

GRADUATE HANDBOOK



Department of Anthropology
College of Arts and Sciences
The University of Tennessee, Knoxville

2025-2026

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WELCOME!

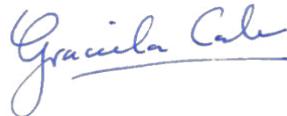
Welcome to the graduate program in the Department of Anthropology. This *Handbook* has been developed over the years by the Anthropology faculty, with helpful feedback from graduate students, the College of Arts & Sciences, and the Graduate School. This document serves as your primary reference for the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

The Anthropology faculty hopes that you will 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 responsibility for their progress in this program, including becoming familiar with the contents of this *Handbook* and adhering to the requirements, practices, and timelines presented here and in the *Graduate Catalog*. At the same time, the Anthropology Department is committed to upholding the letter and spirit of this *Handbook*, fostering a student-centered environment that promotes personal and professional growth.

The department fosters an internal culture of respecting and learning from differences. In turn, the many achievements of our diverse graduate student body contribute 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. Therefore, please do not hesitate to contact the Director of Graduate Studies, the Department Head, or your graduate advisor for assistance.

A handwritten signature in blue ink that reads "Graciela Cabana".

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 the *Handbook*

The *Handbook* provides essential 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 the publications related to 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 appointed by the Department Head for three-year terms.

1.4.1 Department Head

The Department Head 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.
- Collaborates with the Graduate Committee, the Department Head, Faculty, and Staff on departmental policies and processes that affect 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.
- Monitors student progress through the graduate program.

1.4.3 Graduate Committee

The Graduate Committee is responsible for developing and implementing guidelines that govern and monitor the timely progress of graduate students toward their degrees. 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 tenure-line faculty members from the Department's major anthropological subdisciplines. 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), Administrative Associate, provides administrative support to the DGS and the Graduate Committee.

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 that all university, Graduate School, and departmental guidelines are followed, thereby facilitating 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 careers.

2.2 Graduate Students

Every graduate student is expected to meet the requirements outlined in the current [*Graduate Catalog*](#), as well as any additional 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 and actively participate in professional activities.

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 admission requirements to the Master of Arts program, please refer to the 2025-2026 Academic Catalog available [here](#).
- For PhD admission requirements, please refer to the 2025-2026 Academic Catalog, available [here](#).

Credentials of those admitted must 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 they meet the Graduate School's requirements, including 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, submit the following 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.
- An unofficial transcript (official transcripts are required after admission) from all colleges and universities attended, except for the University of Tennessee-Knoxville.
- For applicants whose native language is not English: self-reported TOEFL or IELTS scores, with official scores required before 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:

- A *Letter of Intent* that specifies a preferred departmental faculty advisor.
- A 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 will be considered for admission. For these students, a formal minor in Anthropology or its equivalent (at least five upper-division anthropology courses) is preferred. Exceptions can be made upon the recommendation of one or more faculty members.

At the time of application, applicants will be asked to select one of the following concentrations: Anthropological Archaeology, Biological Anthropology, or Cultural Anthropology. We also offer an [MA concentration in Mediterranean archaeology](#) in collaboration with Mediterranean archaeologists from 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. Before 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 on the applicant's academic record and credentials, as well as the fit between an individual's interests and the faculty's areas of research.

Minimum Eligibility:

- Master's degree in Anthropology or a related field.
- 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. Before 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 chair their committee.

At the time of application, students seeking admission will be asked to select 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 following 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 (which will identify the faculty members 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 before 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 Teaching 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 are based entirely on graduate credit courses. Interested students 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 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 1st**. Please note that this date precedes the deadline for the Office of Graduate Admissions, which is February 1st. If application materials are not in by the December 1st deadline, the application will be denied. If any referees are late in submitting their support letters, we do not penalize the application. However, reference letters must be submitted for review before the departmental vote on admissions in the early Spring semester. We suggest that applicants give their referees one to two months' notice before the December 1st deadline to allow sufficient time for them to write the letters and submit them on 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](#)).

3.7 Matriculation

Please note that applicants are applying for matriculation in the Fall semester (August-December) following the December 1st 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 the 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 you are starting the Master’s program, you must have already received your Bachelor’s degree (or equivalent). Similarly, if you are beginning the Doctoral Program, you must have both the Bachelor’s and Master’s degrees 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), International English Language Testing System (IELTS), or the Duolingo English test.

3.8.2 International Teaching Assistants or Associates

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.

Visit the [ITA Testing Program website](#) for more information on scheduling, requirements, and interpreting 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 have filled out and e-signed 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 25th 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. For MA students and pre-candidacy PhD students, 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 before submitting the evaluation; (b) input and recommendations from committee members to the committee chair/advisor to be included on the form. Committee chairs and 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 follows:

- 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. Evaluations in subsequent years 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 needs explicitly 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 typically scheduled on a one-quarter to one-half time basis, 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 activities such as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers, and maintaining class records. In consultation with their supervisor, the GTA develops teaching skills and gains a deeper 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 annually, and renewal is contingent upon a new student application submitted each December.

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

The deadline for submitting the application form is December 1st. 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 additional years of funding, as outlined in Appendix G.

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, in itself, a full-time job. 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 nine (9)-month appointments on a half-time basis (50 percent full-time equivalent, or FTE) with an expectation of an average of 20 hours of work per week. GTAs/ GTAssocs are expected to work during 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 six (6) additional 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 permitted to work any hours beyond their scheduled appointments 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 31st.

5.2.6 Courseload

Students holding a one-half (50% FTE) time assistantship are expected to 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. For more detailed information, please visit 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 awarded to anthropology doctoral candidates to help defray expenses during the dissertation writing period, including costs incurred for research and travel. Disbursement of funds is contingent on IRB approvals, if applicable. The deadline is February 15th of each year.

5.5.3 Patricia Black Scholarship

The Patricia Black Scholarship supports the archaeological research projects of outstanding undergraduate and graduate students. The deadline is October 15th 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, particularly for thesis or dissertation research, travel to professional meetings, and occasionally for the purchase of research equipment. 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, valued at up to \$1,200, is presented to anthropology students for the purpose of advancing the field of forensic anthropology. This award may be used to purchase research equipment or other materials, cover research-related travel expenses, or support travel to meetings (excluding 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 D 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 follow the necessary procedures to ensure a smooth transition into our 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 registration information.

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 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 the 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 in Anthropology 600 Dissertation for up to three semesters or 12 months. This petition for exemption will only be approved to participate in an internship or practicum that is relevant to the degree; it does not need to be specific to the dissertation research. The petition should be submitted before the student participates in an internship or practicum, describing the nature of the internship or practicum and include a justification. Approval must be granted first by the student's advisor, then by the Department, and finally 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 vary, and they should always check with the [Center for Global Engagement](#) (CGE) to determine the specific minimum enrollment required to fulfill all enrollment requirements associated with their 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.

An 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 enrollment in a 300-level course to make up a background deficiency. To ensure the course counts toward the graduate degree, it may be possible to enroll in the course at the 500-level and complete 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 use University facilities or work 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 if they are already registered for other courses, and 502 cannot be used to satisfy the minimum credit hour enrollment requirement 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 and 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 be actively researching and 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 typically occurs after the proposal has been approved.

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

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, students must form a Master's Committee chaired by their advisor.

6.10.2 Doctoral Students

Incoming PhD students must have a committed faculty member to serve as their advisor before 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 chaired by their 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, one of whom must be a member of the Anthropology faculty. The Dean of the Graduate School must approve external members from outside the University of Tennessee.

To officially establish the committee, the student fills out and obtains committee member signatures simultaneously with 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 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 the 500-level or above.
- 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 either a departmental course from a concentration other than the student's primary concentration (choose from Anthropological Archaeology, Biological Anthropology, or Cultural Anthropology), or a relevant course outside the department with approval from the student's advisor and guidance committee. 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, and passed with a grade of B or higher:

- 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) offers graduate students the opportunity to engage deeply with a topic and meet a diverse range of disciplinary leaders.

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.

MA students must register for (2) credit hours of Anthropology 550 in their first year and (1) credit hour each year thereafter.

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, Classics 562, Statistics 537, Ecology & Evolutionary Biology 560, or equivalent.
- Graduate-level advanced statistics, fulfilled by:
 - Anthropology 604, Statistics 538, or equivalent.
- Courses in other qualitative or quantitative research methods, such as mixed methods, information technology, or Geographic Information Systems (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). For more information, please visit the [IGSDSP website](#).

7.2.3 Admission to Candidacy – MA Degree

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

MA students may apply for Candidacy after completing nine (9) hours of graduate coursework with a GPA of 3.0 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 you are allowed to defend your 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, as determined at a closed Committee meeting immediately following 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 does not constitute a binding contract between the student and the committee, nor does it guarantee acceptance of a thesis based on the proposal. If an approved topic is discarded, the new topic must undergo the same approval procedures 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 the standards established by the University, as described in the Graduate School's [*Guide to the Preparation of Theses and Dissertations*](#), which are, in most cases, compatible with the standards for journal publication.

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 before setting the defense date. Upon the Committee's agreement 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 member of the Master's Committee.

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 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 the specified period.

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. At least two committee members must be UT tenure-line faculty, and another must be an individual from an academic unit external to the student's department or the University of Tennessee; this person may be a tenure-line faculty member at other institutions or a field-specific expert. The Dean of the Graduate School must approve external members from outside the University of Tennessee. Emeritus UTK faculty may continue to serve on dissertation committees but may not be appointed to any new committees upon retirement.

To officially establish the committee, the student fills out and obtains signatures from committee members 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 their graduate advisor. A defense of that proposal, upon review and approval by the committee, shall then be conducted. The proposal defense usually occurs in the semester following admission to candidacy. Ultimately, the dissertation committee recommends that the dissertation be approved and accepted 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 of 48 credit hours following matriculation into the PhD program, provided they hold a Master's degree. 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, excluding 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. Please note that this exceeds the minimum Graduate School requirement of 3.0.

All PhD coursework (excluding 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, and passed with a grade of B or higher:

- 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.

Newly incoming PhD students must register for (2) credit hours of Anthropology 550 in their first year. All PhD students are required to register for one (1) credit of Anthropology 550 each year until they are officially admitted to Candidacy.

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 equivalent.
- Graduate-level advanced statistics, fulfilled by:
 - Anthropology 604, Statistics 538, or equivalent.
- Courses in other qualitative or quantitative research methods, such as mixed methods, information technology, or Geographic Information Systems (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). For more information, please visit the [IGSDSP website](#).

7.3.3 Admission to Candidacy – PhD Degree

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

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

- Complete all course requirements with a cumulative GPA of 3.5 or higher. (Note that this GPA requirement is higher than that of the Graduate School’s which is set at 3.0.)

- Pass the Comprehensive Examination.
- Have already officially established 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 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.”

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 before the date the degree is to be conferred.

7.3.2 The Dissertation Proposal

Students are encouraged to develop their dissertation topic as early as possible and, if applicable, consider engaging in pilot research to establish a 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 undertaking any extensive research and writing, well before defending their 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 a 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 rejected, the new proposal must undergo the same approval procedures as those specified for the original proposal. The student’s advisor will make determinations in such matters. Once a student has achieved Candidacy and passed the Dissertation Proposal Defense, they may refer to themselves as “All But Dissertation” or ABD.

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. The choice of topic, research methods, data collection and interpretation, 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 or 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 that addresses a question or a set of related questions.
- Exhibit rigorous knowledge of the relevant literature on 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 articles, including their destination journals, as well as 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' [Scholarly Communications Guide](#) webpage to learn about copyright, duplicate publication concerns, publication agreements, and other relevant topics.

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](#).

The Graduate School will not accept a dissertation 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 an oral proposal examination covering the student's proposal for thesis or dissertation work, at which point the student's Master's or doctoral committee approves the research trajectory and methods of the thesis or dissertation. The proposal oral examination of the thesis or dissertation is also known as the thesis or 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 or dissertation is also known as the thesis or 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 consisting of a written component 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 1st ("summer"). These include 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 before 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 Student 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 the rights and responsibilities as specified in the University of Tennessee's student handbook, [Hilltopics](#), and the [Graduate Catalog](#), as well as 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 responsibly and ethically; the [Student 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 grade of C or below in two different core courses, or those who receive 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). Two consecutive years of evaluation with a rating 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 by "Student Not Making Satisfactory/Adequate Progress" will result in a loss of funding, and the student's case will be brought before the Faculty for discussion and a 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 adheres to the appeals process 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 gives rise to the appeal.
- (2) Students may have grievances concerning grades. Students may appeal grades on the following allowable grounds:
 - An 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).
 - The instructor's inability to handle course responsibilities.
 - An exam setting that makes concentration extremely difficult.

The initial grade appeal must be filed within 30 days after the final grade is 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 before the end of the semester, they will be responsible for paying tuition and other fees from the date of termination or withdrawal until the end of the semester. The responsibility for paying tuition and fees applies to all students, including those who receive tuition waivers during the semester in which they are terminated or withdraw early. Students considering early withdrawal should contact the Bursar's office to inquire about the financial ramifications of 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

- [Evolving Practices in Teaching Program](#)
- [UT Libraries Information for Graduate Students](#)
- [Center for Career Development](#)
- [Teaching & Learning Innovation \(TLI\)](#)
 - [UT CIRTL: Center for Integration of Research, Teaching, & Learning Network](#)
- [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](#)
- [Title IX Office \(sexual misconduct, relationship violence, and stalking\)](#)
- [Office of Multicultural Student Life](#)
- [Office of Research Integrity](#)
- [Office of Information Technology](#)

APPENDIX B

ADVICE ON DEGREE PROGRAM PROGRESSION

A comprehensive overview of the Degree Program, from initial matriculation to graduation, can be found on the Graduate School's 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 or timeline working backward. The Graduate School has a page dedicated to Graduation called "[Graduation Deadlines](#)." 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.

Appendix D contains many of the forms from the Graduate School and the Department that you will need throughout the graduate program.

After noting the Graduate School requirements and deadlines, you must then consider [the Department's internal deadlines](#), including the availability 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 constantly 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 read the revised dissertation and give their final approval.

Appendix C provides comprehensive checklists and timelines.

APPENDIX C

Degree Program Completion

Checklist & Suggested Timelines

1. Master's Degree Program Checklist

- Complete 30 credit hours (*recommended to be completed by the end of Year 2*)
 - Complete core Anthropology courses (ANTH510, ANTH 560, ANTH 590; *by the end of the third semester*).
 - Complete two (2) credits of Visiting Lectures Series (ANTH 550) (*first semester*).
 - Complete one (1) credit of Visiting Lecture Series each fall until degree completion.
 - Complete three (3) credit hours to fulfill the Methods Requirement (acceptable courses determined by the committee).
 - Complete three (3) credit hours of coursework beyond the core theory courses in one of the subdisciplines that is not the student's primary subdiscipline or a relevant course outside of the department.
 - Complete a minimum of six (6) credits of ANTH 500 Thesis Hours after finishing other required coursework.
- Complete and file a fully signed Graduate Student Annual Report form each year by April 25th until graduation.
- Apply for departmental funding by completing the [Departmental Assistantship Application form](#) each year by December 1st (*eligible for a maximum of 3 funded years*).
- Form a master's thesis committee (*recommended to be completed by the end of Year 1*)
- MA thesis proposal:
 - Provide the master's committee at least four weeks to read and comment upon a master's thesis proposal after the advisor's review and before setting the proposal defense date.
 - Send out an announcement flyer two (2) weeks before the scheduled proposal defense date.
 - Complete and publicly defend an MA thesis proposal (*recommended to be completed by the end of Year 2; must be completed by the end of the semester before that of the thesis defense*).
 - Submit Report of Thesis Proposal Defense (Pass/Fail) to the department.
- Complete Admission to Candidacy (MA) Form for the Graduate School (*must be completed at least one full semester before graduation*).
- Master's thesis:
 - Provide the committee with at least four weeks to read and comment on a draft thesis after the advisor's review and before setting the defense date.
 - Send out an announcement flyer one month before the scheduled defense date.
- Meanwhile, submit a Graduation Application in MyUTK (*see graduation timeline below*).

- Submit a preliminary draft of the thesis to TRACE (*final semester; see timeline below*).
- Successfully defend completed Master's thesis in an oral examination (*final semester*).
- Upload the final copy of the thesis to TRACE (*final semester*).
- Send a final copy of the thesis to the entire committee (*final semester*).
- Submit Report of Final Examination/Defense of Thesis (Pass/Fail) (*final semester*).
- Submit Thesis Approval Form (*final semester*) This form includes an acknowledgment of submission of the manuscript to Ithenticate.
- Submit the Initial Embargo Request form if you wish to delay the posting of your thesis.

2. Doctoral Degree Program Checklist

- Complete 24 credit hours beyond the Master's Degree (*end of Year 2*)
 - New students to the department are required to complete the three (3) core theory courses (*end of Year 1*)
 - ANTH 510: Cultural Theory
 - ANTH 560: Archaeological Theory
 - ANTH 590: Biological Theory
 - Enroll in two (2) credit hours of Visiting Lecture Series **if** you did not complete a Master's degree at UTK (*first semester only*).
 - Enroll in one (1) credit hour of Visiting Lecture Series every fall until official admission to candidacy.
 - Complete six (6) credit hours in research methods (acceptable courses determined by the committee).
 - Complete the Residence Requirement **by the semester preceding submission** of the Admission to Candidacy form.
 - Two-semester residence: 9 credits in the Fall and 9 credits in the Spring, **OR**
 - Three-semester residence: 6 credits in the Fall, 6 credits in the Spring, and 6 credits in the Summer.
- Complete 24 credit hours of **continuous enrollment** (fall, spring, and summer) in ANTH 600 (Dissertation Hours) in addition to the 24 hours listed above. Note that once you enroll in ANTH 600 for the first time, you must maintain continuous enrollment thereafter until graduation.
- Complete and file a fully signed Graduate Student Annual Report form each year by April 25th until graduation.
- Apply for departmental funding by completing the Departmental Assistantship Application form each year by December 1st (*eligible for a maximum of 5 years*).
- Submit PhD Committee form to the Graduate School (*recommended to be completed by the end of Year 2*).

- Doctoral Comprehensive Examination:
 - Complete the written Doctoral Comprehensive Examination (*recommended by the end of Year 3*).
 - Complete oral defense of Doctoral Comprehensive Examination (*within 1 month after written Examination*).
 - After a successful defense, complete the Report of Doctoral Comprehensive Examination form and submit it to the Department.
- Complete the Admission to Candidacy Form (*after completion of Comprehensive Examination, recommended end of Year 3*).
- Doctoral Proposal:
 - Provide at least four weeks to read and comment upon a dissertation proposal after the advisor's review and before setting the defense date.
 - Send out an announcement flyer of Dissertation Proposal Defense to the department.
 - Successfully defend a Dissertation Proposal (*recommended within a semester of admission to candidacy*).
- Submit Graduate Application on MyUTK (*see graduation deadlines below*).
- Doctoral Dissertation:
 - Submit preliminary dissertation draft to TRACE (*see graduation deadlines below*).
 - Provide at least four weeks to read and comment upon a draft thesis after the advisor's review and before setting the defense date.
 - Successfully defend dissertation (*final semester*)
 - Report of Final Examination/Defense of Dissertation/Project/Capstone Form (*final semester*)
 - Submit Thesis/Dissertation Approval Form (*final semester*). This form includes the embargo statement and acknowledgment of submission of the manuscript to Ithenticate.
 - Send a final copy of the dissertation to the entire committee (*final semester*)
 - Upload the final copy of the dissertation to TRACE (*see deadlines below*)

3. Graduation Checklist

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

4. Standard Graduation Deadlines

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

5. Other Key Dates & Deadlines for Anthropology Graduate Students

August

- 5 August – The Graduate School’s [New Graduate Student Orientation](#) (virtual)
- 7 August – The Graduate School’s [New Graduate Teaching Assistant/Associate Orientation](#) (virtual)
- 13 August: Department of Anthropology Graduate Student Orientation (in person)

September

- 15 September: Charles H. Faulkner Travel Award (Department of Anthropology), Fall application due.

October

- 24 October: Open House for Potential Graduate Students
- 15 October: Patricia Black Scholarship Award (Department of Anthropology) application deadline.

December

- 1 December: Applications for Graduate Assistantship/Associateship due.
- 1 December: Additional Year of Graduate Assistantship/Associate Funding (Department of Anthropology) due.

January

- 15 February: The Kneberg/Lewis Scholarship Award (Department of Anthropology) application deadline.
- 15 February: Charles H. Faulkner Travel Award (Department of Anthropology), Spring Application Deadline.

February

- [Simon Beckett Paper Prize](#) (Forensic Anthropology Center) application due.

April

- 25 April: Graduate Student Annual Report and Faculty Review due.

APPENDIX D

Applications & 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 25th every year.

APPLICATION FOR GRADUATE ASSISTANTSHIP

Graduate students must apply annually to be considered for a Graduate Assistantship in the Department of Anthropology and 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 1st 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 subsequent changes to the degree requirements for a program made by the department or the College will not be applied.
- (2) Officially establishes your Master's Thesis Committee.

List only those courses that fulfill MA candidacy requirements; the remaining will still appear on your transcript. This way, should you choose to continue into our PhD program, you can petition for those unlisted but completed courses to support your PhD Candidacy.

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 the filled-out form should be distributed electronically to the student, to the student's departmental file (via hspence9@utk.edu), the DGS (via 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 the thesis to the Graduate School.

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

THESIS APPROVAL FORM

Master's candidates use this form 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. Please note that some proposed members require a current curriculum vitae (CV) before the Graduate School can approve them.

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. You can send both forms in simultaneously.

ADMISSION TO CANDIDACY

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

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 to establish 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).

* Graduate course requirements may be fulfilled with courses taken in a previous master's program at an accredited institution, including UT. The doctoral committee, including the Chair, must evaluate the coursework and determine whether it is relevant to the PhD. Up to 24 credit hours from a previous master's degree may be applied.

Note: The Graduate School requires that you have completed a total of 72 graduate coursework hours, with at least 48 of those hours coming from the University of Tennessee, Knoxville (UTK). On page 3 of the form, list up to 24 hours of coursework completed at your Master's institution so that the Graduate School sees a total of 72 hours.

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 the filled-out form should be distributed electronically to the student, to the student's departmental file (via hspence9@utk.edu), the DGS (via 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's defense of their Doctoral Proposal in an oral examination.

Copies of the filled-out form should be distributed electronically to the student, to the student's departmental file (via hspence9@utk.edu), the DGS (via 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

Doctoral candidates use this form 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 E

Funding Sources for Graduate Students

UNIVERSITY OF TENNESSEE

[Graduate Student Senate \(GSS\) Travel Awards](#)

Graduate students who will present research on behalf of UT at in-person or virtual professional conferences may receive support to help cover travel costs. Only students 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 of up to \$5,000 to support research and creative projects abroad that aim to enhance and promote global responsibility in education.

The Scholarship can be applied to any project that 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 in the 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 of up to \$5,000 are awarded to selected students to support their research, scholarship, and creative activities; provide students with experience in writing grants; and foster mentoring relationships between faculty and graduate students.

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

[UT Libraries, Data Archiving & Sharing Fund](#)

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

The [Data Archiving and Sharing Fund](#) is open to anyone at the University of Tennessee, 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 dissertation data and should apply in conjunction with a professor. The fund does not support the archiving of data related to class assignments or projects. Applicants are asked to defer applications until their data is ready to be archived.

EXTERNAL TO UT

~ US Citizens or Permanent Residents Only ~

American Academy of University Women (AAUW)

American Dissertation Fellowship

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

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

Deadline: November 15.

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 the fall following selection.
- Must have completed less than one academic year of full-time graduate study (or the equivalent). This includes:
 - Undergraduates in their final year of an undergraduate degree; no restrictions on the number of times you can apply.
 - Bachelor degree holder with no enrollment in a graduate degree program (non-degree graduate coursework allowed); no restrictions on the number of times you can apply.
 - First year graduate student in their first degree program; can only apply once.

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 support meritorious graduate students pursuing training in modern foreign languages and related areas 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 15th.

Leakey Foundation

Franklin Mosher Baldwin Fellowship

The Franklin Mosher Baldwin Memorial Fellowship program was established in 1978 to expand access to advanced degrees for students from countries with limited educational opportunities. This prestigious program builds the future of science by investing in outstanding scholars helping them become leaders in their home countries. Successful applicants enter the program with strong academic records and a remarkable dedication to their chosen fields.

This fellowship program covers educational expenses related to students obtaining a degree and/or training in their field of study.

Eligibility: Open to applicants from countries with limited educational opportunities related to human origins. Applicants must be accepted into or currently enrolled in a graduate-level program.

Amount: up to \$15,000 annually for up to two years.

Deadline: February 15th for first-year applicants; March 1 for returning applicants.

~ 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 significant 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 of 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 or 215-440-3429.

Association for Women in Science (AWIS)

AWIS Distinguished Doctoral Research Scholarship

Awarded to three AWIS members whose dissertation research project is judged likely to make important and original contributions to their field. This \$10,000 award is intended for a pre-doctoral student in Life Sciences, Physical Sciences, Behavioral Sciences, Mathematics, or Engineering who is a woman expecting to graduate within two years of the application deadline.

AWIS Student Membership is \$35.00.

Application deadline is February 28th.

Editing Press

Laura Bassi Scholarship

Provides editorial assistance to postgraduates and junior academics whose research focuses on neglected topics of study, broadly construed, within their disciplines. The scholarships are open to every discipline and are awarded three times per year: December, April, and August. All currently enrolled master's and doctoral candidates are eligible to apply, as are academics, in the first five years of full-time employment. There are no institutional, departmental, or national restrictions.

Field Inclusive, Inc.

Field Inclusive Research Grants

Supports natural science field work. The award amount is \$500. Grants can be used towards equipment purchases, field housing, transportation, or technician salaries.

Eligibility:

- Must be current members of Field Inclusive.
- Must attend an institution in the US. International students who attend an institution in the

- US and/or have a U.S. bank account are eligible.
- Must be willing to provide photographs and a ~500-2000-word write-up about what the award was used towards for the webpage upon completion of the work. Applicants may also be asked to present during a future #FieldInclusiveWeek.

Deadline: February 1, 2026 at 11:59 ET.

[Heritage \(journal\)](#)

[Heritage Best PhD Thesis Award](#)

Recognizes young scholars for producing outstanding PhD theses in the field of cultural and natural heritage science, and encourages the continuation of their outstanding work and further contribution to their field.

Award: \$1,000

Eligibility: The candidate must be a PhD student or recently qualified PhD who has produced an outstanding PhD thesis. The PhD thesis must be defended in the year of the award.

Deadline: 30 April each year

[Leakey Foundation](#)

[Research Grant](#)

This program exclusively funds research related to human origins, including dissertation research and exploratory studies. The disciplines supported include archaeology, biological anthropology, paleoanthropology, primate behavioral ecology, genetics, geology, anatomy, morphology, paleobotany, and paleoclimatology. Current funding focus areas include:

- Paleoanthropology of the Miocene, Pliocene, and Pleistocene
- Primates: Evolution, behavior, morphology, ecology, endocrinology, genetics, isotope studies
- Modern hunter-gatherer groups

Eligibility: Advanced doctoral students (ABD) or post-PhD researchers with institutional affiliation (university or museum). Research must be relevant to human origins and evolution.

Amounts: Up to \$20,000 for PhD candidates; up to \$30,000 for post-PhD researchers.

Application deadlines: January 10 and July 15.

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, working across offices and program areas to gain 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 who wish to connect their research to the field of criminal justice. This unique assistantship offers an opportunity to learn and contribute to the breadth and depth of science research in which NIJ is engaged. The NIJ provides funds to participating universities to cover the salaries and other expenses associated with research assistants working 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 range from \$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 fostering close working relationships between students and mentors, the program promotes scientific excellence and achievement through hands-on learning experiences.

Application deadlines: March 15 and October 1.

Tennessee Council for Professional Archaeology (TCPA)

TCPA Small Grant

This small grant program is open to all undergraduate and graduate students, as well as researchers conducting archaeological investigations within the State of Tennessee, who are TCPA members in good standing. Awards are not expected to exceed \$1000 and are intended to supplement a current or proposed research project.

Application deadline: June 15th each year.

The Geological Society of America

Graduate Student Research Grants

Supports graduate student research in geosciences to enhance the geoscience workforce in the long term. Research focus can encompass any subject matter within the geological sciences, including 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.

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 F

Post-PhD Funding

American Philosophical Society

Franklin Research Grant

The Franklin program is particularly designed to help meet the costs of travel to libraries and archives for research purposes; the purchase of microfilm, photocopies, or equivalent research materials; the costs associated with fieldwork; or laboratory research expenses. Franklin grants are made for noncommercial research. They are not intended to meet the expenses of attending conferences or the costs of publication. The Society does not pay overhead or indirect costs to any institution, and grant funds are not to be used to pay income tax on the award. Grants will not be made to replace salary during a leave of absence or earnings from summer teaching; pay living expenses while working at home; cover the costs of consultants or research assistants; or purchase permanent equipment such as computers, cameras, tape recorders, or laboratory apparatus.

Eligibility:

Applicants are expected to have a doctorate or to have published work of doctoral character and quality. Ph.D. candidates are not eligible to apply, but the Society is particularly interested in supporting the work of young scholars who have recently received the doctorate. Independent scholars and faculty members at all four-year and two-year research and non-research institutions are welcome to apply provided that all eligibility guidelines are met. American citizens and residents of the United States may use their Franklin awards at home or abroad. Foreign nationals not affiliated with a U.S. institution must use their Franklin awards for research in the United States. Applicants who have previously received a Franklin grant may reapply after an interval of two years.

Awards: Funding is offered up to a maximum of \$6,500. Grants are not retroactive. Grants are payable to the individual applicant. Franklin grants are taxable income, but the Society is not required to report payments. It is recommended that grant recipients discuss their reporting obligations with their tax advisors.

Two letters of support are required as part of the application.

Deadlines for applications and two letters of support:

- October 1 and December 1

Laura Bassi Foundation

Post-Doctoral Research Grant

The Bassi Foundation has been committed to fostering research on neglected topics within academia. We provide support and resources for scholars exploring areas that have traditionally received insufficient attention, aiming to deepen academic engagement with these subjects.

Focus areas:

Philosophy & Medicine

Law & Public Policy

Biosciences

Application deadline: July 10

Wenner-Gren Foundation for Anthropological Research

Post-PhD Research Grant

This grant program funds individual research projects undertaken by doctorates in anthropology or a closely related field. Our 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. The maximum grant is \$25,000.

Individuals who are within 5 months of receiving their doctorate or equivalent degree are eligible to apply, provided they complete their degree before the start date.

Application deadlines: May 1 and November 1

Hunt Postdoctoral Fellowship

This program supports emerging scholars whose work has the potential to transform our understanding of what it means to be human. There is no preference for any methodology, research location, or subfield. Applicants can apply regardless of institutional affiliation, country of residence, or nationality.

Recipients can use the fellowship award to support the preparation of a book, monograph, journal article(s), book chapter(s), or a combination of such publications. The Foundation particularly welcomes proposals that emphasize comparative perspectives, are likely to generate innovative approaches or ideas, and/or integrate two or more subfields of study. We also welcome proposals for writing projects that can serve as models for new genres of scholarly communication.

A Hunt Postdoctoral Fellowship provides a stipend of up to \$40,000 for 9 months of full-time writing. Applicants should be no more than ten years beyond their PhD, with allowances made for periods of caregiving.

Application deadline: May 1

APPENDIX G

EXTERNAL GRANT SUBMISSIONS

Grant Processing & Administration

All grants should be administered through the university, including 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 the funds are received 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 the granting agency deadlines.

1. Reach out to Terrie Yeatts (tyeatts@utk.edu), Accounting Coordinator, or to Charlene Weaver (cweaver4@utk.edu), Business Manager, to coordinate all 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 Pre-award 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 before the event.

Planning for the Grant Deadline

The idea is to work backward:

Step 1: Visit the granting agency's website and locate 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 supplementary materials 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 before 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 grant deadline.

APPENDIX H

Graduate Teaching Assistantships: Request for Extension Eligibility

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 here specified must be made in writing by the academic unit to the Dean of the Graduate School.”

Request for Extension Eligibility

Who can initiate requests?

Department of Anthropology PhD Candidates who are also “All But Dissertation,” or ABD (i.e., passed the Comprehensive Examination *and* the Doctoral Proposal Defense) 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 1st. The written request should describe the nature and pace of progress in the degree program, including unanticipated delays. Students may request funding for anywhere from one to two (1-2) semesters.

Supplemental application materials should include:

- Most recent Annual Evaluation Report.
- Up-to-date academic record.
- Detailed work plan with a realistic timeline for the completion of the degree program. This should include committee deadlines and Graduate School deadlines for graduation.
- List of any intra- or extramural research funding attempted and received.

Additionally, the student’s advisor should submit a confidential letter to the Graduate Committee providing an honest assessment of the student’s ability to complete the degree program within the provided timeline.

Application Review:

The Graduate Committee will review all student requests. If all materials are in order, the Graduate Committee will then provide the application materials to the Voting Faculty before a final vote of approval.

If approved by the Voting Faculty, application materials will be forwarded to the Dean of the Graduate School.

Final Determinations:

The Dean of the Graduate School will make all final determinations.

Note:

This process determines eligibility for a GTA position through the Department of Anthropology. Thus, a vote of approval by the Voting Faculty, followed by a favorable determination by the Dean of the Graduate School, does not guarantee a GTA assignment.