

# GRADUATE HANDBOOK



Department of Anthropology

College of Arts and Sciences  
The University of Tennessee, Knoxville

2024-2025

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## WELCOME!

Welcome to the graduate program in the Department of Anthropology. This handbook has been developed over the years by the Anthropology faculty, with helpful feedback from graduate students, the College of Arts & Sciences, and the Graduate School. This document is your primary reference for the policies, requirements, and procedures for our graduate program.

The Anthropology faculty would like every student to find this graduate program stimulating, challenging, and rewarding. As is true for most opportunities in life, those who step up with enthusiasm, engagement, and hard work stand to gain the most. We expect students to take accountability for their progress in this program, including becoming familiar with the contents of this handbook, and bearing responsibility for following rules, practices, and timelines presented here and within the *Graduate Catalog*. At the same time, the Anthropology Department pledges to honor the letter and spirit of this handbook as it creates a student-centered environment committed to facilitating personal and professional growth.

The department fosters an internal culture of embracing diversity, and of respecting and learning from differences. In turn, the good efforts and many achievements of our diverse graduate student body contributes to the long-standing, excellent reputation of Anthropology at the University of Tennessee.

We welcome the unique set of strengths, experiences, and perspectives you bring to the program, and look forward to working with you.

No one handbook can cover every conceivable issue or situation. Thus, feel free to approach the Director of Graduate Studies, the Department Head, and your own graduate advisor for assistance.



Barbara J. Heath  
Professor & Department Head



Graciela S. Cabana  
Professor & Director of Graduate Studies

# 1. INTRODUCTION

## 1.1 From the Graduate School

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* closely follows established [Graduate School Policies](#) as noted in the [Graduate Catalog](#). These policies are based on a set of best practices offered by the [Council of Graduate Schools](#).

## 1.2 Purpose of Handbook

The *Handbook* provides important information to graduate students to ensure they (1) know the policies governing graduate education; (2) are aware of the procedures required by the Department and the Graduate School for timely progression through the graduate program; (3) are informed of important departmental deadlines; and (4) know the key resources of our department and campus to lend support throughout the graduate program.

## 1.3 Regulations Governing Graduate Students

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. Students are directed to the [Graduate Catalog](#), to [Hilltopics](#), and to the publications on the [Appeals Procedure](#).

## 1.4 Graduate Administration in the Department of Anthropology

The Graduate Program is overseen by the Director of Graduate Studies (DGS), who chairs the Graduate Committee. Both the Director of Graduate Studies and the Graduate Committee are tenure-line faculty members who are appointed by the Department Head for three-year terms.

### 1.4.1 Department Head

The Department Head, Dr. Barbara Heath ([bheath2@utk.edu](mailto:bheath2@utk.edu)), serves as an *ex officio* (non-voting) member of the Graduate Committee and as faculty advisor for the Anthropology Graduate Student Association (AGSA).

### 1.4.2 Director of Graduate Studies

The Director of Graduate Studies (DGS):

- Serves as the liaison with the Graduate School.
- Works with the Graduate Committee, the Department Head, Faculty, and Staff on departmental policies and processes affecting graduate students.
- Oversees student annual reviews.
- Works with faculty on recruitment efforts.
- Helps coordinate assistantship assignments.
- Coordinates departmental awards to graduate students.
- Assists applicants and students with Graduate School and other university awards and fellowships.
- Helps monitor student progress through the graduate program.

### 1.4.3 Graduate Committee

The Graduate Committee is charged with developing and implementing guidelines that help govern and monitor the timely progress of a graduate student towards their degree. Additionally, the Committee (1) oversees, reviews, and implements procedures and policies outlined in the *Graduate Handbook*; (2) reviews proposed changes in the graduate curriculum; and (3) reviews appeals by graduate students to deviations from policies outlined in this *Graduate Handbook*.

The Committee is composed of three Anthropology tenure-line faculty members representing the major anthropological subdisciplines of the Department. The DGS both chairs the Committee and acts as the representative of their subdiscipline on the Committee. The Department Head (with approval from the Voting Faculty) appoints the remaining members. Committee members serve a three (3)-year term.

### 1.4.4 Administrative Staff

Helen Spencer ([hspence9@utk.edu](mailto:hspence9@utk.edu)), Administrative Associate, provides the DGS and the Graduate Committee with administrative support.



## 2. DUTIES & RESPONSIBILITIES

### 2.1 Faculty

Faculty members of the Department of Anthropology are fully committed to the education and professional success of all graduate students. All faculty members therefore closely monitor the progress of the graduate students they advise to ensure all university, Graduate School, and departmental guidelines are followed to ensure timely graduation. Faculty members have important responsibilities to graduate students, which include:

- reviewing and recommending graduate student admission applications.
- teaching graduate-level courses.
- conducting formal annual reviews of graduate students.
- serving as mentors and advisors, to help students plan their research, curriculum, and their careers.

### 2.2 Graduate Students

Every graduate student is expected to meet all requirements set forth in the current [Graduate Catalog](#) and all other requirements specified by the department. These are subject to change; graduate students will be given reasonable notice of any modifications in departmental rules and procedures.

Graduate students are expected to be fully committed to the program, actively participate in professional activities, and progress in a timely manner.

We expect students to complete their degree programs in a timely manner, with MA students within three (3) years and PhD students within five (5) years, starting at the beginning of the semester of the first course counted toward the degree.

## 3. ADMISSION REQUIREMENTS & APPLICATION PROCEDURES

### 3.1 Introduction

The Department offers the Master of Arts (MA) and the Doctor of Philosophy (PhD) degrees in Anthropology. Both degrees require a sound and reasonably broad knowledge of the subject matter and concepts. Admission to the PhD degree program is limited to those who demonstrate aptitude and affinity for originality of thought and the ability to conduct research that may lead to significant advances in anthropology.

### 3.2 Admission Requirements

General procedures for admission to graduate degree programs at the University are outlined in the [Graduate Catalog](#).

Admission to the graduate programs in Anthropology is conducted through the [Office of Graduate Admissions](#). Admission requirements are slightly different for the MA and PhD programs in Anthropology:

- For MA admission requirements, visit the 2024-2025 Academic Catalog [here](#).
- For PhD admission requirements, the 2024-2025 Academic Catalog [here](#).

Credentials of those admitted must clearly indicate the promise of the ability to conduct original scholarship.

### 3.3 The Application Process

Applying for admission to a graduate degree program in anthropology requires that the applicant submit their application online to the [Office of Graduate Admissions](#). Applicants will not be considered for admission to a graduate degree program until the Graduate School certifies that the applicant meets Graduate School requirements, including meeting all eligibility criteria for admission to the University. Note that the Graduate School's Office of Graduate Admissions will not process the application until it has received all required documentation and the required application fee.

#### 3.3.1 Graduate Admissions

To apply for admission, the following must be submitted to Graduate Admissions through the online application submission process:

- The completed [Graduate Application for Admission](#).
- The non-refundable processing fee, payable by credit or debit card at the time the online application is submitted.
- One unofficial transcript (official transcripts required after being admitted) from all colleges and universities attended, except The University of Tennessee-Knoxville.
- For applicants whose native language is not English: self-reported TOEFL or IELTS scores, with official scores required prior to admission.

Visit [this page](#) for full details on the Graduate School's application requirements.

As a required part of the Graduate Application, the department also asks for the following materials:

- Letter of Intent that specifies a preferred departmental faculty advisor.
- Writing Sample.

### 3.3.2 Master of Arts (MA) Degree Program: Application Policies & Procedures

Students wishing to enter the MA degree program in Anthropology should have an undergraduate GPA of 3.5 in their 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. For these students, a formal minor in Anthropology or its equivalent (at least five upper division anthropology courses) is preferred. Exceptions will be made on the recommendation of one or more members of the faculty.

At the time of application, applicants will be asked to name a concentration: anthropological archaeology, biological anthropology, or cultural anthropology. We also offer an [MA concentration in Mediterranean archaeology](#), in cooperation with Mediterranean archaeologists housed in the Departments of Classics, History, Religious Studies, and the School of Architecture.

Applicants will only be admitted to the MA degree program if appropriate faculty members are available to chair and serve on their committee. Prior to submitting the application, and as early as possible before the deadline, MA program applicants should communicate directly with a potential chairperson in the anthropology or classics faculty who will be asked to chair or serve on the committee.

### 3.3.3 PhD Degree Program: Application Policies & Procedures

Admission to the PhD degree program is based upon the applicant's academic record and credentials, and on the fit between an individual's interest and faculty areas of research.

Minimum Eligibility:

- Master's degree in Anthropology or a related field (such as biology, sociology, geology, classics, history, historic preservation, or geography).
- GPA at or above 3.5 in graduate coursework.

Applicants will only be admitted to the PhD degree program if appropriate faculty members are available to chair and serve on the doctoral committee. Prior to submitting an admission application, and as early as possible before the deadline, doctoral program applicants should communicate directly with the potential member of the anthropology faculty who will be asked to chair their committee.

At the time of application, students seeking admission will be asked to name a concentration: anthropological archaeology, biological anthropology, or cultural anthropology.

#### 3.3.3.1 UT MA Students with Completed Theses

Students in UT's MA program wishing to continue at UT as doctoral students must submit a formal [Graduate Application](#). Ideally the student's MA advisor should serve as one of the three required recommenders, and clearly state that the doctoral applicant will have their MA degree in hand by the next Fall semester. The MA degree must be in hand before matriculation.

### 3.3.3.2 UT MA Students without Completed Theses

Alternatively, a student in the MA program at UTK who 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 PhD program and thereby bypass MA degree requirements, including the thesis.

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 previously submitted MA application packet.

These materials will be made available for faculty review and vote at least two (2) weeks prior to the faculty meeting in which the vote will be held. Acceptance for admission will be by majority vote of the Voting Faculty.

If the vote is positive, the student:

- must file a [Change of Program](#) form and submit a [Graduate Application](#) to the Graduate School.
- will be on a five (5)-year eligibility clock for Graduate Assistantships, starting from the first year of enrollment as a doctoral student.

## 3.4 Graduate Certificate Programs

Graduate certificate programs provide focused areas of study for students pursuing other academic programs at the master's or doctoral levels. They are for-credit programs and based entirely on graduate credit courses. Interested studies must apply directly through the Graduate School, which also awards the certificate at the time of graduation or degree completion.

The Anthropology department coordinates a Graduate Certificate in Disasters, Displacement, and Human Rights (DDHR) through the [DDHR Program](#). The *Graduate Catalog* provides details about the [DDHR Graduate Certificate](#) as well as other available Graduate Certificates, such as Epidemiology or Qualitative Research Methods, [here](#).

Contact [ddhr@utk.edu](mailto:ddhr@utk.edu) for specific questions about the DDHR Graduate Certificate Program in Anthropology.

## 3.5 Application Deadline: December 1st

All application materials for domestic and international applicants must be received by **December 1<sup>st</sup>**. Please note that this date precedes the deadline for the Office of Graduate Admissions of February 1st. If application materials are not in by the December 1<sup>st</sup> deadline, the application will be denied. Should any referees be late in submitting their support letters, we do not penalize the application, but reference letters must be submitted for review prior to the departmental vote on admissions in early Spring semester. We suggest that applicants give referees a month to two months prior to the December 1<sup>st</sup> deadline to write the letters so that they can submit them in time.

### 3.6 Information for International Applicants

Special university deadlines apply because of United States visa requirements. Consult the “[Admissions for International Students](#)” page on the Graduate School website and the Center for Global Engagement website ([cge.utk.edu](http://cge.utk.edu)).

### 3.7 Matriculation

Please note that applicants are applying for matriculation in the Fall semester (August-December) following the December 1<sup>st</sup> deadline, and graduate studies will also begin in the Fall. Incoming graduate students will not be allowed to matriculate at any other time. For example, students who submit their application by December 1, 2024, and are accepted into the program by the Department Faculty, will matriculate and enroll in coursework in Fall (August) of 2025.

Moreover, the prior degree must be in hand (awarded) by the time incoming graduate students begin their degree studies. For example, if starting the Master’s program, the Bachelor’s degree (or equivalent) must have been awarded. Similarly, if starting the Doctoral Program, the Bachelor’s and the Master’s degrees must be in hand.

### 3.8 English Language Requirements

#### 3.8.1 All Applicants

An applicant requesting admission to the Graduate School may be required to submit results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

#### 3.8.2 International Teaching Assistants or Associates (ITA)

All prospective teaching assistants or associates whose native language is not English are required to take and pass the ACTFL OPIc (Oral Proficiency Interview by Computer) test administered by the Graduate School at the beginning of their first semester at UTK.

See the [ITA Testing Program website](#) for more information about scheduling, requirements, and interpretation of test scores.

#### 3.8.3 Exemptions

An applicant may be exempted from English Language requirements if:

- English is an official language in the applicant’s country of citizenship, according to [standards published by the Graduate School](#).
- English is the primary language of instruction at the institution in which the applicant received an undergraduate, graduate, or professional degree.

## 4. ANNUAL REVIEW

Every Spring semester, all graduate students will report on scholarly and service activities for the past year via the *Graduate Student Annual Review Report*. The *Report* serves multiple functions: (1) bring awareness of graduate student efforts to the faculty, (2) provide information related to [institutional effectiveness](#) to the University, and (3) provide a structured annual evaluation of graduate students by their faculty mentors.

Once students fill out and e-sign the Report form, they will submit it to their primary advisor for review. The student's primary advisor, in concert with any co-advisors and their Master's/Doctoral Committee (if applicable), will subsequently provide a Faculty Evaluation, and electronically sign and submit the form. The form is then processed by the DGS and the Administrative Assistant. If no advisor has been determined for a student, the faculty member on the Graduate Committee in the student's subarea completes the Faculty Evaluation portion of the form.

If a student fails to submit an *Annual Review Report* for any academic year, the student's advisor or appropriate Graduate Committee member should submit an "Advisor Only" version of the form.

A step-by-step instruction guide can be downloaded [here](#). The deadline is April 25<sup>th</sup> each year.

### 4.1 Master's/Doctoral Committee Involvement

As much as possible, Master's and Doctoral Committee members should be involved in the Evaluation process. In the case of MA students and pre-candidacy PhD students, student meetings with committee members are at the discretion of their advisor, who also serves as chair of the student's Master's/Doctoral Committee.

Once a doctoral student has advanced to candidacy, all members of a student's committee participate in the annual evaluation process, consisting of: (a) a joint meeting between committee members and the student prior to submitting the evaluation; (b) input and recommendations from committee members to the committee chair/advisor to be included on the form. Committee chairs/advisors will provide all committee members with a signed copy of the form, and notify all involved faculty of any committee membership changes.

### 4.2 Faculty Evaluation of Graduate Students

Students shall be evaluated as:

- Student is Making Satisfactory/Adequate Progress,
- Student Needs Improvement, or
- Student is Not Making Satisfactory/Adequate Progress.

An evaluation of "Student Needs Improvement" 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.

## 5. FINANCIAL SUPPORT

### 5.1 Graduate Assistantships

An assistantship is a financial award to a graduate student for part-time work in teaching, administration, or research while pursuing an advanced degree. Appointments are normally on a one-fourth to one-half time basis, usually requiring 10 – 20 hours of service per week. These positions offer a tuition waiver and an annual stipend paid in monthly installments.

Graduate Assistantships are available throughout the University, and open positions are listed on the Graduate School's [Graduate Assistantships](#) webpage.

### 5.2 Departmental Graduate Assistantships

#### 5.2.1 Types

The Anthropology department offers three (3) types of Graduate Assistantships:

- **Graduate Teaching Assistantship (GTA):** GTAs work under the direct supervision of faculty members and are assigned duties related to instruction. These duties include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers and keeping class records. In consultation with the supervisor, the graduate teaching assistant works to gain teaching skills and an increased understanding of the discipline.
- **Graduate Teaching Associateships (GTAssoc):** GTAssocs are doctoral students who have been given primary responsibility for teaching undergraduate courses, including the assignment of final grades. Associates must have met the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 18-credit hour guideline for teaching undergraduate courses.
- **Graduate Research Assistantships (GRA):** GRAs perform duties in support of the University's research mission. The assistantship may or may not relate directly to the student's thesis/dissertation. A student appointed as a GRA works under the direct supervision of a faculty mentor and/or professional staff member. Research assistantships may be financed through funds from gifts, grants, contracts, state appropriations, or the university's internally sponsored programs.

All departmental Graduate Assistantships include a monthly stipend and tuition waiver. All fees are also covered, except for program fees from other departments and course fees (e.g., lab fees).

#### 5.2.2 Application & Deadline

Departmental assistantships are awarded on a yearly basis and renewal is based on a new student application each December.

Students are to apply for a departmental assistantship via an electronic form on the departmental website, available here: <https://anthropology.utk.edu/application-for-assistantship>.

The deadline for submitting the application form is December 1<sup>st</sup>. Students who fail to meet this deadline

will not be considered for funding for the following academic year.

### 5.2.3 Term Limits

For Graduate Assistantships representing financial awards by UT, the following limits apply:

- MA students may hold graduate assistantships for up to three (3) years.
- PhD students may hold graduate assistantships for up to five (5) years.

In unusual circumstances a student may petition the Voting Faculty for an additional year of funding, with procedures documented in Appendix F.

These limits do not apply to graduate assistantships whose tuition waivers are funded via non-university sources, such as external granting agencies or contracts (e.g., Cultural Resource Management [CRM] contracts).

### 5.2.4 Eligibility

Only students who have submitted an [Assistantship Application](#) by December 1st are eligible for appointment in a departmentally controlled assistantship.

Graduate students beyond their first year of enrollment must have undergone the *Annual Graduate Student Report & Faculty Evaluation* process in the past year, and received a faculty evaluation of “Student is Making Satisfactory/Adequate Progress” or “Student Needs Improvement.”

To qualify for a Graduate Teaching Associateship (GTAssoc), a graduate student must be a doctoral student.

### 5.2.5 Workload & Work Schedules

The student should recognize that being a graduate student is itself a full-time job, and that considerable commitment (in time and effort) and dedication are needed if one wishes to earn a degree in the expected amount of time (3 years for MA, 5 years for PhD).

Most department assistantship appointments are normally nine (9)-month appointments on a half-time basis (50 percent fulltime equivalent, or FTE) with an expectation of an average of 20 hours of work per week. GTAs/ GTAssocs are expected to work only over the academic months (August 1 – May 30) but are paid in twelve (12) installments over the calendar year (12 months).

During the Fall and Spring semesters, graduate students holding a 50%-time position cannot be additionally employed in any other University position. However, graduate students who are US citizens or residents may apply for an exemption from the Graduate School. Typically, exemptions do not exceed an additional six (6) hours per week of paid time. An [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. International students are not allowed to work any hours beyond their appointment during the Fall and Spring semesters.

All students holding 50% appointments are allowed to work additional hours during the summer, i.e., from the week after Spring graduation through July 31<sup>st</sup>.



### 5.2.6 Courseload

Students holding a one-half (50% FTE) time assistantship normally should enroll in at least six (6) credit hours during the semesters of the assistantship. A student must be enrolled in at least nine (9) credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship.

## 5.3 Loans

The [Office of Financial Aid & Scholarships](#) provides a wide range of information and services on loans available to graduate students. Loans are limited to US citizens and certain permanent residents. For more information, visit [One Stop Student Services](#).

## 5.4 Graduate School Fellowships & Awards

### 5.4.1 Research Fellowships

The Graduate School offers several fellowships to incoming and current graduate students. These awards are for full-time study at UTK. Awardees are selected based on high achievement, broad intellectual ability, and potential for significant career contributions. More detailed information may be found on the Graduate School [fellowships webpage](#).

Qualified graduate students are also encouraged to apply for fellowships from sources external to the University of Tennessee.

### 5.4.2 Travel Awards

For UT graduate students presenting research at professional meetings, the [Graduate Student Senate](#) (GSS) (in collaboration with the Graduate School) offers Graduate Travel Awards. The awards are based on merit, not need, and allow for partial reimbursement of transportation, lodging, and registration expenses.

The Department of Anthropology will match up to \$200 for travel awards provided by the Graduate School.

Visit the [Graduate Student Senate Travel Awards](#) to review the process, application, and deadline dates.

## 5.5 Departmental Professional Development Scholarships & Awards

### 5.5.1 Charles H. Faulkner Travel Award

Two Charles H. Faulkner Travel Awards of up to \$500 each are awarded each Fall and Spring. Eligible anthropology graduate students must be presenting papers or posters at professional venues.

The Fall deadline is September 15 and the Spring deadline is February 15 each academic year.

### **5.5.2 Kneberg/Lewis Scholarship**

Two Kneberg/Lewis Scholarships of \$1500 are awarded each Fall in an annual departmental competition. The scholarships are distributed to anthropology doctoral candidates to defray expenses during the dissertation write-up period, including costs incurred by research and travel. Disbursement of funds is contingent on IRB approvals, if applicable. The deadline is February 15<sup>th</sup> of each year.

### **5.5.3 Patricia Black Scholarship**

The Patricia Black Scholarship supports outstanding archaeology undergraduate and graduate students' research projects. The deadline is October 15<sup>th</sup> of each year.

### **5.5.4 William M. Bass Endowment Fund**

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.

Disbursement of funds is contingent on IRB approvals, if applicable.

For more information, visit <https://fac.utk.edu/william-m-bass-endowment>.

### **5.5.5 Simon Beckett Student Paper Prize**

The Simon Beckett Student Paper Prize awards \$1,200 to the University of Tennessee anthropology student presenting the best paper or poster at the American Academy of Forensic Sciences (AAFS).

For more information, visit: <https://fac.utk.edu/simon-beckett-student-paper-prize>.

### **5.5.6 Walter Leitner Award**

The Walter Leitner Award of up to \$1,200 is awarded 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 to AAFS meetings) to present research findings. The deadline is open.

For more information, visit: <https://fac.utk.edu/walter-leitner-award>.

## **5.6 University & External Professional Development Fellowships & Awards**

A continually updated listing of university and external awards can be found in Appendix C and on the departmental website.

## 6. REGISTRATION & ADVISING

### 6.1 Incoming Graduate Students

Graduate students beginning their first semester in the Department of Anthropology's graduate program are expected to fulfill the necessary procedures that will ensure a smooth transition into our graduate program, including setting up a university Net ID and password (see <https://oit.utk.edu/accounts/netid/>).

### 6.2 Registration

Visit [One Stop Student Services](#) for general information on registration.

### 6.3 Course Loads

Students holding a one-half (50 percent full-time equivalent, FTE) time assistantship normally should enroll in at least six (6) 6 credit hours during the semesters of the assistantship. A one-fourth (25 percent FTE) time graduate assistant normally should take at least nine (9) credit hours during the semesters of the assistantship. **A student must be enrolled in at least nine (9) credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship.**

The maximum load for a graduate student is 15 credit hours in the Fall semester and 15 credit hours in the Spring semester. For the Summer semester, graduate students may register for a maximum of 12 credit hours in an entire Summer semester or for a maximum of six (6) credit hours in a five-week summer session. Students may enroll in only one course during a mini-term session.

Registration for more than 15 credit hours during any semester, or for more than 12 credit hours in the summer semester, is not permissible without prior approval. The [Graduate Course Overload form](#) can be found on the [Forms Central](#) page on the Graduate School website.

Audited courses do not count toward minimum credit hours required for financial assistance.

### 6.4 Continuous Enrollment

#### 6.4.1 Graduate Students Maintaining Active Status

Graduate students are required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. Continuous enrollment is maintained by registering for a minimum of one (1) graduate credit hour per Fall and Spring semesters. However, students who have started taking dissertation hours (Anthropology 600 Dissertation) must maintain a minimum of three (3) credit hours per semester during all semesters (Fall, Spring, and Summer) to comply with the Continuous Enrollment requirement.

Graduate students can petition for exemption from continuous enrollment of Anthropology 600 Dissertation for up to three semesters, or 12 months. This petition for exemption will only be approved for the purpose of participating in an internship or practicum that is relevant to the degree; it need not be specific to the dissertation research. The petition should be submitted before the student participates in an internship/practicum, describe the nature of the internship/practicum, and must include justification. Approval must be granted first by the student's advisor, then the Department, followed by the Graduate School. Multiple terms may be separate in time or back-to-back.

### 6.4.2 Graduate Students on Approved Leave of Absence (LOA)

Graduate students who are on approved Leave of Absence (LOA; see below) are exempt from the Continuous Enrollment requirement.

### 6.4.3 Non-Enrollment without LOA

Graduate students who do not maintain continuous enrollment as stipulated in the Continuous Enrollment policy will lose their active student status. A student who has lost their active status without having been granted a LOA (see below) for the period of non-enrollment will not be allowed to continue in their graduate program until formally readmitted.

### 6.4.4 International Students

The minimum enrollment for international students may be different, and international students always need to check with the [Center for Global Engagement](#) (CGE) to determine what minimum enrollment they need to maintain to satisfy all enrollment requirements attached to their specific visa.

## 6.5 Leave of Absence (LOA)

If, due to extenuating circumstances, a student needs to interrupt their studies, they may seek an approved Leave of Absence (LOA). Graduate students on approved LOA suspend their active study for one semester or more, for up to two (2) years. While on LOA, students are not formally enrolled in the university, and thus may not seek faculty time, participate in university clubs or associations, or use university resources (including email or the library system).

Students contemplating a LOA are strongly encouraged to consult with their advisor and the DGS to determine whether a LOA is the most appropriate course of action. International students must also consult with [the Center for Global Engagement](#) (CGE) to ensure compliance with Federal immigration policy.

A LOA may only be granted by the Graduate School after filing a [Request for a Leave of Absence](#) form.

Students on LOA must seek reinstatement into the graduate degree program by the end of the leave period stipulated on the approved LOA. A [Reinstatement Request](#) form must be initiated by the student, and is processed by the DGS and approved by the Graduate School.

## 6.6 Registration Procedures & Timelines

### 6.6.1 Types of Courses & Course Credit

Graduate students enroll for graduate credit in courses in Anthropology and other departments that are numbered 400 and higher. Courses at the 500 and 600 level are designed for graduate students.

The student's advisor and/or committee may recommend that enrollment in a 300-level course to make up a background deficiency. To ensure the course counts towards the graduate degree, it may be possible to enroll in the course at the 500 level and perform any additional coursework required and expected at the graduate level.

## **6.7 Registration for Use of Facilities (Anthropology 502)**

All students must be registered during the semester of graduation and during any term in which they are using University facilities or working with any member of the faculty. Thus, students must register for Anthropology 502 when they are using University facilities or working with faculty members and not registered for other courses. Students may not register for 502 when registered for other courses, and 502 may not be used to satisfy the minimum credit hour enrollment for students receiving any form of financial assistance from the university.

Registration in Anthropology 502 requires prior permission from the Department Head.

## **6.8 Anthropology 500 (Thesis)**

Students enrolled in Anthropology 500 should have completed their course requirements (“course-complete”) and be actively researching/writing their master’s thesis.

MA thesis students register for Anthropology 500 following approval of the thesis proposal by their committee. Thesis students must register for a minimum of three (3) credit hours in the semester in which the thesis is accepted by the Graduate School (i.e., the last semester). A minimum of six (6) credit hours of Anthropology 500 is required overall.

## **6.9 Anthropology 600 (Dissertation)**

Students enrolled in Anthropology 600 should have completed their course requirements (“course-complete”) and are actively researching/writing their doctoral dissertation.

Doctoral students must maintain enrollment in Anthropology 600 in Spring, Summer, and Fall semesters for a minimum of three (3) credit hours each semester. Continuous registration begins at the time of initial registration for dissertation credit or approval of the dissertation proposal, whichever comes first, and continues through the semester of graduation. The first registration for dissertation credit normally occurs after the approval of the proposal.

The Doctor of Philosophy (PhD) degree requires a minimum of 24 credit hours of 600.

## **6.10 Advising**

Students should be guided by their research interests and needs in selecting advisors, committee members, and projects. Advising sessions should occur frequently during each semester to ensure the graduate student is aware of the necessary coursework and deadlines for graduation, all to ensure timely progression through the degree program. Advisors work with their graduate students to secure the necessary space, equipment, and other resources for their research.

If any changes must be made in the composition of a Master’s or Doctoral Committee, the faculty members involved must be notified as a courtesy.

### **6.10.1 Master’s Students**

Incoming MA students must have designated a faculty 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 Master's Committee that is chaired by the advisor.

### **6.10.2 Doctoral Students**

Incoming PhD students must have committed faculty member to serve as their advisor prior to admission to the PhD 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 that is chaired by the advisor.

## 7. DEGREE PROGRAMS & REQUIREMENTS

### 7.1 Master of Arts (MA) Degree Program

#### 7.2.1 The Master's Committee

Preferably by the end of the first year in residence, a student must form a Master's committee composed of the advisor (as committee chair), and at least two other tenure-line faculty members, another of which must be a member of the Anthropology faculty. External members from outside of the University of Tennessee must be approved by the Dean of the Graduate School.

To officially establish the committee, the student fills out and obtains committee member signatures at the same time as their application for Master's Candidacy using the Master's [Admission to Candidacy](#) form. A current CV for any proposed committee members from outside of the University of Tennessee must accompany the form.

#### 7.2.2 Coursework

##### 7.2.2.1 Credit Hours & GPA

To earn the MA degree, students must complete a minimum of 30 graduate credit hours, in which:

- 24 credit hours must be in graduate coursework graded A-F.
- a minimum of 12 graduate credit hours must be in the major subject (Anthropology).
- at least 20 credit hours must be at or above the 500-level.
- a minimum of six (6) credit hours must be earned in Anthropology 500 Thesis.
- three (3) credit hours of Anthropology 500 must be taken in the semester in which the thesis is accepted by the Graduate School (i.e., the final semester).

Additional coursework must include one (1) course from each of two anthropology concentrations other than the student's primary concentration (choose from Anthropological Archaeology, Biological Anthropology, or Cultural Anthropology), or from outside the department with approval from the student's advisor. Students concentrating in Mediterranean Archaeology may select their remaining hours from courses offered in the Anthropology, Classics, or History departments.

A minimum cumulative grade point average (GPA) of 3.0 must be earned.

##### 7.2.2.2 Anthropology "Core" Courses

Coursework must include the three Anthropology "core" classes, ideally taken within the first three semesters of residency:

- Anthropology 510 – Method & Theory in Cultural Anthropology
- Anthropology 560 - Theory in Archaeology
- Anthropology 590 - Theory in Biological Anthropology

##### 7.2.2.3 Visiting Lecture Series

The Visiting Lecture Series (VLS) is designed to provide graduate students with the opportunity to engage deeply with a topic, and to meet a variety of leaders in their discipline.

Executed as Anthropology 550 – “Contemporary Issues in Anthropology,” VLS brings to campus prominent scholars who share diverse perspectives on a topic of interest in contemporary anthropology.

Each year, MA students must register for one (1) credit of Anthropology 550.

#### 7.2.2.4 UTK Professional Development

New this Fall 2024, incoming graduate students must register for two (2) credit hours of Anthropology 593 (section 003), a course designed to help new students transition into graduate life at UT.

#### 7.2.2.5 Anthropology Methods Requirement

Students must demonstrate competence in anthropologically-relevant technical research areas by completing any of the following:

- Ethnographic Research Methods, fulfilled by Anthropology 531.
- Graduate level introductory statistics, fulfilled by Anthropology 504, Statistics 537, Ecology & Evolutionary Biology 560, or other equivalent.
- 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.

Note: MA students may also obtain a graduate minor in statistics through the Intercollegiate Graduate Statistics & Data Science Program (IGSDSP). More information can be found by visiting the [IGSDSP website](#).

#### 7.2.3 Admission to Candidacy – MA Degree

MA Candidacy represents a contract between a student and the university that establishes that the student fulfilled the coursework required to graduate with an MA degree in Anthropology, and that any later changes to the program degree requirements will not apply to the Candidate.

MA students may apply for Candidacy after completing nine (9) hours of graduate coursework with a 3.0 GPA or higher. The [Admission to Candidacy form](#) must be submitted no later than the last day of classes preceding the semester of expected graduation. The form must also be submitted before being allowed to defend the thesis.

Students approved by the Graduate School and admitted to Candidacy may refer to themselves as “MA Candidates.”

#### 7.2.4 The Thesis Proposal

The thesis topic is developed by the student with the advice and approval of the student’s advisor and members of the Master’s Committee.

After approval by the advisor, MA students must submit a written thesis proposal to their Master’s Committee. MA students may proceed with research toward their thesis upon approval by the Master’s Committee, to be determined at a closed Committee meeting immediately after a public oral presentation of the proposal. A [Report of Thesis Proposal Defense form](#) must be filled out and distributed as per Appendix B.



Thesis proposal defenses should occur at least one (1) semester before the defense of the thesis.

Acceptance of a proposal is not a binding contract between the student and the committee, nor a guarantee of acceptance of a thesis based upon the proposal. If an approved topic is discarded, the new topic must undergo the same procedures for approval as those specified for the original proposal. The advisor will be the arbiter in such cases.

## 7.2.5 The MA Thesis

### 7.2.5.1 Thesis Content & Format

Graduate MA level students in anthropology are expected to contribute to the production of original anthropological knowledge by producing an MA thesis. An MA thesis demonstrates competence in conducting primary research and developing an analytical approach to a well-defined problem. The contents must be original and provide the basis for at least one peer-reviewed journal publication or monograph.

The thesis format must conform to standards established by the University, which are described in the Graduate School's [Guide to the Preparation of Theses and Dissertations](#) and are, in most cases, compatible with journal publications.

### 7.2.5.2 Thesis Defense

Successful completion of the written thesis and final oral examination ("defense") is required for the MA degree.

A public oral presentation of the thesis will occur, immediately followed by a closed defense of the thesis before the student's Master's Committee. The defense must be scheduled by the advisor through the department and publicly announced (generally two weeks) in advance. Following approval of any revisions agreed upon by the Committee in the defense, the Committee members acknowledge acceptance of the thesis by their signatures on the [Report of Defense of Thesis form](#). The form is sent to the Graduate School along with a final copy of the thesis.

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 (4) weeks to read and comment upon a draft thesis after 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 public presentation and closed defense. A final electronic copy of the thesis must also be provided to each Master's Committee member.

The student bears final responsibility for the accuracy, quality, formatting, proofreading, and correcting of the thesis. All members of the Master's Committee sign approval sheets when the thesis is in final form and ready for submission to the Graduate School.

## 7.2.6 Time Required to Complete the MA Program

The program normally involves two (2) to three (3) years of continuous effort. The Graduate School allows six (6) calendar years from first enrollment to completion of the degree. All courses applied toward

the degree must have been completed during that time.

## 7.3 The PhD Degree Program

### 7.3.1 The Doctoral Committee

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 consisting of at least four (4) people: the student's advisor, as committee chairperson, at least two UT tenure-line faculty, and an individual from an academic unit external to that of the student's department or UT; that person may be tenure-line faculty at other institutions or field-specific experts. External members from outside of the University of Tennessee must be approved by the Dean of the Graduate School. Emeritus UT faculty may continue to serve on dissertation committees upon retirement but may not be appointed to any new committees once retired.

To officially establish the committee, the student fills out and obtains committee member signatures on the [Doctoral Committee Appointment form](#). A current CV for any proposed Committee members outside of the University of Tennessee must accompany the form. The form is sent to the Department Head, who approves the committee membership as indicated by their signature on the form. The form is forwarded to the Graduate School for eventual approval by the Dean of the Graduate School.

In consultation with the Doctoral Committee, the student defines their future program of studies. As soon as possible after admission 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. The proposal defense usually occurs in the semester following admission to candidacy. Ultimately, the dissertation committee recommends the dissertation for approval and acceptance by the Graduate School.

Any changes in the composition of a graduate committee require that all faculty members involved be notified.

### 7.3.2 Coursework

#### 7.2.2.1 Credit Hours & GPA

Doctoral students must complete a minimum total of 48 credit hours following matriculation into the PhD program with a Master's degree in hand. This credit hour requirement is fulfilled by: (1) a minimum of 24 credit hours of graduate courses at UT (exclusive of Anthropology 600 Dissertation), and (2) a minimum of 24 credit hours of Anthropology 600 Dissertation)

Additionally, to earn the Doctor of Philosophy degree:

- a minimum of 50% of graduate credit hours must be graded A-F.
- a minimum of six (6) credit hours must be taken in UT courses at the 600-level, exclusive of Anthropology 600 Dissertation.
- three (3) credit hours of Anthropology 600 must be taken in the semester in which the dissertation is accepted by the Graduate School (i.e., the last semester).
- a minimum cumulative Grade Point Average (GPA) of 3.5 on graduate coursework taken at UT. Note that this above the minimum Graduate School requirement of 3.0.

All PhD coursework (exclusive of Anthropology 600 Dissertation) should ideally be completed by the third year in residence, and no later than the fourth year.

### 7.2.2.2 Anthropology “Core” Courses

Coursework must include the three Anthropology “core” classes, ideally taken within the first three semesters of residency:

- Anthropology 510 – Method & Theory in Cultural Anthropology
- Anthropology 560 - Theory in Archaeology
- Anthropology 590 - Theory in Biological Anthropology

### 7.2.2.3 Visiting Lecture Series

The Visiting Lecture Series (VLS) is designed to provide graduate students with the opportunity to engage deeply with a topic, and to meet a variety of leaders in their discipline.

Executed as Anth 550 – “Current Trends in Anthropology” - VLS brings to campus prominent scholars who share diverse perspectives on a topic of interest in contemporary anthropology.

All PhD students are required to register for one (1) credit of Anthropology 550 each year until admitted to Candidacy.

### 7.2.2.4 UTK Professional Development

New this Fall 2024, incoming graduate students must register for two (2) credit hours of Anthropology 593 (section 003), a course designed to help new students transition into graduate life at UT.

### 7.2.2.5 Anthropology Methods Requirement

Students must demonstrate competence in anthropologically-relevant technical research areas by completing two (2) of any of the following:

- Ethnographic Research Methods, fulfilled by Anthropology 531.
- Graduate level introductory statistics, fulfilled by:
  - Anthropology 504, Statistics 537, Ecology & Evolutionary Biology 560, or other equivalent.
- Graduate level advanced statistics, fulfilled by:
  - Anthropology 604, Statistics 538, or other equivalent.
- 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 advisor and doctoral committee.

Note: PhD students may obtain a graduate minor in statistics through the Intercollegiate Graduate Statistics & Data Science Program (IGSDSP). More information can be found by visiting the [IGSDSP website](#).

## 7.3 Admission to Candidacy – PhD Degree

PhD Candidacy represents a contract between a student and the university that establishes that the student fulfilled the coursework required to graduate with a PhD degree in Anthropology, and that any later changes to the program degree requirements will not apply to the Candidate.

PhD students may apply for Admission to Candidacy after meeting the following conditions:

- Complete the above course requirements with a cumulative GPA of 3.5 or higher.
- Pass the Comprehensive Examination.
- Officially establish the doctoral committee with the Graduate School.
- Meet a UT “residence requirement” consisting of two (2) consecutive semesters of nine (9)+ credit hours), or three (3) consecutive semesters of six (6)+ credit hours. The residence requirement is the same regardless of whether a student holds a GTA.

Note that for the purposes of the residence requirement at UT, Spring and Fall semesters within the *same* calendar year (e.g., Spring 2024 and Fall 2024) are not consecutive semesters because the Summer semester is considered to be an intervening semester (e.g., Spring 2024 and Summer 2024 *are* consecutive semesters).

Once a student has been approved by the Graduate School and admitted to Candidacy, they may refer to themselves as a “PhD Candidate.” This status is also informally known as “all but dissertation” or “ABD.”

The department requires that the [Admission to Candidacy form](#) be submitted before being allowed to defend the dissertation. The Graduate School requires that Admission to Candidacy must be applied for and approved by the Graduate School at least one (1) full semester prior to the date the degree is to be conferred.

### 7.3.2 The Dissertation Proposal

Students are encouraged to develop the dissertation topic as early as possible and if applicable, consider engaging in pilot research to establish proof-of-concept. A dissertation proposal should be completed and approved by the student’s Doctoral Committee within one (1) semester of completing their Comprehensive Examination, and at least one (1) semester before the student plans to defend their dissertation and graduate. Students are encouraged to complete their dissertation proposal defense before any further extensive research and writing occurs, well before the defense of the doctoral dissertation.

Proposals must outline the theoretical framework of the dissertation, relevant background, research questions and the methods used to address them. Grant proposals to major national or international funding agencies may be accepted as dissertation proposals with the Doctoral Committee’s approval.

When approved by the advisor, the dissertation proposal is distributed to the other members of the Doctoral Dissertation Committee. The Doctoral Committee should have between one (1) and three (3) months to review the proposal, at which time a defense of the dissertation proposal should take place.

A defense of the dissertation proposal consists of a public oral presentation followed by closed meeting with the Dissertation Committee. A [Report of Dissertation Proposal Defense form](#) must be filled out and distributed as per Appendix B.

Acceptance of a dissertation proposal is not a binding contract between the student and the Doctoral Dissertation Committee, nor a guarantee of acceptance of a dissertation based upon the stated proposal. If

an approved proposal is discarded, the new proposal must undergo the same procedures for approval as those specified for the original proposal. The student's advisor will make determinations in such matters.

### 7.3.3 The Doctoral Dissertation

The doctoral dissertation is the culmination of original major research. The dissertation must make a substantial original contribution to the subfield in which it is written. Choice of topic, research methods, collection and interpretation of data, and organization and writing of the dissertation are primarily the responsibility of the candidate. The direction of the dissertation is the substantial responsibility of the advisor, who chairs the Doctoral Committee.

#### 7.3.3.1 Dissertation Formats

The Graduate School allows for dissertations to be formatted as monographs or multi-part essays. 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.

Monograph-formatted dissertations comprise a single manuscript that, although divided into chapters, nevertheless form a complete, interwoven work. Monograph-formatted dissertations are akin to books and represent the more traditional format of a dissertation.

Multi-part essay formatted dissertations are viable alternatives to the monograph when a student's research has been performed in two or more areas that are not easily combined in a single presentation. Typically, the essays form the basis of peer-reviewed publications. For the dissertation, the essays 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 essay/article that details the student's involvement. Multi-authored papers may be included in dissertations, though the student must be the primary (first) 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 Graduate School guidelines, the Department of Anthropology requires that multi-part dissertations:

- Focus on a coherent research topic addressing a question or set of related questions.
- Exhibit rigorous knowledge of the relevant literature in the research topic.
- Include theoretical contributions to the field of study.
- Consist of no fewer than three (3) articles with separate introduction and synthetic discussion/conclusion/synthesis chapters.

Students will negotiate the exact details of the nature of the articles, the destination journals, and the introductory and concluding essays with their advisor and Doctoral 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 (1) 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.

Consult the UTK Libraries' [Graduate Student Publishing Support](#) page to learn about copyright, duplicate publishing concerns, publication agreements, etc.

#### **7.3.3.2 Dissertation Acceptance by the Graduate School**

The final format of the dissertation must be approved by the Graduate School and conform to standards established by the University as described in the University's [Guide to the Preparation of Theses and Dissertations](#).

A dissertation will not be accepted by the Graduate School until the student has fulfilled a minimum of 24 semester hours of dissertation credit (Anthropology 600).

#### **7.3.4 Time Limitations for Completion of the Ph.D. Degree**

All requirements must be completed within eight (8) years of first enrollment in the doctoral program.

## 8. EXAMINATIONS

### 8.1 Oral Examinations of Proposals

Master's and Doctoral students must pass a proposal oral examination covering the student's proposal for thesis/dissertation work, at which point the student's Master's/Doctoral Committee approves the research trajectory and methods of the thesis/dissertation. The proposal oral examination of the thesis/dissertation is also known as the thesis/dissertation proposal defense.

### 8.2 Final Oral Examinations

Master's and Doctoral students must pass a final oral examination covering the student's thesis/dissertation work, at which point the student's Master's/Doctoral Committee approves the thesis/dissertation for submission to the Graduate School. The oral examination of the thesis/dissertation is also known as the thesis/dissertation defense.

### 8.3 Doctoral Comprehensive Examination

Advancement to candidacy for the PhD degree requires successful completion of a Comprehensive Examination no later than the end of the fourth year following admission to the doctoral program.

The Comprehensive Examination in the Department of Anthropology is a two-part examination, with a written, followed by an oral, component.

The exact exam format of the written portion of the Comprehensive Examination is at the discretion of the Doctoral Committee and will typically consist of three (3) themed sections. Members of the Doctoral Committee provide questions for the Examination, and the exam is administered under the direction of the advisor. All parts of the exam must be taken within seven (7) consecutive business days.

The oral portion of the Comprehensive Examination will occur within two (2) months following the successful completion of the written portion. The advisor acts as chairperson during the oral portion of the examination. Examination results must be recorded via a [Report of Doctoral Comprehensive Examination](#) form and distributed as per Appendix B.

### 8.4 Examinations During the May Mini & Summer Semesters

Barring exceptional circumstances, students cannot schedule examinations after Spring Graduation through August 1<sup>st</sup> ("summer"). This includes Proposal Oral Examinations (i.e., thesis and dissertation proposal defenses), Comprehensive Examinations, and Final Oral Examinations (i.e., thesis and dissertation defenses). When exceptional circumstances arise, students must request permission from all faculty members involved, and obtain their written agreements along with a timeline for draft submission and defense. Permissions and agreements must be secured prior to the last day of regularly scheduled classes of the preceding Spring semester.

### 8.5 Failure of an Examination

A failure on a final oral examination (a thesis/dissertation defense) or the Doctoral Comprehensive Examination shall result in termination from the graduate program. The Department Head shall notify the student of their termination from the graduate program and inform the student of the Students Rights and Responsibilities, and Appeals Procedures, as outlined in the next section.

## 9. ACADEMIC STANDARDS, STANDING, & APPEALS

### 9.1 Student Rights & Responsibilities

Graduate students should be familiar with rights and responsibilities as specified in the University of Tennessee's student handbook [Hilltopics](#) and in the [Graduate Catalog](#), and with the regulations of the Graduate School and the Department of Anthropology. Changes in overall policy are the responsibility of the [Graduate Council](#).

### 9.2 Responsible Research Conduct

As part of graduate education, it is incumbent upon students to conduct their research in a responsible and ethical manner; the [UT Code of Conduct](#) provides guidance.

Graduate students are also expected to comply with all legal requirements for research. Human research is administered by the university's [Human Research Protection Program](#), which includes the Institutional Review Board (IRB). Research with non-human animals is administered by the [Institutional Animal Care and Use Committee](#) (IACUC).

### 9.3 Minimum GPA Requirement for Retention

To remain in good standing in the department and earn their graduate degree:

- MA students must maintain a 3.0 cumulative GPA in graduate courses taken for a letter grade A-F.
- PhD students must maintain a 3.5 cumulative GPA in graduate courses taken for a letter grade A-F.

### 9.4 Anthropology Core Course Performance

Graduate students must earn a grade of B or higher in the Anthropology Core courses. 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.

### 9.5 Annual Graduate Report & Faculty Evaluation

An evaluation of "Student is Making Satisfactory/Adequate Progress" means that the students may continue in the degree program, following guidance from their advisor(s) and committee.

An evaluation of "Not Making Satisfactory/Adequate Progress," or failure to fill out the form, will render a student ineligible for departmental funding awarded after the date the form was due (i.e., assistantships, travel, or other awards, scholarships). Two consecutive years of an evaluation of "Not Making Satisfactory/Adequate Progress" will result in dismissal from the program.

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 by 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 (4) weeks following the deciding faculty meeting by the student's graduate advisor or, by a Graduate Committee member if the student does not have an advisor.

## 9.6 Appeals Procedures

The Department of Anthropology conforms in its appeals process to those established by the [UT Graduate Council Appeal Procedure](#).

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:

- (1) 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.
- (2) Students may have grievances concerning grades. Students may appeal grades on the following allowable grounds:
  - A clearly unfair decision (such as lack of consideration of circumstances beyond the control of the student, e.g., a death in the family, illness, or accident).
  - Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper examinations, or class attendance).
  - Inability of the instructor to deal with course responsibilities.
  - 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 Equal Opportunity and Accessibility](#), with a copy to the Department Head.

## 9.7 Early Termination/Withdrawal

If a student is terminated or withdraws from the program prior to the end of the semester, they 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. Students considering early withdrawal should contact the Bursar's office to inquire about the financial ramifications for early withdrawal. Please see the [Graduate Catalog](#) and [One Stop Student Services](#) for additional information.

## APPENDIX A

### University Resources for Graduate Students

#### International students

- [International Student & Scholar Services](#)
- [International House](#)
- [ITA Testing Program](#)

#### Professional development & training

- [Best Practices in Teaching Program](#)
- [UT Libraries Information for Graduate Students](#)
- [Center for Career Development](#)
- [Tennessee Teaching and Learning Center](#)
  - [UT CIRTl: Center for Integration of Research and Teaching](#)
- [Experience Learning](#)

#### Funding

- [Costs and Funding Opportunities](#)
- [Graduate Student Senate Travel Awards](#)
- [Financial Aid and Scholarships](#)

#### Student resources

- [Counseling Center](#)
- [The Graduate School](#)
- [Graduation Deadlines](#)
- [Graduate School Forms](#)
- [Graduate Catalog](#)
- [Student Obligations & Appeals Process](#)
- [Graduate Student Senate](#)
- [Office of Graduate Admissions](#)
- [Student Conduct and Community Standards](#)
- [Office of Equal Opportunity and Accessibility](#)
- [Sexual Misconduct, Relationship Violence, and Stalking](#)
- [Office of Multicultural Student Life](#)
- [Office of Research Integrity](#)
- [Office of Information Technology](#)

## APPENDIX B

### DEGREE PROGRAM PROGRESSION

A broad overview of the Degree Program, from first matriculation to graduation, can be found on the Graduate School site, "[Steps to Graduation](#)."

Most steps towards graduation require filling out a form either with the Graduate School ("[Forms Central](#)") or with the Department ("[Report of Examination](#)"). Graduate School forms serve to both acknowledge a degree program milestone and seek approval from the Graduate School to progress to the next step.

For each step, you should always consult the relevant Graduate School deadline and then create a plan/timeline working backwards. The Graduate School has a page dedicated to Graduation called "[Graduation Deadlines](#)," but for most anything else, you will have to dig around in the Graduate School [Academic Policies](#) section, and [go directly to the relevant form](#) (the form usually contains additional guidance) associated with seeking final approval from the Graduate School.

**Note:** **Appendix C** contains many of the forms from the Graduate School and the Department that you will need over the course of the graduate program.

After noting the Graduate School requirements and deadlines, you must then consider the Department's internal deadlines, including the availabilities of your advisor and Committee members. In general, Department faculty are not available outside of the instructional calendar (see Section 8.4). Within the instructional calendar, faculty are always juggling multiple deadlines in addition to their teaching duties. For this reason, faculty require long lead times (in the order of months) – especially your advisor – to adequately prepare for, and guide you in, your degree program milestones.

To give you a rough idea:

- ◆ For Comprehensive Examinations,
  - Allow your Committee at least two (2) weeks between the written and oral components of the Examination.
- ◆ For any thesis/dissertation proposal defense or final defense,
  - Allow your advisor several months to review draft chapters, before submitting them to the rest of the Committee as a finalized draft. Plan alongside your advisor to schedule this part of the timeline.
  - Allow your committee at least one (1) month, and preferably more, to read your finalized draft before the scheduled defense date.
  - When scheduling your defense date, allow time for post-defense revisions, and for the Committee members to ready the revised dissertation and give their final approval.

## APPENDIX C

### Milestones & Required Forms

#### ANTHROPOLOGY GRADUATE STUDENT ANNUAL REVIEW: REPORT & FACULTY EVALUATION

Every Spring Semester, all graduate students must fill out and submit an *Annual Review Report* to the Faculty. Students must fill out the *Report* in collaboration with their advisor and, especially in the case of Doctoral students, their Committee. Step-by-step instructions can be found [here](#).

The deadline is April 25<sup>th</sup> every year.

#### APPLICATION FOR GRADUATE ASSISTANTSHIP

Graduate students must apply annually to be considered for a Graduate Assistantship in the Department of Anthropology, and for some positions through the Division of Biological Sciences. Failure to apply by the deadline will result in a loss of consideration for the subsequent academic year.

The application form can be found [here](#). The deadline is December 1<sup>st</sup> every year.

#### MASTER'S DEGREE PROGRAM ONLY

##### ADMISSION TO CANDIDACY

Master's students may apply for Candidacy after completing nine (9) hours of graduate coursework with a GPA of 3.0 or higher.

An approved Master's *Admission to Candidacy* application does two things:

- (1) Functions as a contract between you (the student) and the university, establishing the coursework (whether already taken or to be taken) required to graduate with a degree in your chosen program. Once the application has been submitted and approved, any later changes to the degree requirements for a program will not apply.
- (2) Officially establishes your Master's Thesis Committee.

**You must submit the application to the Graduate School no later than the last day of classes preceding the term in which you expect to graduate (see [current deadline dates](#)).**

If, for any reason (e.g., class unavailability, etc.), a course listed on this application cannot be completed, OR your Committee membership changes, you must submit a [Revised Admission to Candidacy form](#) to the Graduate School.

##### REPORT OF THESIS PROPOSAL DEFENSE

This form is to be completed by the Master's Committee, recording the result (Pass/Fail) of the graduate

student's defense of their Master's thesis proposal in an oral examination.

Copies of filled-out form should be distributed electronically to the student, to the student's departmental file (via [hspence9@utk.edu](mailto:hspence9@utk.edu)), the DGS (via [AnthDGS@utk.edu](mailto:AnthDGS@utk.edu)), and all members of the Master's Committee.

### **REPORT OF FINAL EXAMINATION OF THESIS** (i.e., thesis defense outcome)

This form is to be completed by the Master's Committee when the graduate student has defended the thesis in a final oral examination.

The Pass/Fail form is used to communicate the results of this final examination/defense of thesis to the Graduate School.

In the semester in which graduation is expected, the graduate student must submit the Pass/Fail form with the Graduate School or confirm with the Graduate School that the form was received by the academic department.

### **THESIS APPROVAL FORM**

This form is used by Master's candidates to receive final approval of their thesis by their Master's Committee as a requirement for graduation.

### **INITIAL EMBARGO REQUEST**

This form is to delay the posting of your electronic thesis for one (1), three (3), or six (6) years (your choice) following the degree conferral date.

### **APPLY FOR GRADUATION**

Along with your Admission to Candidacy or Graduate Certificate Course Verification, you must submit your Graduation Application online at [MyUTK](#). Once logged in to MyUTK, find the "Academic Support" tab and select "Apply to Graduate."

## **DOCTORAL DEGREE PROGRAM ONLY**

### **PhD COMMITTEE**

Use this form to designate faculty members to serve on your Doctoral Committee. Note that some proposed members require a current CV before their approval by the Graduate School.

Should you need to revise an established Doctoral Committee, submit the [Revise PhD Committee Form](#), with appropriate signatures and CVs, to the Graduate School.

Note: The Doctoral Committee must be approved by the Graduate School (via these forms) before applying for Admission to Candidacy.

## ADMISSION TO CANDIDACY

PhD students may apply for Admission to Candidacy after meeting the following conditions:

- Completed the course requirements with a cumulative GPA of 3.5 or higher.
- Passed the Comprehensive Examination.
- Officially established the doctoral committee with the Graduate School.
- Meet a UT “residence requirement” (note: “residency” is something else) consisting of two (2) consecutive semesters of full-time enrollment (9+ credit hours) or three consecutive semesters of part-time enrollment (6+ credit hours). Note that Spring and Fall semesters within the same calendar year (e.g., Spring 2024 and Fall 2024) are not considered consecutive semesters for the purpose of establishing UT residence, because in this case, the Summer semester is an intervening semester (e.g., Spring 2024 and Summer 2024, or Summer 2024 and Fall 2024, *are* consecutive semesters).

PhD Candidacy represents a contract between a student and the university that establishes that the student fulfilled the coursework required to graduate with a PhD degree in Anthropology, and that any later changes to the program degree requirements will not apply to the Candidate.

If your Doctoral Committee membership changes, you must submit a [Revised Admission to Candidacy form](#) to the Graduate School, along with any requisite signatures and CVs.

## REPORT OF DOCTORAL COMPREHENSIVE EXAMINATION

This form is to be completed by the Doctoral Committee, recording the result (Pass/Fail) of the doctoral student’s Comprehensive Examination.

Copies of filled-out form should be distributed electronically to the student, to the student’s departmental file (via [hspence9@utk.edu](mailto:hspence9@utk.edu)), the DGS (via [AnthDGS@utk.edu](mailto:AnthDGS@utk.edu)), and all members of the Doctoral Committee.

## REPORT OF DOCTORAL PROPOSAL DEFENSE

This form is to be completed by the Doctoral Committee, with the result (Pass/Fail) of the graduate student defense their Doctoral Proposal in an oral examination.

Copies of filled-out form should be distributed electronically to the student, to the student’s departmental file (via [hspence9@utk.edu](mailto:hspence9@utk.edu)), the DGS (via [AnthDGS@utk.edu](mailto:AnthDGS@utk.edu)), and all members of the Doctoral Committee.

## REPORT OF DISSERTATION DEFENSE

This Pass/Fail form is to be completed by the Doctoral Committee when the graduate student has defended the dissertation in a final oral examination and submitted to the Graduate School.

## DISSERTATION APPROVAL FORM

This form is used by Doctoral candidates to receive final approval of their dissertation by their

Committee, as a requirement for graduation.

### [INITIAL EMBARGO REQUEST](#)

This form is to delay the posting of your electronic dissertation for one (1), three (3), or six (6) years (your choice) following the degree conferral date.

### [APPLY FOR GRADUATION](#)

Along with your Admission to Candidacy or Graduate Certificate Course Verification, you must submit your Graduation Application online at [MyUTK](#). Once logged in to MyUTK, find the “Academic Support” tab and select “Apply to Graduate.”

## APPENDIX D

### Funding Sources for Graduate Students

#### UNIVERSITY OF TENNESSEE

##### Graduate Student Senate (GSS) Travel Awards

Graduate students who will be presenting research on behalf of UT at in-person or virtual professional conferences may receive support to help with travel costs. Only students who are presenting as first authors will be funded through this mechanism.

The Department of Anthropology will match up to \$200 for travel awards provided by the Graduate School.

##### Center for Global Engagement (CGE) W.K. McClure Scholarship

The W.K. McClure Scholarship Program offers UT students financial awards up to \$5,000 to support research and creative projects abroad aimed at enhancing and promoting education for world responsibility.

The Scholarship can be applied to any project which offers the potential for the development of knowledge relative to significant issues or problems associated with world affairs and the reduction of international conflict, principally through legal, cultural, political, economic, social, and scientific studies.

The McClure Scholarship application typically opens Late Fall Semester with a deadline at the end of February or beginning of March. Decision letters are sent out the first week in April.

##### Graduate School, Graduate Student Research Award (GSRA)

Grants up to \$5,000 are awarded to the selected students to help support their research, scholarship, and creative activity; give students experience writing grants; and foster the mentoring relationship between faculty and graduate students.

GSRAs are announced and awarded in the Fall and Spring semesters each academic year.

##### Office of Research, Innovation, & Economic Development (ORIED), Funds to Archive & Share Data

This fund assists UT Knoxville researchers in openly archiving and preserving data sets in the data repository [Dryad](#), an international open-access repository of research data.

The [Data Archiving and Sharing Fund](#) is open to anyone at UT Knoxville with originally-created research data. The funding maximum per project is \$250, which will cover up to 70 gigabytes of data in Dryad.

Graduate students may seek funding for thesis and dissection data, and should apply in conjunction with a professor; the fund does not support archiving of data related to class assignments or projects. Applicants are asked to defer application until their data is ready to be archived.



## EXTERNAL TO UT

~ US Citizens or Permanent Residents Only ~

### **American Academy of University Women (AAUW)**

#### **[American Fellowship](#)**

For women pursuing full-time study to complete dissertations; applicants must be in their final year.

Candidates are evaluated based on scholarly excellence; quality and originality of project design; and active commitment to helping women and girls through service in their communities, professions, or fields of research.

Deadline: November 15.

### **National Academy of Science (NYAS)**

#### **[Ford Foundation Fellowships](#)**

The Ford Foundation Fellowships are designed to increase the diversity of the nation's college and university faculties by increasing their ethnic and racial diversity, maximize the educational benefits of diversity, and increase the number of professors who can and will use diversity as a resource for enriching the education of all students. Ford achieves these goals through a series of fellowships that span multiple stages of an academic career as well as mentorship, professional development, and an expansive network of alumni who enable peer support and community building.

Eligibility: U.S. citizens, U.S. nationals, and U.S. permanent residents (holders of a Permanent Resident Card); individuals granted deferred action status under the Deferred Action for Childhood Arrivals Program (DACA) program.

The Ford Foundation offers several relevant fellowships for graduate students:

- Predoctoral Fellowship, providing three (3) years of support for individuals working to complete a research-based, dissertation-required PhD.
- Dissertation Fellowship, providing one (1) year of support for individuals working to complete a research-based, dissertation-required PhD. The fellowship is intended to support the **final year** of writing and defense of the dissertation.
- Postdoctoral Fellowship, providing one (1) year of support for individuals engaged in postdoctoral study after the attainment of the PhD.

### **National Institutes of Health (NIH)**

*NIH programs help prepare individuals for careers in biomedical, behavioral, social, and clinical research.*

#### **[R36 Dissertation Award](#)**

Supports dissertation costs of students in accredited research doctoral programs in the US and its territories.

### **National Science Foundation (NSF)**

#### **[Graduate Research Fellowship Program \(GRFP\)](#)**

GRFP recognizes and supports outstanding graduate students who have demonstrated the potential to be high achieving scientists and engineers, early in their careers. Applicants must be pursuing full-time research-based master's and doctoral degrees in science, technology, engineering, and

mathematics (STEM) or in STEM education at accredited US institutions.

Eligibility:

- Must be a US citizen, US national, or permanent resident.
- Must be enrolled in an eligible program at an accredited United States graduate institution, with a US campus, by fall following selection.
- Must have completed no more than one academic year of full-time graduate study (or the equivalent).
- Graduate students are limited to only one application to the GRFP, submitted either in the first year or in the second year of graduate school.

### **U.S. Department of Education**

#### **Foreign Language and Area Studies Fellowship Program (FLAS)**

The Foreign Language and Area Studies (FLAS) Fellowships program provides allocations of academic year and summer fellowships to institutions of higher education or consortia of institutions of higher education to assist meritorious graduate students undergoing training in modern foreign languages and related area or international studies. Eligible students apply for fellowships directly to an institution that has received an allocation of fellowships from the U.S. Department of Education.

### **US Department of State**

#### **Fulbright US Student Program**

Funds US citizens to study, conduct research, or teach English abroad. The Program is in partnership with over 140 countries worldwide.

Eligibility: US citizens or nationals; permanent residents are not eligible.

Deadline: October of each year.

**~ International (non-US) Only ~**

### **American Academy of University Women (AAUW)**

#### **International Fellowship**

For women pursuing full-time graduate or postdoctoral study in the US, who are not US citizens or permanent residents, and who intend to return to their home country to pursue a professional career. Both graduate and postgraduate studies at accredited US institutions are supported.

Applicants must have earned the equivalent of a US bachelor's degree by the application deadline and must have applied to their proposed institutions of study by the time of application.

Eligibility: Women, including people who identify as women, with citizenship in a country other than the US.

Deadline: November 15<sup>th</sup>.

**~ Open Citizenship/Residence Status ~**

## **American Philosophical Society**

### **[Lewis & Clark Fund for Exploration and Field Research](#)**

The Lewis & Clark Fund encourages exploratory field studies for the collection of specimens and data and to provide the imaginative stimulus that accompanies direct observation. Applications are invited from disciplines with a large dependence on field studies, such as archaeology, anthropology, biology, ecology, geography, geology, linguistics, paleontology, and population genetics, but grants will not be restricted to these fields.

Eligibility: Applicants must be Doctoral Candidates (ABD) by the time the proposed research.

Deadlines: November 15, 2024, for applications; letters of support due November 12, 2024.

### **[John Hope Franklin Dissertation Fellowship](#)**

Support an outstanding doctoral student at a US university or an exceptional US doctoral student abroad who is completing the dissertation.

Questions concerning this fellowship program should be directed to Linda Musumeci, Director of Grants and Fellowships, at [lmusumeci@amphilsoc.org](mailto:lmusumeci@amphilsoc.org) or 215-440-3429.

## **The Geological Society of America**

### **[Graduate Student Research Grants](#)**

Supports graduate student research in the geosciences and ultimately enhance the geoscience workforce. The research focus can be any subject matter within the geological sciences, such as paleontology, organic geochemistry, paleoecology, paleogeography, and more.

Eligibility is restricted to GSA members who are currently enrolled in a North American or Central American university or college in an earth science graduate degree program.

Deadline: February 1.

## **National Institutes of Justice (NIJ)**

NIJ fosters and disseminates knowledge and tools derived from objective and rigorous scientific research to inform efforts to promote safety and advance justice.

Eligibility: must be enrolled in a research-based program at an accredited U.S. university.

### **[Graduate Research Fellows \(GRF\) Program](#)**

The NIJ Graduate Research Fellowship (GRF) program supports doctoral students engaged in research that advances NIJ's mission. The goal of the GRF program is to increase the pool of scholars engaged in research that addresses the challenges of crime and justice in the United States, particularly at the state and local levels.

The official applicant is the academic institution, not the student. Therefore, the student's citizenship does not affect eligibility. GRF awards are made only to degree-granting academic institutions in the U.S. and its territories.

### **[Research Assistantship Program \(RAP\)](#)**

The NIJ Research Assistantship Program (RAP) offers highly qualified doctoral students the

opportunity to bring their expertise to NIJ to work across offices and program areas to obtain a practical and applied research experience. The RA program is a research-focused professional development opportunity for doctoral students. We welcome students from all academic disciplines to apply who wish to connect their research to the criminal justice field. This unique assistantship is an opportunity to learn and contribute to the breadth and depth of science research in which NIJ engages. NIJ provides funds to participating universities to pay salaries and other costs associated with research assistants who work on NIJ research activities.

#### **National Science Foundation (NSF)**

##### **Doctoral Dissertation Research Improvement Grants (DDRIG)**

- [Archaeology Program](#)
- [Biological Anthropology Program](#)
- [Cultural Anthropology Program](#)

Grant to doctoral students, allowing them to undertake significant data-gathering projects and conduct field research in settings away from their campus. The award amounts of these grants vary across programs but typically fall between \$15,000 to \$40,000 (excluding indirect costs).

Doctoral students enrolled in U.S. institutions of higher education are eligible to apply. Applicants do not need to be U.S. citizens.

#### **Sigma Xi, The Scientific Research Honor Society**

##### **Grants in Aid of Research (GIAR)**

Provides graduate students with valuable educational experiences. By encouraging close working relationships between students and mentors, the program promotes scientific excellence and achievement through hands-on learning.

Application deadlines: March 15 and October 1.

#### **Wenner-Gren Foundation for Anthropological Research**

##### **Dissertation Fieldwork Grant**

This grant program funds doctoral or thesis research that advances anthropological knowledge. The goal is to support vibrant and significant work that furthers our understanding of what it means to be human. There is no preference for any methodology, research location, topic, or subfield. The Foundation particularly welcomes proposals that integrate two or more subfields and pioneer new approaches and ideas.

## APPENDIX E

### EXTERNAL GRANT SUBMISSIONS

#### **Grant Processing & Administration**

All grants should be administered through the university. This includes grants whose agencies give you the option of sending funds directly to you – if those funds end up in your bank account, the US Federal Government will tax those funds, and you will have to pay out-of-pocket. If instead, the funds are through the university, no taxes are incurred, and you will be able to use the full amount for your research.

Because the university and department are involved, the University and our Department have internal deadlines that depend on granting agency deadlines.

1. Reach out to Terrie Yeatts ([tyeatts@utk.edu](mailto:tyeatts@utk.edu)), Accounting Coordinator, or to Charlene Weaver ([cweaver4@utk.edu](mailto:cweaver4@utk.edu)), Business Manager, to work out all the deadlines for preparing and submitting your proposal.
2. Read the [Proposal Deadlines](#) page of the University's Division of Research Administration (DRA) of the Office of Research, Innovation, and Economic Development (ORIED).
3. Visit the [Office of Research & Creative Activity](#) (ORCA) webpage, read about their Preaward Services, and register your intent to submit a grant by filling out ORCA's [Proposal Support Request Form](#). This must be done at least 30 days in advance.

#### **Planning for the Grant Deadline**

The idea is to work backwards:

Step 1: Go to the granting agency website and find the grant submission deadline.

Step 2: At least 30 days before the granting agency deadline, fill out ORCA's [Proposal Support Request Form](#).

Step 3: Ten (10) business days before submission to the granting agency, the DRA requires finalized copies of your budget and any other materials that are supplementary to the text of your grant to be fully routed through Cayuse (the University's proposal management system).

Step 4: Five (5) business days before submission to the granting agency, the DRA requires the finalized proposal.

Step 5: The Department of Anthropology requires a draft of all elements of your proposal at least two (2) weeks before the DRA deadline.

Step 6: Consult with any involved faculty again to determine a schedule for grant preparation and review, prior to submitting it to the Department. Faculty will need several weeks to months to read and comment on drafts and revised drafts, well before the departmental deadline for grants.

## APPENDIX F

### Graduate Teaching Assistantships: Request for Extension

#### University Limits

According to the [Graduate Catalog](#), “[t]he maximum number of years that a graduate student can be appointed to a graduate assistantship is three years as a master’s student, five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Departments or programs may impose stricter limits.

Requests for an extension beyond the maximum periods of time here specified must be made in writing by the academic unit to the Dean of the Graduate School.”

#### Request for Extension

##### Eligibility:

Department of Anthropology PhD Candidates with five (5) years of GTA funding and Master’s students with three (3) years of GTA funding, whose progress has been delayed due to exceptional circumstances, and who:

- are in good academic standing as defined by the Graduate School.
- have always received “making satisfactory progress” on the Faculty Evaluation of their Annual Student Review.
- have never lost their assistantship due to poor performance.

##### Application:

Submit a written request and supplemental application materials [to the Graduate Committee](#) by December 1<sup>st</sup>. Students may request anywhere from one to two (1-2) semesters of additional funding.

Supplemental application materials should include:

- Most recent Annual Evaluation Report
- Up-to-date academic record
- Timeline for the completion of the degree
- List of any intra- or extramural funding, attempted and received
- Written statement of support from the student’s advisor

##### Application Review:

The Graduate Committee will review student’s application for eligibility. If deemed eligible, the Graduate Committee then will provide the application materials to:

- Faculty in the appropriate concentration the applicant is in, who make the decisions about who will receive funding.
- Voting Faculty prior to a final vote of approval, which will occur at the faculty meeting(s) when assistantships are decided.
- If approved by the Voting Faculty, application materials will be forwarded to the Dean of the Graduate School.

##### Final Determinations:

All final determinations will be made by the Dean of the Graduate School.