defend completed Master's thesis (*final semester*)
- Upload final copy of thesis to TRACE (*final semester*)
- Send a final copy of thesis to entire committee (*final semester*)
- Submit Report of Final Examination/Defense of Thesis (Pass/Fail) (*final semester*)
- Submit Thesis Approval Form (*final semester*) This form includes the embargo statement and acknowledgement of submission of the ms to Ithenticate.

2. PhD Checklist

- Complete 24 credit hours beyond the Master's Degree (*end of Year 2*)
 - New students to the department are required to complete the three (3) core theory courses (*end of Year 1*)
 - ANTH 510: Cultural Theory

- ANTH 560: Archaeological Theory
- ANTH 590: Biological Theory
- Enroll in two (2) credit hours of Visiting Lecture Series **if** you did not complete a Master's degree at UTK (*first semester only*)
- Enroll in one (1) credit hour of Visiting Lecture Series every fall until admission to candidacy
- Complete six (6) credit hours in technical or applied research methods (accepted courses determined by committee)
- Complete Residence requirement **by the semester prior** to submitting the Admission to Candidacy form
 - Two semester residence: 9 credits in the Fall and 9 credits in the Spring, **OR**
 - Three semester residence: 6 credits in the Fall, 6 credits in the Spring, and 6 credits in the Summer
- Complete 24 credit hours continuous enrollment (fall, spring, and summer) in ANTH 600 (Dissertation Hours) in addition to the 24 hours listed above
- Complete and file a fully signed Graduate Student Annual Report form each year by April 26th (or the date on the form) until graduation
- Apply for departmental funding by completing the Departmental Assistantship Application form each year by December 1st (*eligible for maximum of 6 years*)
- Submit PhD Committee form to the Graduate School (*recommended to be completed by the end of Year 2*)
- Complete written comprehensive examinations (*recommended by end of Year 3*)
- Complete oral defense of written comprehensive examinations (*approximately 2 months after written comps*)
- Complete Admission to Candidacy Form (*after completion of comps, recommended end of Year 3*)
- Successfully defend a Dissertation Proposal (*recommended within a semester of admission to candidacy*)
- Submit Graduate Application on MyUTK (*see graduation deadlines below*)
- Submit preliminary dissertation draft to TRACE (*see graduation deadlines below*)
- Submit Schedule of Dissertation/Capstone Defense Form (*final semester*)
- Provide at least four weeks to read and comment upon a draft thesis subsequent to the advisor's review and prior to setting the defense date.
- Successfully defend dissertation (*final semester*)
- Report of Final Examination/Defense of Dissertation/Project/Capstone Form (*final semester*)
- Report of Final Examination (Pass/Fail) (*final semester*)
- Submit Thesis/Dissertation Approval Form (*final semester*). This form includes the embargo statement and acknowledgement of submission of the ms to Ithenticate.
- Send a final copy of dissertation to entire committee (*final semester*)
- Upload final copy of dissertation to TRACE (*see deadlines below*)

3. Graduation Checklist

- Complete all required coursework, defenses, and comprehensive examinations (if applicable) required for your degree level (see above)
- Submit Graduate Application on MyUTK
- Submit preliminary thesis/dissertation manuscript draft to TRACE
- Submit Schedule of Dissertation/Capstone Defense Form (**PhD only**)
- Submit Report of Final Examination/Defense of Thesis or Dissertation form
- Submit Thesis/Dissertation Approval form
- Upload final copy of thesis/dissertation to TRACE

4. Standard Graduation Deadlines (Fall 2023)

- For more information on deadlines, with a link to pdf schedules for PhD, MA, and Graduate Certificate Program deadlines for Fall 2023, Early Spring 2024, Spring 2024, Early Summer 2024, and Summer 2024, visit the Graduate School website at <https://gradschool.utk.edu/academics/graduation/graduation-deadlines/>

Students intending to graduate in fall 2023 must be registered for at least 3 hours of thesis or dissertation credits during the fall semester.

- **August 18th, 2023:**
 - PhD students must submit a [PhD Committee Form](#). to the Graduate School.
 - An Admission to Candidacy form ([doctoral](#) or [masters](#)) must be submitted (Fall 2023 and beyond).
 - Submit Graduation Application on my UTK
 - MA Application fee: \$30
 - PhD Application fee: \$75
 - Submit Graduate Certificate Course Verification form to the Graduate School.
 - Submit Graduation Certificate Application online at MyUTK.
- **September 22, 2023:**
 - Submit Preliminary draft of dissertation or thesis to TRACE for review by the Coordinator of Student Services.
 - **This deadline is the same for both first and second graduation deadlines**
 - Get instructions on submitting your dissertation or thesis at tiny.utk.edu/thesis-submit; contact thesis@utk.edu with questions.
- **October 27th, 2023**
- PhD students must submit a [Scheduling of Defense of Dissertation form](#).
 - Purchase graduation regalia if walking in ceremony
- **November 10th 2023**
 - All students must defend a thesis or dissertation by this date.
- **December 1st, 2023**

- The thesis or dissertation must be *accepted* in TRACE by 5:00 p.m. To ensure the document can be accepted, submission to TRACE must occur prior to this date. Contact the Coordinator of Student Services at thesis@utk.edu with any questions.
- The Survey of Earned Doctorates certificate of completion must be submitted by EdD and PhD students to thesis@utk.edu by 5:00 p.m.
- The Report of Final Examination (Pass/Fail) Form (doctoral or master's) must be submitted by 5:00 p.m.
- The Thesis/Dissertation Approval Form must be submitted by 5:00 p.m.
- **December 6th, 2023**
 - The removal of Incomplete and NR grades must be verified. Contact the Graduation Specialists at gradspec@utk.edu with any questions.

5. Early Deadlines (Early Spring 2024)

- The purpose of the early deadline is to allow thesis and dissertation students who complete all requirements for graduation before the semester starts to graduate at the end of spring 2024 without having to register for thesis or dissertation hours in spring 2024. Students' official graduation date will be at the conclusion of the spring 2024 semester.
- In order to be eligible, all materials must be completed, submitted, and accepted by the Graduate School by the established deadlines.
- **October 13, 2023**
 - A preliminary draft of dissertation/thesis must be submitted in TRACE for review by Graduate School.
 - An Admission to Candidacy form ([doctoral](#) or [masters](#)) must be submitted.
 - The Graduation Application must be submitted and graduation fee paid online at [MyUTK](#).
 - PhD students must submit a [PhD Committee Form](#).
- **December 1, 2023**
 - PhD students must submit the [Scheduling of Defense of Dissertation](#) form.
- **December 22, 2023**
 - The [Early Deadline Application](#) must be submitted by this date.
 - This is the last day to pass the thesis or dissertation defense.
 - Any remaining paperwork for degree conferral must be submitted. Email the Graduation Specialists at gradspec@utk.edu with any questions.
- **January 12, 2024**
 - The thesis or dissertation must be **accepted** by the Graduate School by 5:00 p.m. on this date. To ensure the document can be accepted, submission to [TRACE](#) must occur prior to this date (email thesis@utk.edu for questions).
 - The [Survey of Earned Doctorates](#) certificate of completion must be submitted by EdD and PhD students to thesis@utk.edu by 5:00 p.m.
 - The Report of Final Examination (Pass/Fail) Form ([doctoral](#) or [master's](#)) must be submitted by 5:00 p.m.

- The [Thesis or Dissertation Approval Form](#) must be submitted by 5:00 p.m.
- The removal of Incomplete and NR grades must be verified (email gradspec@utk.edu for questions).

6. Standard Deadlines (Spring 2024)

- Students intending to graduate in spring 2024 must be registered for at least 3 hours of thesis or dissertation credits during the spring semester.
- **January 19**
 - PhD students must submit a [PhD Committee Form](#).
Students in a non-PhD doctoral program (DSW, DrPH, DNP, EdD), submit your [Doctoral \(Non-PhD\) Committee Form](#).
 - An Admission to Candidacy form ([doctoral](#) or [masters](#)) must be submitted.
 - The Graduation Application must be submitted and graduation fee paid online at [MyUTK](#).
- **February 23**
 - A preliminary draft of a thesis or dissertation must be submitted online in [TRACE](#) for review by the Coordinator of Student Services.
- **April 5**
 - PhD students must submit a [Scheduling of Defense of Dissertation form](#).
- **April 12**
 - All students must defend a thesis or dissertation by this date.
- **April 26**
 - The thesis or dissertation must be *accepted* in [TRACE](#) by 5:00 p.m. To ensure the document can be accepted, submission to TRACE must occur prior to this date. Contact the Coordinator of Student Services at thesis@utk.edu with any questions.
 - The [Survey of Earned Doctorates](#) certificate of completion must be submitted by EdD and PhD students to thesis@utk.edu by 5:00 p.m.
 - The Report of Final Examination (Pass/Fail) Form ([doctoral](#) or [master's](#)) must be submitted by 5:00 p.m.
 - The [Thesis/Dissertation Approval Form](#) must be submitted by 5:00 p.m.
- **May 7**
 - The removal of Incomplete and NR grades must be verified. Contact the Graduation Specialists at gradspec@utk.edu with any questions.

7. Early Deadlines (Early Summer 2024)

- **Early Deadlines**
- The purpose of the early deadline is to allow thesis and dissertation students who complete all requirements for graduation before the semester starts to graduate at the end of summer 2024 without having to register for thesis or dissertation hours in summer 2024. Students' official graduation date will be at the conclusion of the summer 2024 semester.
- In order to be eligible, all materials must be completed, submitted, and accepted by the Graduate School by the established deadlines.

- **March 8**
 - A preliminary draft of dissertation/thesis must be submitted in [TRACE](#) for review by Graduate School.
 - An Admission to Candidacy form ([doctoral](#) or [masters](#)) must be submitted.
 - The Graduation Application must be submitted and graduation fee paid online at [MyUTK](#).
 - PhD students must submit a [PhD Committee Form](#).
Students in a non-PhD doctoral program (DSW, DrPH, DNP, EdD) must submit a [Doctoral \(Non-PhD\) Committee Form](#).
- **May 3**
 - PhD students must submit the [Scheduling of Defense of Dissertation](#) form.
- **May 17**
 - The [Early Deadline Application](#) must be submitted by this date.
 - This is the last day to pass the thesis or dissertation defense.
 - Any remaining paperwork for degree conferral must be submitted. Email the Graduation Specialists at gradspec@utk.edu with any questions.
- **May 31**
 - The thesis or dissertation must be **accepted** by the Graduate School by 5:00 p.m. on this date. To ensure the document can be accepted, submission to [TRACE](#) must occur prior to this date (email thesis@utk.edu for questions).
 - The [Survey of Earned Doctorates](#) certificate of completion must be submitted by EdD and PhD students to thesis@utk.edu by 5:00 p.m.
 - The Report of Final Examination (Pass/Fail) Form ([doctoral](#) or [master's](#)) must be submitted by 5:00 p.m.
 - The [Thesis or Dissertation Approval Form](#) must be submitted by 5:00 p.m.
 - The removal of Incomplete and NR grades must be verified (email gradspec@utk.edu for questions).

8. Standard Deadlines (Summer 2024)

- Students intending to graduate in summer 2024 must be registered for at least 3 hours of thesis or dissertation credits during the summer semester.
- **May 31**
 - PhD students must submit a [PhD Committee Form](#).
Students in a non-PhD doctoral program (DSW, DrPH, DNP, EdD), submit your [Doctoral \(Non-PhD\) Committee Form](#).
 - An Admission to Candidacy form ([doctoral](#) or [masters](#)) must be submitted.
 - The Graduation Application must be submitted and graduation fee paid online at [MyUTK](#).
- **June 21**
 - A preliminary draft of a thesis or dissertation must be submitted online in [TRACE](#) for review by the Coordinator of Student Services.
- **July 12**

- PhD students must submit a [Scheduling of Defense of Dissertation form](#).
- **July 19**
 - All students must defend a thesis or dissertation by this date.
- **August 2**
 - The thesis or dissertation must be *accepted* in [TRACE](#) by 5:00 p.m. To ensure the document can be accepted, submission to TRACE must occur prior to this date. Contact the Coordinator of Student Services at thesis@utk.edu with any questions.
 - The [Survey of Earned Doctorates](#) certificate of completion must be submitted by EdD and PhD students to thesis@utk.edu by 5:00 p.m.
 - The Report of Final Examination (Pass/Fail) Form ([doctoral](#) or [master's](#)) must be submitted by 5:00 p.m.
 - The [Thesis/Dissertation Approval Form](#) must be submitted by 5:00 p.m.
- **August 8**
 - The removal of Incomplete and NR grades must be verified. Contact the Graduation Specialists at gradspec@utk.edu with any questions.

9. Other Key Dates for Anthropology Graduate Students

Fall 2023 Semester

- **15 August 2023 New Graduate Student Orientation**
 - <https://gradschool.utk.edu/future-students/graduate-student-orientations/>
 - <https://gradschool.utk.edu/future-students/graduate-student-orientations/agenda-new-graduate-student-orientation/>
- **17 August 2023 New Graduate Teaching Assistant/Associate Orientation**
 - <https://gradschool.utk.edu/future-students/graduate-student-orientations/agenda-new-graduate-teaching-assistant-associate-orientation/>
- **22 August 2023 Department of Anthropology Graduate Student Orientation**
- **23 August 2023 University of Tennessee First Day of Classes**
- **15 September 2023 Department of Anthropology Charles H. Faulkner Travel Award Application Deadline** <https://anthropology.utk.edu/graduate-student-scholarships-and-awards/>
- **1 Oct, 1 Nov, 1 Feb, 1 Mar, 1 Apr GSS Travel Awards Application Deadlines** <https://gss.utk.edu/gss-travel-awards/>
- **TBD October 2023 Open House for Potential Fall 2024 Graduate Students**

- 15 October 2023 Department of Anthropology Patricia Black Scholarship Award Application Deadline <https://anthropology.utk.edu/graduate-student-scholarships-and-awards/>
- 1 December 2023 Applications for Assistantships for AY 2024-25 due, and for an additional year of funding.
- 6 December 2023 Last Day of Classes

Winter Mini-Term 2024

- 2 January 2024 First Day of Classes
- 19 January 2024 Classes End First Day of Classes

SPRING 2024 Semester

- 22 January 2024 First Day of Classes
- 15 February 2024 Department of Anthropology The Kneberg/Lewis Scholarships Award Application Deadline <https://anthropology.utk.edu/graduate-student-scholarships-and-awards/>
- 28 April 2024 Graduate Student Annual Report Submitted
- 30 April 2024 Tennessee Council for Professional Archaeology (TCPA) Research Award <https://tennesseearchaeologycouncil.wordpress.com/research-awards/>
- 7 May 2024 Last Day of Classes

Open Department of Anthropology Funding Opportunities

- Open William M. Bass Endowment Fund <https://fac.utk.edu/william-m-bass-endowment/>
- Open Department of Anthropology Simon Beckett Student Paper Prize American Academy of Forensic Sciences (AAFS) 1 month before AAFS Annual Meeting <https://fac.utk.edu/simon-beckett-student-paper-prize/>
- Open Department of Anthropology Walter Leitner award <https://fac.utk.edu/walter-leitner-award/>
- Open Department of Anthropology DDHR Research and Travel Award

Endowed-Graduate-Fellowships And Access And Diversity Fellowships

- <https://gradschool.utk.edu/costs-and-funding/graduate-fellowships/endowed-graduate-fellowships/>

- The 2023–2024 Endowed Graduate Fellowships and Access and Diversity Fellowships will be open in December 2023 for nominations by departments. Students do not apply for fellowships, but are nominated by the department. This page provides background information, award details, eligibility and application requirements for each of the fellowships being offered this 2023–2024 fellowship cycle. ***NOTE 2024 APPLICATION DATES HAD NOT BEEN UPDATED ON THE UTK WEBSITE AS OF 13 AUGUST 2023***

- **28 January 2024** **Tennessee Fellowship for Graduate Excellence.**
<https://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/tfge/>

- **8 February 2024 Fellowships for New Students**
 The following fellowships are for new students. These are students who are first-time enrollees in a graduate degree program in fall 2023.
 - Isobel Griscom Graduate Fellowship
 - Seaton Graduate School Fellowship
 - Herman E. Spivey Humanities Graduate Fellowships
 - J. Wallace & Katie Dean Graduate Fellowships
 - Lori Mayer Women's Graduate Fellowship
 - Rowland Family Scholarship
 - Access and Diversity Graduate Fellowship

- **21 March 2024 Fellowships for Returning Students**
 The following fellowships are for returning students. These are students who are currently enrolled in a graduate degree program and will be continuing their degree program in the 2023–2024 academic year.
 - Shipley-Swann Graduate School Fellowship
 - Mary Phipps Shepherd Graduate School Fellowship
 - Oscar Roy Ashley Graduate School Fellowship
 - Yates Dissertation Fellowships
 - Dawn and Lawrence Taylor Dissertation Awards

Appendix 2 (Graduate Student Annual Report Form)

Anthropology Graduate Student Annual Report and Faculty Evaluation

Department of Anthropology,
The University of Tennessee
2023-24 Academic Year

THIS FORM IS DUE ON Friday April 26th, 2024 by 5:00 P.M.

Please do the following:

- 1) Complete the form electronically and send it electronically to your graduate advisor for review.
- 2) Meet face to face with your advisor and, if ABD, your entire committee, and discuss your performance, your plan for the next year and after, and this evaluation.
- 3) Sign the first page of the form electronically.
- 4) Have your advisor initial and sign the form on the first page electronically.
- 5) E-mail a PDF copy of the completed and signed form to Charlene Weaver (cweaver4@utk.edu) and Graciela Cabana (gcabana@utk.edu). The e-mail and pdf file should have this subject line: *last name, first name Anthropology Graduate Student Annual Report 2023-2024*

Fill the form out completely to the best of your ability for each question. Referring to an attached CV as an answer is unacceptable. If a category is not applicable, please type 'NA'. Use whatever space is needed to complete this form.

1. Student information

Name of Student: _____

Email: _____

Name of Advisor(s): _____

1. We have discussed the student's Teaching Evaluations (if student held GTA) _____ (initials of advisor)
2. We have discussed upcoming milestones and required filings _____ (initials of advisor)
3. We have discussed the student's plan of action for the coming year _____ (initials of advisor)

Signature of Advisor(s): _____

Date Signed _____

Signature of Student: _____

Date Signed _____

My signature indicates that I have read this evaluation, been given an opportunity to ask questions, and understand the feedback I have received.

2. Faculty Evaluation

Advisors: please base your decision on whether the student has successfully completed goals set out in the previous evaluation and has accomplished these in a manner that befits a junior colleague. Initial the appropriate line:

_____ **Student is Making Satisfactory/Adequate Progress**

_____ **Student Needs Improvement**

_____ **Student is Not Making Satisfactory/Adequate Progress**

3. Comments

Comments or suggestions for improvement (list specifically what needs improvement, and when, and attach additional paperwork as necessary).|

4. Program Progression Milestones

Degree sought and subfield:

Date of enrollment in current graduate degree program (mm/yyyy):

(Circle appropriate degree program): M.A.. Ph.D.

Note any approved leave.

Do you have a full Thesis/Dissertation Committee? YES NO

Reminder: The Graduate Handbook specifies that all graduate students establish a committee as soon as possible in their course of study, and ideally well before completion of required coursework.

Thesis/Dissertation Committee members, major advisor first (for your current degree program):

1.

- 2.
- 3.
- 4.
- 5.

Dates of Thesis/Dissertation Committee Meeting(s) in current review year.

- 1.
- 2.
- 3.

Give completion dates (only for completed milestones) for the following (give dates mm/yyyy):

Completion of coursework _____

Completion of candidacy exams (prelims) _____

Defense of proposal for thesis/dissertation _____

Defense of Thesis/Dissertation _____

Do you currently have a GTA or RA? (List nature and source)

How many years of assistantship support have you received?

Have you completed the three Anthropology Graduate Core courses?

(List course number, semester, year, and grade received)

ANTH 510 _____

ANTH 560 _____

ANTH 590 _____

**Have you met the statistics/technical/methods courses requirements?
With what courses?** (List course(s) number, semester, year, and grade received)

Which courses, if any, outside the department have you taken for graduate credit since starting the graduate program at UT? (List course(s) number, semester, year, and grade received)

5. Research plans and progress

Publications since starting the graduate program at UT (Published, in review, in press etc.).

Presentations given at professional meetings since starting the graduate program at UT.

Have you applied for any funding from an external granting agency since starting the graduate program at UT? If so, list agency, dates of application, and outcome.

Have you applied for any funding from an internal granting agency since starting the graduate program at UT? If so, list agency, dates of application, and outcome.

Awards received since starting the graduate program at UT

6. Planned activities for the next academic year (including summer)

Have you discussed your research plans formally with your committee and given them opportunity for input?

Research plans for next review year with goals for each semester and summer (continued, if necessary)

Appendix 3

Procedures for Applying for Additional Years of GTA Funding

Application for an Extension of Funding Proposal

Eligible Students:

1. Doctoral candidates and Master's students in the Department of Anthropology
2. Doctoral candidates and Master's students that are in good academic standing as defined by the Graduate School
3. Doctoral candidates and Master's students that have always received "making satisfactory progress" on the Annual Student Evaluation
4. Doctoral candidates and Master's students who have never lost their assistantship due to poor performance
 - a. Applicants must be able to teach effectively.
 - b. Applicants whose progress has been delayed due to exceptional circumstances, such as the current pandemic.

Application Process:

1. Doctoral candidates and Master's students seeking a funding extension will submit a written request and supplemental application materials to the Graduate Committee by December 1st.
 - a. Supplemental application materials should include:
 - The applicant's most recent Annual Evaluation
 - An up to date academic record
 - A timeline for the completion of their degree
 - A list of any extramural funding the student has received
 - A written statement of support from the student's academic advisor
2. Doctoral candidates and Master's students seeking a funding extension will present their reasons for seeking the funding at a Graduate Committee meeting.
 - a. The applicant's academic advisor must also attend this meeting
3. Doctoral candidates and Master's students may request anywhere from one semester to one year of additional funding.
4. The Graduate Committee will decide whether the student's application meets the aforementioned eligibility for application.
 - a. If so, the Graduate Committee will provide the application materials to the faculty in the appropriate concentration the applicant is in, who make the decisions about who will receive funding, and also make these materials available to the entire faculty prior to a final vote of approval, which will occur at the faculty meeting(s) when assistantships are decided.
5. If the Faculty votes to approve the application, a written request from the Department of Anthropology will be sent to the Dean of the Graduate School, prior to the final funding decisions.
6. The Application for an Extension of Funding process will be written into the Department of Anthropology's Graduate Student Handbook.

As per the Graduate School:

https://catalog.utk.edu/content.php?catoid=35&navoid=4802#what_is_assistantship

“An assistantship is a financial award to a graduate student for part-time work in teaching, administration or research while pursuing study toward an advanced degree. Appointments are normally on a one-quarter to one-half time basis (25 percent or 50 percent fulltime equivalent, FTE). The appointment may be for either nine or twelve months. In addition to the stipend, graduate assistants are entitled to a waiver of maintenance fees, mandatory fees, and differential tuition for the period of appointment in accordance with university policy. These benefits exist for all graduate assistants who have an appointment of 25% or higher. Additionally, all graduate assistants are provided student health insurance. For a list of all fees, see information provided at [One Stop Student Services website](#).”

Appendix 4.

Web Resources for Graduate Students

International students

- Center for International Education (<https://international.utk.edu/>)
- International House (<http://ihouse.utk.edu/>)
- ITA Testing Program (<https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>)

Professional development & training

- Office of Graduate Training and Mentoring (<https://gradschool.utk.edu/training-and-mentorship/>)
- Best Practices in Teaching Program (<https://gradschool.utk.edu/training-and-mentorship/bpit/>)
- UT Libraries Information for Graduate Students (<https://libguides.utk.edu/graduate>)
- Center for Career Development (<https://career.utk.edu/>)
- Tennessee Teaching and Learning Center (<https://teaching.utk.edu/>)
- UT CIRTl: Center for Integration of Research and Teaching (<https://teaching.utk.edu/utcirtl/>)
- Experience Learning (<https://experiencelearning.utk.edu/>)

Funding

- Costs and funding opportunities (<https://gradschool.utk.edu/graduate-student-life/costs-funding/>)
- Graduate Student Senate Travel Awards (<https://gss.utk.edu/>)
- Financial Aid and Scholarships (<https://onestop.utk.edu/financial-aid/>)

Student resources

- Counseling Center (<https://counselingcenter.utk.edu/>)
- Department of Anthropology (<https://anthropology.utk.edu/>)
- Graduate School (<https://gradschool.utk.edu/>)
- Graduation Deadlines (<https://gradschool.utk.edu/graduation/graduation-deadlines/>)

- Graduate School Forms (<https://gradschool.utk.edu/forms-central/>)
- Graduate Catalog (<https://catalog.utk.edu/index.php>)
- Student obligations and appeals process (<https://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/>)
- Graduate Student Senate (<https://gss.utk.edu/>)
- Office of Graduate Admissions (<https://gradschool.utk.edu/admissions/>)
- Student Conduct and Community Standards (<https://studentconduct.utk.edu/>)
- Office of Equity and Diversity (<https://oed.utk.edu/>)
- Sexual Misconduct, Relationship Violence, and Stalking (<https://titleix.utk.edu/>)
- Office of Multicultural Student Life (<https://multicultural.utk.edu/>)
- Office of Research Integrity (<https://research.utk.edu/research-integrity/>)
- Thesis/Dissertation Consultant (<https://gradschool.utk.edu/thesesdissertations/>)
- Office of Information Technology (<https://oit.utk.edu/>)
- Student Disabilities Services <https://sds.utk.edu/>

UT Covid-19 Policies

- Information on Coronavirus (COVID-19) - University of Tennessee
<https://studenthealth.utk.edu/covid-19/>
- Quarantine and Self Isolation <https://studenthealth.utk.edu/daily-health-screening-and-self-isolation/>
- Self-Isolation Form <https://covidform.utk.edu/index.php>
- Chronicling COVID-19: the UT Student & Campus Response to the Coronavirus
<https://www.lib.utk.edu/special/chronicling-covid-19/>
- Coronavirus Disease Information and Resources | UTHSC
<https://uthsc.edu/coronavirus/>
- Covid 19 Updates <https://studenthealth.utk.edu/covid-19/>
- Students / COVID-19 Information / The University of Tennessee
<https://studenthealth.utk.edu/covid-19/>

- COVID-19 Information for Graduate Students <https://gradschool.utk.edu/covid-19/>
- APPS FOR MYUTK. <https://www.utk.edu/mobile/>
- Covid Statement for Syllabi <https://teaching.utk.edu/the-syllabus/?covid=>
- CDC Guidance How To Protect Yourself and Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>