



Department of  
**Anthropology**

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THE UNIVERSITY OF UTAH

## **GRADUATE STUDENT HANDBOOK**

**Academic Year 2017 - 2018**

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## INTRODUCTION

Welcome to the Department of Anthropology graduate program at the University of Utah! This handbook is intended as a reference guide for navigating the Anthropology graduate programs. The information and procedures listed below are subject to change and may vary according to the specific program requirements for each of the four sub-disciplines. It is your responsibility as a graduate student to maintain your program in accordance with departmental policies and to meet relevant deadlines. All questions regarding departmental guidelines can be addressed first with your supervisory chair, or with the Administrative Officer/Graduate Academic Advisor, Kyla Welch; or the Director of Graduate Studies, Dr. Jack Broughton.

Disclaimer: Keep in mind that all of the information contained in this handbook is meant to be used as guidelines only, and may not reflect complete University or Department policy. Please verify all details with your supervisory committee before making any important decisions!

### Recommended Resources:

- University of Utah Graduate School website: <https://gradschool.utah.edu/>
- Graduate School webpage has downloadable forms: Under >Current Students> All FORMS
- The Graduate Catalog which lists university-wide policies: <http://gradschool.utah.edu/graduate-catalog>
- And, perhaps most importantly, your fellow graduate students who are invaluable resources for navigating the University and the graduate program.

Wishing you a successful and enriching academic year,

Leslie Knapp, Ph.D.  
Chair, Department of Anthropology

Jack Broughton, Ph.D.  
Director of Graduate Studies



## PEOPLE

### Main Office Staff

#### **Kyla Welch, Administrative Officer & Graduate Advisor**

- Maintains graduate student records and electronic file information
- Assists with tuition waivers/benefits, admissions
- TA/RA/GA assignments, office space, travel, fellowships
- Liaison with Graduate School

#### **Shawn W. Carlyle, Academic Program Support Specialist**

- Undergraduate Academic Advisor
- Program information and requirements
- Programs of study and supervisory committee questions
- Curriculum Management

### Regular Faculty

**Adrian V. Bell** (Ph.D. UC Davis, 2011; Assist. Prof). Human ecology, evolutionary game theory and social evolution, economics of small-scale societies, Oceania.

**Jack M. Broughton** (Ph.D. U Washington 1995; Prof). Zooarchaeology, evolutionary ecology, human paleoecology, North American Prehistory (especially California and the Great Basin).

**Elizabeth Cashdan** (Ph.D. U New Mexico 1979; Prof). Behavioral ecology, evolutionary psychology, sex differences and reproductive strategies, hormones and behavior, hunter-gatherers, sub-Saharan Africa.

**Brian F. Coddling** (Ph.D. Stanford U; Asst Prof). Human behavioral ecology, foraging economies, anthropogenic fire, gender division of labor, ethnoarchaeology, ethnoecology, spatial analysis; Australia & North America.

**Marianna Di Paolo** (Ph.D. U Texas at Austin 1986; Assoc. Professor). Sociolinguistics, sociophenetics, Native American linguistics (Shoshoni).

**Kristen Hawkes** (Ph.D. U Washington 1976; Dist. Prof). Human evolution, behavioral ecology, sociobiology, hunter-gatherers.

**Douglas Jones** (Ph.D. U Michigan; Assoc. Prof). Biocultural perspectives on mate choice, human behavioral ecology, evolutionary psychology, kinship; Brazil.

**Karen L. Kramer** (Ph.D. U New Mexico 1998; Professor). Human behavioral ecology, demography, cooperative breeding, evolution and economics of childhood & parenting; hunter-gatherers (Pume, South America) and agriculturalists (Maya).

**Leslie A. Knapp** (Ph.D.; UCLA, 1994; Prof). Primate immunogenetics and molecular ecology.

**Laurence D. Loeb (Emeritus) (Ph.D. Columbia 1970; Assoc. Prof Emeritus). Middle East ethnology, social organization, religion, ethnomusicology, sociocultural reconstruction, culture change; Old World Jewry.**

**Lisbeth Ann Louderback** (Ph.D. University of Washington 2014; Assist Prof.) North American pre-history; Arid West; Quaternary paleoecology; Archaeobotany; Palynology, Starch grain analysis.

**Shane J. Macfarlan** (Ph.D. Washington State U 2010; Assist. Prof). Evolutionary Anthropology; Social psychology; Political Economy; Political and Behavioral Ecology; Inequality; Ritual Society and Labor Exchange; Ethno-History.

**John M. McCullough** (Emeritus) (Ph.D. U Illinois 1972; Prof). Physical anthropology, ecological genetics, human variation; the Americas, Yucatan, Europe.

**Duncan Metcalfe** (Ph.D. U Utah 1987; Assoc. Prof). Archaeological method and theory, evolutionary ecology; western North America.

**James F. O'Connell** (Emeritus) (Ph.D. UC Berkeley 1971; Dist. Prof). Hunter-gatherer ecology, archaeological method and theory; Australia, Africa, North America.

**Dennis H. O'Rourke** (Ph.D. U Kansas 1980; Prof). Population and evolutionary genetics, genetic epidemiology, quantitative methods, native America, Arctic regions and Siberia.

**Richard R. Paine** (Ph.D. Pennsylvania State U 1992; Assoc. Prof). Archaeology, prehistoric demography, complex societies, human/land relationships; Mesoamerica, Europe.

**Alan R. Rogers** (Ph.D. U New Mexico 1982; Prof). Population genetics, evolutionary ecology.

### **Auxiliary Faculty**

**Jesper L. Boldsen** Adj. Prof. (Ph.D. U Aarhus-Denmark). Evolution of human life history, human osteology, epidemiology, paleodemography; Medieval Scandinavia, Europe.

**Shannon A. Boomgarden** Adj. Asst. Prof. (PhD U Utah, 2015). Paleoecology, Fremont agricultural productivity, irrigation and infrastructure, Fremont maize caching. Great Basin.

**Joan Brenner Coltrain** Research Assoc. Prof. (Ph.D. Utah). Archaeological method and theory, stable isotope chemistry; Great Basin, eastern Arctic.

**Michael D. Cannon** Adj. Asst. Prof. (Ph.D. U Washington, 2001). Archaeology, zooarchaeology, evolutionary ecology, Great Basin and Southwest, cultural resources management.

**Shawn W. Carlyle** Research Asst. Prof. (Ph.D. Utah, 2003). Biological anthropology, molecular archaeology of the US Southwest.

**Russell D. Greaves** Adj. Assoc. Prof. (Ph.D. U New Mexico, 1997). Hunter-gatherers, ethnoarchaeology, technology subsistence, North American archaeology, geoarchaeology, comparative ethnology, museum studies.

**Richard D. Hansen** Adj. Assoc. Prof. (Ph.D. University of California LA, 1992). Archaeology; Maya and Ancient Mesoamerican; Nakbe Basin, North Peten, Guatemala.

**Kathleen M. Heath** Adj. Assoc. Prof. (Ph.D., U Utah, 2001). Bio-Cultural Anthropology; evolutionary ecology; socio-economics, paleo-ethnobotany; fertility, mortality and migration patterns.

**Celeste Hendrickson** Adj. Assoc. Prof. (PhD, UC Berkeley, 2013). Historic archaeology, geoarchaeology of rockshelters and caves, prehistoric textile production and technology. Baja California and Baja California Sur, Mexico.

**Kevin T. Jones** Adj. Assoc. Prof. (Ph.D. U Utah). Hunter-gatherers, ethnoarchaeology, evolutionary ecology; western North America.

**Derinna Kopp** Adj. Asst. Prof. (PhD U Utah). Forensic anthropology. Great Basin. [derinna.kopp@anthro.utah.edu](mailto:derinna.kopp@anthro.utah.edu)

**Bojka Milicic** Assoc. Prof./Lecturer (Ph.D. U Utah). Cultural anthropology, kinship, gender, ethnohistory, social networks; Mediterranean and India:

**Rebecca Olsen** Instructor (MA Utah). Cultural anthropology, women cross-culturally.

**Renee Pennington** Asst. Prof./Lecturer (Ph.D. Penn State). Demography, pastoralists, evolutionary ecology; Africa.

**Davide Ponzi** Adj. Asst. Prof. (PhD U Missouri, 2011). Human behavioral endocrinology, human biology, evolutionary psychology. [ponzdbiol@gmail.com](mailto:ponzdbiol@gmail.com)

**Shannen L. Robson** Asst. Prof./Lecturer (Ph.D. U Utah). Comparative primatology, life history, evolutionary ecology, demography and museum studies.

**Melissa Schaefer** Adj. Asst. Prof. (PhD Arizona State University). Primate biology and behavior, primate ecology and evolution. [Schaefer@m.cc.utah.edu](mailto:Schaefer@m.cc.utah.edu)

**Andrew Ugan** Adj. Asst. Prof. (PhD U Utah, 2005). Archaeology, archaeofaunal analysis, paleoecology and stable isotope analysis, Fremont prey choice and prehistoric foraging behavior. Great Basin and South America (Argentina).

## **MAIN OFFICE SERVICES**

### **Main Office Contact Information**

The Department of Anthropology main office is located in the William Stewart Building (abbreviated on campus maps and for campus mail as ST) in room 102. The building is unlocked and open to the public from 6 am to 9 pm Mon-Fri. The Stewart building is closed and locked on weekends and holidays.

The department phone number is 801-581-6251 and the fax number is 801-581-6252.

### **Keys**

Since the Stewart Building is locked during the evening and on weekends, graduate students should apply for a key from the Administrative Officer if they want after-hour access to the TA offices, labs, etc. You must fill out a key request form and pay a \$10.00 deposit and about a week later your key will be available to be picked up in the Anthropology main office. You are responsible for any keys issued in your name. When you no longer need a particular key, you must return it to the Anthropology main office.

### **Mailboxes**

Mailboxes for faculty, staff, and graduate students are located in the Anthropology main office. Graduate students receive their mail in the lettered mailboxes on the right side of the bank of mailboxes according to the first letter of their last name. Mail sent to graduate students should be addressed as follows:

Student's name  
Department of Anthropology  
University of Utah  
270 S. 1400 East, Room 102  
Salt Lake City, UT 84112-0060

### **Copy machines & fax machine**

If you are a Teaching Assistant and need to make copies for class or student use, please check with the main office staff in order to use the departmental copy machine in Stewart 102.

### **Department equipment available for check-out**

There are laptops available and a projector to check out if you need to show a PowerPoint presentation, for example. See the main office staff to reserve any equipment or supplies.

### **Room reservations**

The Department can arrange to reserve rooms in Stewart or another building on campus for one-time use (e.g., a study session for the class you are a TA) or recurring functions (e.g., the graduate student colloquium). Requests should go to Rhonda Hypio initially, but if she is not available, anyone in the Anthropology main office can help you reserve a room.

## **FACILITIES**

### **Archaeological Center**

The Archaeological Center (“Arch Center”) is a connected series of rooms that is entered through Stewart Room 117. It houses the Archaeology Lab, the Zooarchaeology Lab, run by Professor Jack Broughton; the Stable Isotope Preparation Facility, run by Professor Joan Brenner-Coltrain; and some TA and faculty offices. Professor Brian Codding is in charge of the Arch Center, and all questions regarding the lab should be directed to him.

### **Ancient and Modern DNA Labs**

Our dedicated aDNA facilities include three physically separated locations for pre-PCR (cleanroom), PCR and post-PCR work, enabling us to ensure the rigorous aDNA contamination controls required in the field. Our pre-PCR cleanroom features three separate workrooms with HEPA filtered, staged positive pressured airflow, and built in UV lights. Each room is equipped with individual workstations, also with HEPA filtered airflow, UV lights, and dedicated pipettes and instruments, offering the highest quality control standards for aDNA analyses. Modern molecular analyses are conducted in our fully equipped post-PCR lab (Stewart Room 211).

### **Osteology Lab**

The Osteological Laboratory houses the human osteological reference collection and paleoanthropology cast collection. The human osteological reference collection includes complete and fragmentary skeletal remains and is primarily used for teaching. Courses utilizing the collections include Human Osteology, Forensic Anthropology, and Paleoanthropology. The lab also houses anthropometric equipment, chiefly for field use.

## **ELECTRONIC COMMUNICATION AND LISTSERVS**

### **Anthropology Emails and Computer Support**

Each student is issued a University Network ID (UNID) and email (UMail) account for use throughout the time the student is registered for classes at the University of Utah. A University assigned student email account shall be the University’s official means of communication with all University of Utah students. The University and Department reserves the right to send official communications to students by email with the full expectation that students will receive and read these emails in a timely fashion.

Email may be accessed through CIS>Check my Umail or by going to [umail.utah.edu](http://umail.utah.edu) Your default email address is your UNID (student ID number with a ‘u’ replacing the first ‘0’) @umail.utah.edu and your initial password is your date of birth in this format: DDMMYY. All users are required to change their password the first time they log on. This password will be used to access all uNID systems.

Students should also obtain an anthropology email address through the College of Social and Behavioral Science IT Department by logging in to the following site: <https://support.csbs.utah.edu/newuser> and select “Submit a New Account online” and following the directions as requested. Every Anthropology student who requests an account from the College of Social and Behavioral Science (CSBS) will be assigned an email address in the following format, which will forward to your regular UMail account as an alias: [firstname.lastname@anthro.utah.edu](mailto:firstname.lastname@anthro.utah.edu). The Department prefers you use this email address as it is much easier to keep track of mailing lists. If you have another email address you prefer to use, you can set your University email accounts to forward your email to your other provider. This assures that you’ll still receive anything that is addressed to you at your department email address.

At the time the account is initially requested, CSBS will generate a form with your new user name and a temporary password. The Department Administrative Officer will receive the form, usually within 24 hours after you make the request. After you review and sign this form, you should immediately change the password according to the instructions on the sheet. This password is only used for the CSBS user account, not to access your email, which will still be done through UMail/CIS as indicated above. If desired, students may set up and access their own “N drive” (network drive) on their computer and access it remotely though their CSBS user account. Contact CSBS computing at 801-585-8985 for more information.

### **University Wireless Networking**

Wireless networking is available in the Stewart building. The University of Utah provides two campus wireless networks: UConnect, a secure network for students, faculty, and staff; and [UGuest](#), an unsecured network for visitors. In addition, the University of Utah is part of the [eduroam](#) network, and offers secure wireless access to visitors from other participating institutions.

The [UConnect Setup Wizard](#) is the best way to configure your device to connect to the network. For assistance connecting to the wireless network, contact the Campus Help Desk at 801-581-4000.

### **The Anthropology Graduate Student Listserv**

We maintain a listserv for Anthropology graduate students. It is a convenient way to get out information to all graduate students, and is used for everything from notices about colloquia to invitations to parties. You should subscribe to it right away so you don’t miss out on any important information. You can email Jess Burns ([jess.burns@utah.edu](mailto:jess.burns@utah.edu)) or Nicole Torosin ([ntorosin@gmail.com](mailto:ntorosin@gmail.com)) to have your email added to the listserv.

## **LOGISTICAL INFORMATION**

### **Student Office Space**

Office space is assigned by the administrative office. Graduate students have offices primarily in the following parts of the Stewart building: the Archaeology Center (room 117); room 207, room 210, room 218 and room 213. There are also a few graduate student offices scattered in other small rooms and corners of the building. Student office space is not guaranteed but every effort is made to accommodate everyone. Keep in mind that if you need a bookcase, file cabinets, etc. for your office, the department can usually help with getting those items for you. Just let the Administrative Officer know if you need any office furniture or supplies.

### **Graduate Student Colloquium**

Every year the graduate students sponsor a colloquium series in which presentations are made by and for graduate students. The colloquium provides a forum in which graduate students can present their previous, current or future research. It allows for practice before conference presentations, and provides feedback in a low-pressure environment. Participation is an important aspect of graduate education and graduate students are strongly encouraged to participate and attend.

### **Parking and bus passes**

You can get an annual parking pass from Commuter Services (<http://commuterservices.utah.edu/campus-parking>). Parking passes are now virtual so you will need to provide your license plate number and will no longer be given a hanging tag permit. The closest “U” parking is in the Rice-Eccles Stadium lot; the closest “E” parking is along Guardsman’s Way. As a student you’re also entitled to ride UTA buses/TRAX for free with your student ID card (U-card), which can be obtained at the U-card office in the Student Union.

To use your U-card to ride TRAX/buses:

- Tap your proximity enabled UCard on the card reader located on UTA buses and train platforms as you enter and exit to ride for free. The U-Pass is not valid on PC/SLC Connect, Ski Service, and Paratransit service.
- Get your UCard at any UCard office.
- Riders using the UCard will be subject to random spot checks to ensure they have used the reader in order to ride.

### **Student Advisory Committee (SAC)**

Graduate students are encouraged to constructively participate in departmental affairs through a number of avenues. Membership on the Anthropology Graduate Student Advisory Committee (SAC) allows students a vehicle for evaluating instructors, courses, programs, etc. This committee, chaired by a current graduate student, compiles student opinions and provides recommendations when professors are up for retention and tenure review. The SAC Chair’s contact information will be given to you in early Fall semester.

### Useful Websites

University of Utah: <http://www.utah.edu>

Department of Anthropology: <http://www.anthro.utah.edu>

The Graduate School: [http://www.utah.edu/graduate\\_school/index](http://www.utah.edu/graduate_school/index)

CSBS Computing: <https://support.csbs.utah.edu/tiki-index.php>

## FINANCIAL INFORMATION

### Teaching Assistantships

Teaching assistantships are awarded on a competitive basis as Departmental needs and funds allow.

If you did not receive assistance during your first year, this does not preclude you from consideration in subsequent years.

Current holders of financial aid and other students who wish to be considered for aid must submit an application to the Director of Graduate Studies *no later than February 1st* of each year. The form must be filled out and accompanied by three letters of recommendation from faculty in the Department. Financial aid may be withdrawn from awardees under the following conditions: a) failure to maintain required minimum grades, b) failure to adequately fulfill work obligations, c) failure to make adequate progress toward a degree, e.g., to form a Supervisory Committee or to complete a thesis proposal by the scheduled time. In cases where a teaching assistant resigns, leaves the program, or fails to meet academic or work obligations, the Department Chair will select a replacement.

In general, graduate students can hold a TA-ship for a maximum of 4 semesters (excluding summer).

### Research Assistantships

Research Assistant (RA) positions are available as a result of grants awarded to Departmental faculty and are available on an individual basis, usually by arrangement with the faculty member in question. Directors of funded research projects have total responsibility for selecting their RAs. Research Assistants are entitled to a partial tuition waiver, however, resident (in-state) tuition only is included in the Tuition Benefit Program for RAs once the accumulated credit hours as a graduate student exceed 84.

### Other Sources of Funding

Graduate students are encouraged to seek their own financial support by applying for fellowships and other aid, including Federal Work Study Grants. Students with less than two years in a graduate program are strongly encouraged to apply for the National Science Foundation's Graduate Research Fellowship Program (<http://www.nsfgrfp.org/>).

Other possibilities include University Fellowships and National Science Foundation Dissertation Improvement Grants. For more information, contact the Department Chair, the Graduate Fellowship Office (Graduate School), or the Financial Aid Office of the University. See <http://www.utah.edu/gradschool/finanaid.html> under Current Students / Financial Assistance for more information about various University-sponsored fellowships.

### **Tuition Waivers**

Certain departmental positions will qualify you for the Tuition Benefit Program including Teaching Assistantships, Research Assistantships, and some scholarships. Students are entitled to a full tuition waiver if they are paid at least \$7000 a semester by the Department with in-state status. Out-of-state students will be entitled to tuition waivers based on the current in-state tuition rate. Students paid less than \$7000 a semester can qualify for a partial tuition waiver. If you are paid at least \$5250 a semester (subject to change) you will qualify for a 75% tuition benefit, and the remainder of your tuition will be billed as in-state. If you are paid at least \$3500 you will qualify for a 50% tuition benefit.

If you are employed by a different department, you may be entitled to a full tuition waiver; however this must be approved by the Graduate School. The work you do in a different department must be related to your area of research.

Keep in mind that Master's students are limited to only 2 years of tuition waivers, and Ph.D. students who received their master's degree at the U get an additional 3 years. Entering PhD students with a master's from another university qualify for a total of 4 years. See the graduate school website (<http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>) for more information.

### **Health Insurance**

Subsidized insurance is available to TAs and RAs who are receiving a full 100% tuition benefit. They may hold both a TA and an RA position (with the total adding up to 100% tuition benefit) to qualify. The insurance is the same student health insurance policy offered to all U of U students. Coverage for dependents is not subsidized. Rates and brochures are available at [www.uhcsr.com/utah](http://www.uhcsr.com/utah).

Qualifying students are billed for 20% of the premium through Income Accounting. The Graduate School pays the remaining 80% at the start of the semester. Throughout the semester, the Graduate School is reimbursed via bi-monthly payroll deductions from the TA benefit pool or RA benefit allotment. For this reason, RA's must be paid from a grant (5000 fund) that has a benefit allotment for each student researcher. If there is no benefit pool on the grant that the student is paid from, they should be coded as a GA and not included on the subsidized health insurance.

Rates and brochures for this policy are available online at [www.uhcsr.com/utah](http://www.uhcsr.com/utah) or from:

#### **Student Health Services**

Madsen Health Center Level 1

555 Foothill Blvd.  
Salt Lake City, UT, 84112

Additional information is available from Student Health Services  
(<http://www.studenthealth.utah.edu/>).

### **Residency and Tuition**

Residency status is established upon admission to the University. Students who have been classified as Nonresidents may apply for reclassification but are required to take overt steps to prove their intent to make Utah their permanent residence.

### **Checklist of Documentation Required for All Applicants**

- You must be a U.S. citizen or have permanent resident status in the U.S. If you are a Permanent Resident/Resident Alien, provide a copy of your permanent resident card or a copy of the I-551 stamp found in your passport.
- You must provide proof of a Utah driver's license issued by the deadlines posted on the Admissions residency website listed at the end of this section. If you do not hold a valid driver's license from any state and you do not drive, you are required to provide a Utah ID card. (See Utah Department of Public Safety website for details on applying for a Utah driver's license or ID card: <http://publicsafety.utah.gov/dld>).
- If you operate a vehicle in the state of Utah where your name is on the vehicle registration, you must provide proof of Utah car registration processed by the deadline on the Admissions' website. If you operate a car where the car registration is under your out-of-state parent(s) name, you must provide a copy of the out-of-state car registration. (See Utah Division of Motor Vehicles website for details on registering a vehicle in Utah: <http://dmv.utah.gov/>)
- You must provide proof of Utah voter registration. Provide a copy of your registration card or a letter from the County Clerk's Office verifying the date you registered.

### **All graduate students who have started their graduate program must provide:**

- University of Utah transcript verifying completion of 40 semester credit hours of graduate level course work;
- Proof of physical presence in Utah for at least the 12 continuous months immediately prior to the first day of class for the academic term you wish to be considered a resident student;
- Acceptable documents include: A transcript verifying you were enrolled in on-campus, term-length classes at a Utah college or university; OR
- A letter from a Utah employer verifying physical presence for work inside the state of Utah (letter must be on company letterhead, dated, include from and to dates of employment and be signed by someone authorized to verify your employment) or copies of pay stubs for the required time period.
- The following documents are not sufficient proof of physical presence: utility bills, W-2 forms, rental agreements, or letters from friends. The burden of proof is on the applicant to provide written verification of their physical presence for the required twelve continuous months.
- Verification of financial independence showing that you are not claimed as a dependent on the tax return of any person who is not a resident of Utah.

Funded graduate students receiving tuition waivers are required to apply for residency when they meet the 60 hours requirement. For further information and application forms on Utah Residency go to the following website: <http://admissions.utah.edu/apply/residency>.

### **Travel Funds**

Funding is available for travel to conferences, especially if you are presenting a paper or poster. There is usually a better chance of obtaining funding if you request it early in the academic year. Often, travel funds are exhausted by March or April. There are two main sources of travel funding: the ASUU, via the SAC chair, and through the Graduate School.

### **ASUU funding**

To request travel funds from ASUU, you should ask the Anthropology Grad SAC Chair for the current template for drafting a bill to present to the ASUU Senate. You will need the following information: The name of conference attending, location, reason for attending (you will need to state something about how attending will benefit you and the department), and an itemized list of anticipated expenses including hotel, airfare, registration fees, etc. What is actually funded and the funding limits can be found here: (<http://www.asuu.utah.edu/senatefinanceguidelines/>).

Once you draft your bill, you will forward it to the current CSBS Senator, who will confirm all the information is correct. You must then attend the Senate meeting at which your bill is being considered (your college senator will tell you what date and time to attend). You will need to give a 2 minute explanation in front of the senate as to why you are requesting funds.

Once your bill is approved you will need to go to the ASUU office in the Student Union Building to sign a travel waiver. Once you have been approved for travel funding, please see the Department's Administrative Officer to obtain a travel trip registration number before making your travel arrangements. ASUU will need the travel registration number before any reimbursement is given. Reimbursement usually takes 4-6 weeks following the dates of travel, and requires detailed receipts, so make sure to save all of your receipts.

### **Graduate School funding**

Travel funds are also available through the Department and the Graduate School. You can download the *Graduate Travel Award Instructions and Application* from the Graduate School website: <http://gradschool.utah.edu/wp-content/uploads/2013/04/2014.04.28-gstaa-application.pdf>.

Applications must be received in The Graduate School prior to travel dates. Requests are considered up to a maximum of \$400 and must be supported with a dollar-for-dollar match from department funds. Matching support must be from university funding sources, e.g., development, operation, service, research, etc. Effective July 1, 2017, graduate students will be eligible to receive one (1) GSTAA grant during their academic career at the University of Utah. The size of the GSTAA grant will increase, now providing up to \$500 in matching funds. . Awards may be given for presenting research papers or posters at meetings organized by professional societies, universities, institutes, or other academic organizations. Students attending conferences but not presenting posters or talks are not eligible. If you already have received GSTAA funding prior to July, 1,2017, you are ineligible for an additional GSTAA award. If you applied for GSTA funds prior to July 1, 2017 and never

received funding, or you are applying for the first time, you are eligible to apply for a GSTAA travel grant.

Inquiries regarding the GSTAA program and questions related to these changes can be directed to Manuel Solis at the Graduate School

manuel.solis@gradschool.utah.edu

see also <https://gradschool.utah.edu/graduate-student-travel-assistance-award-policy/>

Student travel assistance funding can reimburse:      The assistance will not reimburse:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• airfare/car mileage</li> <li>• ground transportation fares</li> <li>• lodging</li> <li>• abstract fees</li> <li>• conference registration fees</li> <li>• poster printing</li> </ul> | <ul style="list-style-type: none"> <li>• meals</li> <li>• <i>per diem</i></li> <li>• society memberships</li> </ul> |
|---|---|

Applications can be submitted any time after the student has submitted the abstract and has department support, but must be received before the dates of travel. Applications are considered only for funds allotted to the month in which the travel occurs. In the event of a trip spanning the end of one month and the beginning of another, the first date of travel will be used to determine the month to which the application will be applied. Funding is granted on a first come, first served basis until funds for the month are exhausted. Those applications not awarded will be put on a waiting list for each month to be used in the event funding becomes available.

Incomplete applications result in delays in processing. The Graduate Student Travel Assistance application must include:

1. A completed application including the certification of eligibility to receive funding as a U.S. citizen or a citizen of another country who is lawfully present in the U.S.;
2. A copy of the abstract or project description submitted for the meeting;
3. A travel estimate for eligible expenses – you may use the online [form](#) found at the University of Utah Travel Department website:  
<http://afs.admin.utah.edu/download/PreRegistrationAuthorization.pdf>
4. A single-page statement about the value of the meeting and presentation to your professional development as well as to the mission of your department or research lab.

For more information about graduate student travel funding and to access the application form: <http://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>

### **Your Paycheck**

If you are receiving funding from the University, you will get a paycheck twice a month, on the 7 and the 22 of each month. You must sign up for direct deposit—fill out the form electronically in CIS (Campus Information Services) under the employee tab, and then under “My Human Resources/ Payroll.” It’s a good idea to go over your first paycheck carefully, as sometimes mistakes are made (e.g., you might not be getting paid the correct amount). You can also check your paycheck by going into CIS (Campus

Information Services) from the University's main website and under the Employee tab, your Human Resources/Payroll/View Payroll. These check stubs can also be printed.

If you are receiving a paycheck from the University and you are enrolled as a student, you probably qualify for the FICA exclusion. This means that you don't have to pay social security tax, so it won't be withheld from your check. Graduate students must be enrolled and registered for 3 or more credit hours in the current semester at the University of Utah AND Employed at the University of Utah as a part-time employee assigned to work less than 30 hours per week in a position not eligible for benefits. (Total FTE can't be over .50). If a student works at the University of Utah during the summer semester, s/he must be enrolled and registered at the University of Utah as a student for the above stated credit hours during the summer semester in order to qualify for Student-Employee FICA exclusion. If you are having social security taxes taken out of your paycheck by mistake, you should go to the payroll office at 420 Wakara Way and fill out a form. They will give you a retroactive refund of social security already withheld from your University paycheck for up to three years.

## **GRADUATE PROGRAM AND REQUIREMENTS**

### **M.A., M.S. and Ph.D.**

#### **Admissions Procedures**

Students are admitted to the program beginning in Fall Semester only. In addition to meeting the university requirements outlined by the Office of Graduate Admissions (<http://gradschool.utah.edu/graduate-catalog/admissions>), applicants are expected to:

- (a) Preferably score in the 70th percentile or above on all categories of the General Test of the Graduate Record Exam (Verbal, Quantitative, and Analytical Writing);
- (b) Submit a ca. 500-word statement outlining professional objectives and identifying a proposed faculty sponsor; and
- (c) Be sponsored by at least two regular faculty members. The faculty sponsor becomes the student's supervisory chair until the student forms a full supervisory committee. Applicants are encouraged to contact faculty with whom they would like to work, and seek their sponsorship.

The application and required documents must be submitted to the University of Utah Admissions Office no later than November 30th of the year preceding desired admission. The application is an electronic application called APPLYYOURSELF which can be located <http://admissions.utah.edu/apply/graduate/>.

#### **Electronic Graduate Tracking System**

You can view your graduate program progress by looking in the CIS (Campus Information System) from the University main website. The link below will provide a tutorial of the *Graduate Student Summary* and show you how to access it.

<http://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial/>.

Under the **STUDENT** tab, go to the section on “Graduation,” then go to “Graduate Students.” There you will be able to view the details of your *Graduate Student Summary*:

- Grad Student Program Plan Audit
- Grad Student Committee
- Grad Student Program of Study

You will be able to view your Graduate Student Summary once your supervisory committee has been entered online by the Academic Advisor. You are expected to choose the members of your committee by the end of your first year in the program. As a graduate student, it is your responsibility to be familiar with and follow the Graduate School policies. Please review these at <http://gradschool.utah.edu/graduate-catalog/>.

### **Supervisory Committee**

A critical aspect of timely completion of your graduate degree is selecting a Supervisory Committee Chair and forming a committee as soon as possible. The supervisory committee is responsible for approving the student’s academic program, preparing and judging the qualifying examinations subject to departmental policy, approving the thesis or dissertation subject, reading and approving the thesis or dissertation, and administering and judging the final oral examination (thesis or dissertation defense). The Chair of the supervisory committee directs the student’s research and writing of the thesis or dissertation.

The final oral examination may be chaired by any member of the supervisory committee consistent with departmental policy. If a graduate student’s preliminary work is deemed deficient, the supervisory committee may require supplementary undergraduate courses for which no graduate credit is granted. Decisions concerning program requirements, examinations, and the thesis or dissertation are made by majority vote of the supervisory committee.

All University of Utah faculty members including regular (tenured or tenure track) research, clinical, emeritus, visiting, auxiliary, and adjunct are eligible to serve as supervisory committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the student’s general field. Persons not from the University of Utah may also serve as committee members upon approval of the Dean of the Graduate School (a vita for the proposed committee members should accompany the request). Committee chairs must be selected from regular faculty (tenured or tenure track). Immediate family members are not eligible to serve on a student’s supervisory committee.

The supervisory committee is usually formed in the first year of graduate work. It is the responsibility of the student to approach prospective committee members with respect to their willingness and availability to serve in such a capacity. Faculty members have the right, however, for justifiable academic reasons, to refuse to serve on a student’s

supervisory committee. The process of forming a supervisory committee is completed by filing a *Request for Supervisory Committee* form with the major department.

Supervisory Committees should follow the following guidelines:

- Master's supervisory committees consist of three faculty members, the majority of whom must be regular (tenured or tenure track) faculty in the student's major department.
- Doctoral supervisory committees consist of five faculty members, the majority of whom must be regular (tenured or tenure track) faculty in the student's major department. One member of the supervisory committee must be from another department.
- Exceptions to these guidelines must be recommended and justified by the Director of Graduate Studies of the Department or the Department Chair, depending on departmental policies, and approved by the Dean of the Graduate School.
- Supervisory Committees are not set in stone, and a student can change their committee by filling out a *Request to Change Supervisory Committee Personnel* form available in the Anthropology main office from the Administrative Officer or Academic Advisor. Signatures are required from the Committee chair and the new committee member.
- Don't be afraid to change around some members of your committee, but be polite when informing a committee member you'll no longer be requiring their supervisory services. Please make sure to update the Academic Advisor so he can update your electronic file.

**NOTE:** If a graduate student leaves the University without requesting a leave of absence from the Department, the Supervisory Committee will be disbanded.

### **Committee Chair**

Choosing a chair shouldn't be an overwhelming experience – ultimately, the chair is only one of three or five committee members. The chair serves as an administrative contact and as someone the student can go to for guidance.

### **Committee Meetings**

You should keep in close contact with your committee and schedule a committee meeting **at least once a semester**. It is your responsibility as a graduate student to schedule committee meetings. This includes contacting all committee members in order to find a mutually acceptable date and time, and reminding them of the meetings as they approach. The student should prepare an agenda for the committee, itemizing all matters that the student wishes to discuss, and should have copies of the agenda for each committee member. The student is responsible for taking minutes during the meeting. After the meeting, the student should type up the minutes, sign and date them, have the committee chair sign and date them, and then turn the minutes in to the Academic Advisor to keep in the student's file.

### Required Proficiencies and Coursework

If the Supervisory Committee finds work completed before entering the program to be deficient, they may require that the student take additional coursework, the nature of which will be determined on a case-by-case basis. All graduate students should have basic proficiency in statistics. Courses used to fulfill this requirement do not count toward graduate credit and preferably have already been fulfilled as part of the student's undergraduate program. Most graduate students (particularly those in Biological Anthropology, Evolutionary Ecology, and Archaeology) will be expected to gain additional statistical expertise, but these additional requirements will be individualized and determined by the student's supervisory committee.

There is a University-wide requirement that all M.A. candidates have standard proficiency in a foreign language. Standard proficiency assumes a reading-comprehension level expected of a student who has completed one year of college foreign-language instruction or the equivalent. Students may verify standard proficiency in one of the following ways:

1. Complete a second-semester language course (1020), or the equivalent at another institution, with at least a B grade (3.0). Submit a grade report or transcript to the Department of Languages and Literature, 1400 Language and Communication Building, for verification. Courses must have been taken not more than six years prior to the date of application for language verification.
2. Pass the MLA (Modern Language Assessment) for French, German, Italian, Russian, or Spanish in the Testing Center with a score indicating standard proficiency. Testing for most other common languages is available through Brigham Young University. Students interested in taking the MLA should first contact the Department of Languages and Literature for instructions and authorization.
3. Pass a foreign language examination designed by the major department in consultation with the Department of Languages and Literature.

See the Graduate School website at <http://gradschool.utah.edu/graduate-catalog/language-requirements/> for more information.

There is no University-wide language requirement for the M.S. degree and there are no departmental language requirements for either degree, except at the discretion of a student's supervisory committee.

Students must complete all course requirements for the specific departmental program (Archaeology, Biological, Cultural, Evolutionary Ecology) with which they are associated (see below). Other courses are arranged with the student's Supervisory Committee in accordance with the Graduate School requirements as indicated in the Graduate School Bulletin. Students are expected to adhere to high standards of ethics in their research, course work, and examinations, as outlined in the University Student Behavior Code <http://regulations.utah.edu/academics/6-400.php>.

### Course Load

Graduate students are considered full time when registered for 9 credit hours, and are not permitted to register for more than 16 credit hours in any semester (this includes daytime and evening classes). Teaching Assistants receiving tuition waivers are required to be registered for a minimum of 9 credit hours in courses listed at the 5000 level and above, and are not to exceed 12 credit hours per semester. The tuition benefit for Research Assistants is a minimum of 9 and a maximum of 11 credit hours in fall and spring semesters and 3 credit hours in summer semester. If a funded student exceeds the credit hour limit, that student is responsible for payment of the additional credit hours taken. Students registered for 5 to 8 credit hours per semester are considered part time. Students registered at 4 credit hours or below are considered less than part time (remember that this may affect repayment of student loans). Ph.D. students who have finished all required course work, had their dissertation proposal approved, and taken their exams are considered full time when registered for Dissertation Hours (ANTH 7970) for 3 credit hours or more per semester.

### Minimum Continuous Registration

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence (see *Leaves of Absence* section, below). Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the Department. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree, including the defense of the project, thesis, or dissertation.

Students who do not enroll in regular courses, seminars, independent study, or dissertation research must register for Faculty Consultation (ANTH 6980 or ANTH 7980 for Master's and Doctoral candidates, respectively), which carries 3 credit hours. This typically occurs during the last semester, when the student's dissertation defense is held.

Doctoral students who have advanced to candidacy (successfully completed qualifying exams and have had their dissertation proposal approved) may enroll in Continuous Registration (ANTH 7990) for zero credit hours and a \$37.50 fee (subject to change). This course number is also used for Doctoral students working on their dissertation off-campus. Students are allowed to take this course for up to 4 semesters only and you **can't** defend while registered for this course. **Note:** this option will likely require you to start repaying student loans.

**Leave of Absence**

Officially admitted domestic graduate students who have registered for and completed university credit class(es) may request a leave of absence to postpone their studies for up to one (1) year by submitting a *Request for Leave of Absence* form [http://registrar.utah.edu/\\_pdf/graduate-leave-absence.pdf](http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf). A leave of absence can only be granted once. The request must be approved by the student's supervisory committee and/or the Department Chair/Director of Graduate Studies. Typical situations for which leaves may be requested are prolonged illness or absence from the state for research or military service.

International Students on a F1 or J1 visa taking a vacation semester or a medically necessary reduced course load of zero (0) credits must obtain permission from the International Student & Scholar Services prior to submitting a Leave of Absence. Vacation Semesters for international students will only be approved for one semester. Medically necessary reduced course loads are approved for one semester at a time, and may be extended through the International Student & Scholar Services for an additional semester to a maximum of three (3) semester (one (1) academic year).

A graduate student who fails to register for a term (excluding summer terms) is immediately made ineligible to register for future terms. The student must reapply for admission to graduate studies at the University. A completed graduate admissions application and fee must be submitted via the APPLYYOURSELF website in time to reach the Admissions Office by the appropriate term deadline. The student should also contact the department regarding their readmission to the program.

**GPA**

Students must maintain a minimum GPA of 3.0 with no grade lower than a "B-" in courses taken for graduate credit.

**Transfer Credit**

Six credit hours of graduate credit may be transferred from the University of Utah or other institutions and may be applied toward the graduate degree requirements. Courses must meet the following criteria:

1. Graduate credit may be transferred from other regionally-accredited institutions.
2. Credits transferred from another institution may be used for only one degree.
3. Students must be formally admitted to a graduate program of study.
4. Up to six semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements at the University of Utah.
5. The courses must have a letter grade of "B" or higher.
6. "Credit only" grades are not acceptable.
7. Course work must be recommended by the student's supervisory committee, and taken within four years of semester of admission to the University of Utah for master's students and within seven years of semester of admission to the University of Utah for doctoral students.

Upon approval by the supervisory committee, students must ensure that the Department fill out a ***Graduate Transfer Credit Authorization Form*** <http://admissions.utah.edu/departments/graduate-transfer-credit-authorization.pdf>, which must be signed by the Supervisory Committee Chair or the Director of Graduate Studies and submitted to the Admissions Office by the Academic Advisor.

## **MASTER'S PROGRAM**

The program for a Master of Arts or a Master of Science degree in Anthropology usually requires at least two years of work.

### **Hours Requirement**

Candidates for M.A. and M.S. degrees must devote a minimum of 30 credit hours to graduate courses. Graduate students must register for courses listed as 5000 or above to obtain graduate credit. A minimum of 20 credit hours must be in course work, with the balance in individual studies. The candidate is required to maintain a 3.0 or higher GPA in course work listed on their Program of Study for the Master's Degree. No graded work below a B- may count toward the degree.

### **Language Requirement**

Candidates for the Master of Arts degree must be certified by the Department of Languages and Literature as having demonstrated "standard proficiency" in at least one foreign language. The student's committee must approve the choice of language. There is no language requirement for the Master of Science Degree.

### **Application for Candidacy**

Before a student can be advanced to candidacy, the following items must be completed and approved: (1) Supervisory Committee formed, entered and approved by the Graduate School in the GTS system, (2) course work and non-course program requirements must be approved electronically in the GTS system by the student's Supervisory Committee and the Department Chair. The student should apply for candidacy no later than one semester before graduation and no earlier than two semesters before graduation by filling out the ***Program and Recommendation for Admission to Candidacy*** form.

For graduation within a given semester, all graduate program requirements must be completed and processed by the Graduate Records Office and Registrar's office **within two weeks following the published final examination period**. Students should view their electronic files online under the Campus Information System on the Grad Student Prog Plan Audit page. Deadlines for all requirements are clearly stated on The Graduate School website, and it is the student's responsibility to observe all deadlines and to check with the Department if anything on the Requirements Audit Tab is incomplete. If any requirement is not met, the student must reapply for graduation in the following semester.

## **Program Requirements**

### **Proseminar Series**

(Anthropology 6100, 6200, 6300, 6400), are to be taken in the first year (students who have previously taken ANTH 6161 are exempt).

### **Statistics**

All graduate students are expected to have basic proficiency in statistics. Most graduate students (particularly those in Biological Anthropology, evolutionary ecology and Archaeology) will be expected to gain additional statistical expertise, as determined by the student's supervisory committee.

### **Electives**

Electives are selected by the student in consultation with his/her supervisory committee and may include courses from other departments. Individual curricula may vary depending on the student's interests and professional agenda. Students seeking an M.A. degree must also demonstrate standard proficiency in one foreign language as approved by the supervisory committee. Electives may (but are not required to) include ANTH 6950 (Individual Study) for 1-3 credit hours.

### **Program Specific requirements**

In addition to the department-wide required courses, masters' students are required to take one of the following sets of courses. Courses in addition to these may be required by a student's supervisory committee. *ANTH 6611–Preparation of Grant Proposals in Anthropology/3 credit hours is recommended for all students, but not required.*

### **Archaeology**

The following courses are required for all Archaeology Master's students:

- ANTH 6461 – Behavioral Ecology and Anthropology/3 credit hours
- ANTH 6361 – Behavioral Ecology and Archaeology/3 credit hours
- ANTH 6381 – Archaeological Practice/3 credit hours
- ANTH 6342 – History of Archaeology/3 credit hours (Recommended)*
- Electives – 6 to 10 courses (18-30 credit hours)

Total Credit Hours 30 to 42

### **Biological Anthropology**

The following courses are required for all Biological Anthropology Master's students:

- ANTH 6291 – Evolution of Human Health/3 credit hours
- ANTH 6261 – Paleoanthropology/3 credit hours
- ANTH 5221 – Human Evolutionary Genetics/4 credit hours
- Electives – 7-10 courses (~22-30 credit hours)

Total Credit Hours ~30 to 39

**Cultural Anthropology**

The following courses are required for all Cultural Anthropology Master's students:

ANTH 6165 – History of Anthropology/3 credit hours  
ANTH 6170 – Seminar in Ethnography/3 credit hours  
ANTH 5163 – Ethnographic Data Collection/3 credit hours  
Electives in Anthropology – 3 courses (~9 credit hours)  
Additional electives – 4-8 courses (~12-24 credit hours)

Total Credit Hours ~31 to 42

**Evolutionary Ecology**

The following courses are required for all Evolutionary Ecology Master's students:

ANTH 6461 – Behavioral Ecology and Anthropology/3 credit hours  
ANTH 5471 – Quantitative Methods in Evolutionary Ecology /3 credit hours  
ANTH 5163 – Ethnographic Data Collection/3 credit hours  
ANTH 6498 – Problems in Evolutionary Anthropology (Journal Club)/1 credit hour

Electives – 7-9 courses (~21-27 credit hours)

Total credit hours ~31 to 37

**Master's Qualifying Exercise**

All students are required to complete a qualifying exercise by the end of their fourth FTE (full-time effort) semester in this department. Students may choose to submit a non-thesis project or take an exam that consists of a written component (6-8 essays written in 2 four-hour sessions). Students are also required to pass an oral examination focusing on the project or written examination, which should take place within 10 days of completion of the written portion of the exercise. It is generally expected that all required courses will be completed prior to the examination. The exercise can be completed either in late Spring semester or late Fall semester, depending on the student's admission date.

**Written exam.** The 6 to 8 essay questions will be selected by the student's supervisory committee from the posted list established for the student's particular program.

**Non-thesis project.** Students should identify and agree on a non-thesis project with their Chair and on the advice of their supervisory committee. Students are encouraged to choose, and produce, a project that likely results in a publishable paper.

**Oral exam.** The oral exam is conducted by the supervisory committee only. The committee will usually ask the student to elaborate on areas within the written exam, or project write-up, that they feel need further attention, but other topics may be raised as well.

**Evaluation.** The student's supervisory committee will evaluate the exam or project, and will discuss the result with the student immediately following the oral exam. Examinations will be assigned one of three grades: 1) high pass, 2) low pass, or 3) fail. Students earning a "high pass" grade will be awarded the M.A./M.S. degree and be encouraged to proceed to the Ph.D. program. A "low pass" grade will satisfy the requirement for the MA/MS but the student will not be permitted to continue into the Ph.D. program. No degree will be awarded for a failing grade. Students receiving low pass and failing grades may retake the exam once only, the next time it is offered.

No thesis is required for the M.A./M.S. degree. However, students interested in an academic career are encouraged to begin research likely to result in a publishable paper.

## **PH.D. PROGRAM**

Students admitted to the Ph.D. program will have (a) completed a Master's degree in anthropology or a closely related field, OR (b) received a high pass on the Department's Master's level qualifying examination.

The University of Utah confers graduate degrees upon candidates who meet the requirements designated by the appropriate graduate committees, the Graduate Council, and the faculty of the University. The Ph.D. degree is not awarded simply for the fulfillment of residence or credit requirements. It represents high scholarly achievement demonstrated by independent research. Each Ph.D. student is responsible for fulfilling all Departmental and University requirements and regulations at the designated time.

### **Length of Study**

Although students typically require more time, a minimum of three years of approved graduate study (beyond the Master's level) are required to complete the Ph.D. degree, one year (2 consecutive full-time semesters) of which (18 credit hours) must be spent in continuous residence at the University of Utah. The Department allows 6 years (inclusive of Master's work) for completion of the PhD.

### **Language Proficiency**

The Department of Anthropology no longer requires proficiency in a foreign language. Language proficiency is at the discretion of the student's Supervisory Committee. You may be required to have "Standard Proficiency" or "Advanced Proficiency" in language competence in one or more foreign languages. Computer languages may be acceptable at the supervisory committee's discretion, and can be used based upon satisfactory completion of advanced courses in mathematical and statistical modeling.

### **Required Coursework**

In addition to proficiency in statistics and foreign language, and the required course ANTH 6611 (Preparation of Grant Proposals in Anthropology), doctoral students are required to complete a minimum of 14 credit hours in ANTH 7970 (Dissertation Research). The Proseminar Series (ANTH 6100, 6200, 6300 & 6400) is recommended

for all students who have not previously completed it. Students must register for courses listed as 5000 or above to obtain graduate credit. The candidate is required to maintain a 3.0 or higher GPA in course work listed on the *Application for Admission to Candidacy* form for the Ph.D. Degree. No graded work below a B- may count towards the degree.

### **Program of Study for the Ph.D.**

Candidates for the Ph.D. degree ordinarily must complete no fewer than three full years (six semesters) of approved graduate work (i.e., courses numbered 5000 and above), inclusive of work for the master's degree. If a Supervisory Committee finds a graduate student's preliminary work to be deficient, the student may be required to register for and complete supplementary courses that do not carry graduate credit. It is the student's responsibility to verify that your Academic Advisor has entered your program of study in the Graduate Student Degree Tracking System no later than one semester before graduation and no earlier than one year before graduation.

### **Qualifying Examination**

It is recommended that students take the Ph.D. qualifying exam by the end of their third year in the Ph.D. program. The exam consists of the following two components:

- I. A substantial written piece that demonstrates a breadth of understanding in the student's general area of anthropological research. To fulfill this requirement, *one* of four options can be chosen by the student in consultation with, and approved by the supervisory committee:
  - a. A research paper on a different area/topic than the student's planned dissertation focus, determined by the committee to be publishable in a major journal;
  - b. A review paper (such as those found in *Annual Review of Anthropology*) from a different area/topic than the student's planned dissertation research;
  - c. A take-home exam covering four areas of professional specialization (one of them geographical)—the questions will be chosen by the supervisory committee. A two-week period will be given to complete the exam;
  - d. Substantial written reviews on four areas of professional specialization (one of them geographical) with relevant literature cited. These might take the form of detailed outlines for potential courses.

NOTE: An oral follow-up with the supervisory committee is required, ten days after submission of one of the above options. Based on the written work and the oral, the student may be discouraged from further participation in the program, or advised to begin dissertation research and the preparation of a research proposal (step II).

- II. A formal *dissertation research proposal* prepared in consultation with the supervisory committee, to include a conference with the committee to receive final approval. It is recommended that the proposal be completed within six months of finishing step I, described above.

### **Application for Admission to Candidacy**

Before a student can be advanced to candidacy the following items must be completed and approved: (1) Supervisory Committee formed, entered and approved by the Graduate School in the GTS system, (2) course work and non-course program requirements must be approved electronically on the GTS system by the student's Supervisory Committee and the Department Chair. The student should apply for candidacy no later than one semester before graduation and no earlier than two semesters before graduation by filling out the *Application for Graduate Degree Form* by the published deadlines:

<http://registrar.utah.edu/pdf/Graduate%20Student%20Graduation%20Application.pdf>.

For graduation within a given semester, all graduate program requirements must be completed and processed by the Graduate Records Office and Registrar's office **within two weeks following the published final examination period**. Students should view their electronic files online under the Campus Information System on the Grad Student Prog Plan Audit page. Deadlines for all requirements are clearly stated on The Graduate School website, and it is the student's responsibility to observe all deadlines and to check with the Department if anything on the Requirements Audit Tab is incomplete. If any requirement is not met, the student must reapply for graduation in the following semester.

### **Dissertation**

Each candidate for the Ph.D. must present a dissertation (representing a minimum of 14 credit hours of ANTH 7970), embodying the result of independent research and constituting a contribution to knowledge and/or methodology in the student's field of study. Selection of the topic and preparation of the proposal are undertaken in consultation with the student's Supervisory Committee.

### **Final Oral Examination**

A final oral examination (usually known as the "dissertation defense") is open to the academic and professional community, and must be passed at least four weeks before graduation in a given semester. The title, time, and date must be publicly posted at least ten days in advance. The candidate must be enrolled for a minimum of three credit hours at the University of Utah during the semester of the oral defense. Most students register for three credit hours of Faculty Consultation (ANTH 7980) during the semester of their oral defense.