

# GRADUATE STUDENT HANDBOOK

## Doctoral Program

AY 2026-2027



COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES

School of Anthropology

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## INTRODUCTION

The faculty and staff of the School of Anthropology are pleased to welcome you to the graduate program. This handbook is designed to guide you through the administrative complexities of your degree program, and to help you understand and meet all School and Graduate College requirements. Information and materials in this handbook cover nearly all academic activities pertaining to the Master of Arts (MA) and Doctor of Philosophy (PhD) degrees in Anthropology at the University of Arizona. It is important that you acquaint yourself with all requirements and that you remain informed of changes in requirements throughout your graduate career.

Although officially you are a student in the [UA Graduate College](#), your work is primarily regulated, governed, and evaluated by the faculty of the School of Anthropology. The Graduate College sets [minimum requirements](#) for completion of graduate degrees. The School of Anthropology has additional requirements, which are outlined in this document. You are responsible for satisfying both sets of requirements.

Questions about the graduate program should be directed to the School of Anthropology's Program Coordinator or Director of Graduate Studies.

**\*\*Please note that the MA focused in Applied Archaeology is governed by its own Handbook.\*\***

### **The Emil W. Haury Anthropology Building**

The historic Emil W. Haury Anthropology Building is our home on campus. In addition to faculty, student, and staff offices, the Haury building includes several labs and shared workspaces. Please contact the SoA Manager of Administration for all Haury building maintenance issues or concerns. Below are key locations for grad students.

#### School of Anthropology Administrative Office

Haury 210 houses the SoA Administrative Offices

SoA Director	Dr. Robert Schon	(rschon@arizona.edu)
SoA Manager of Administration	Perlana Howard	(perlanah@arizona.edu)
SoA Program Coordinator	Samantha Wingate	(srwingate@arizona.edu)
SoA Administrative Associate	Dreux Patch	(dreuxpatch@arizona.edu)

In the main lobby of 210 you'll find a small water and coffee station, faculty mailboxes, and a closet with general office supplies.

#### Mailroom/Print Room

Grad student mailboxes are located in Haury 221. The room also contains a copier/printer and computer terminal that you may use to send jobs to the copier/printer. To request a key for this room, see the SoA Manager of Administration.

#### The Cube Room

Haury 124 is a graduate student workspace with assigned cubicles, a small soundproof meeting room, and a communal table. Priority for cube assignments goes to students working on their dissertations. See the Manager of Administration to request a cube. The key for the mailroom/copier room can be used to access the Cube Room.

### The TA Room

Haury 120 is a grad student lounge with chairs, small tables, and a refrigerator. Priority for use of this room is reserved for TAs meeting with students. Otherwise, it is a free space. The door lock for this room is controlled remotely and locks from 5pm-6am.

### School Conference Room

Haury 212 is a small conference room equipped with a large table and chairs, and an interactive monitor. Reserve this room by contacting an SoA staff member.

### Anthro Lounge

Haury 319 is a multi-use gathering space for SoA staff, faculty, and graduate students.

## I. GUIDELINES FOR GRAD STUDENTS IN THE SCHOOL OF ANTHROPOLOGY

This section includes general guidance that applies to all grad students in the School of Anthropology, regardless of field or degree program. Guidance specific to MA and PhD stages of the program follows.

### **SoA Adviser**

Each student must have an adviser who is a member of the SoA core faculty (see Appendix A). Upon entering the program, an adviser will be assigned to you. This is likely the person you applied to work with and with whom you have been in conversation before arriving to campus. Unless otherwise indicated, your adviser is the person who will approve the many forms and applications you'll submit during the program. If you do not know who your adviser is or if you wish to switch advisers, please contact the DGS immediately.

### **Subfield Focus**

The School of Anthropology takes the "four field" approach unique to American Anthropology. When you applied for graduate studies, you indicated a subfield focus: archaeological, sociocultural, biological, or linguistic anthropology. Your application was evaluated by faculty in that subfield. Should you desire to switch subfields during your time in the program, you must have permission to do so from the new subfield's faculty. They may require you to complete courses and/or examinations to determine your qualifications in their field. Students must identify a faculty adviser in the new subfield before proposing the change.

### **Satisfactory Progress**

A graduate degree program is structured by academic and administrative milestones. Making satisfactory progress through milestones is a key measure of student success that helps faculty evaluate student learning and helps students set professional goals. Satisfactory academic progress includes the following:

- Maintaining regular communication with advisers and committee members, as well as staff and administrators

- Timely completion of program milestones such as submitting GradPath forms, completing coursework, passing exams, filing the dissertation proposal, and completing and defending the dissertation
- Timely submission of an annual self-evaluation (see Annual Self Evaluation)
- Fulfillment of all Graduate College requirements (GPA, continuous enrollment, etc.) as specified in the Graduate Catalog, and SoA expectations outlined in this document
- Demonstrating potential to make a professional contribution to the field of anthropology through strong performance in coursework, term papers, exams, independent research, the MA thesis/report, grant proposals, and drafts of the PhD dissertation

### Minimum GPA Requirement

The Graduate College requires students to maintain a minimum 3.0 grade point average (GPA). To maintain good standing in the School of Anthropology, students' GPA should be higher than 3.50 at the time they complete requirements for the MA and/or PhD major and minor. Students whose GPA falls below 3.50 may become ineligible for SoA funding. See university policies on [grade calculations](#).

### Enrollment and Leave-of-Absence Policies

To maintain active status in the graduate program, students must enroll in a minimum of one graduate unit every spring and fall semester until all course and thesis requirements are met (see [Grad College Policy](#)). This is called maintaining "continuous enrollment." If a student's registration lapses, the Grad College will assume they have left the program and will terminate their enrollment. In that case, the student must reapply to the School of Anthropology and to the Graduate College with no guarantee of readmission.

If you must interrupt your graduate work for some reason, you may apply for a formal [leave of absence](#) (LOA). Leaves of absence can be granted for medical reasons or for undefined personal reasons. Note that regardless of whether you have an approved LOA on file, the Grad College still counts semesters during which you are not enrolled in your overall time-to-degree (see Timeline for the MA degree, Timeline for the PhD degree).

Remember that "continuous enrollment" is NOT the same as "full-time status"! (See MA Full-time status, PhD Full-Time status)

### Annual Self-Evaluation

Each spring, students receive an email prompt from the SoA Program Coordinator with instructions for completing a self-evaluation. In addition to informing the faculty about your work, the self-evaluation is a good opportunity to reflect on your accomplishments. You may also indicate areas of professional development in which you would like more faculty and/or School support. Student progress is rated on a scale from 1-4 (see below) and students receive written feedback on their progress. Students who have already filed an Announcement of Dissertation Defense are not required to complete an evaluation. Any student who does not submit an annual self-evaluation will receive a 3 for that year. See evaluation rubric below.

### Grad Student Annual Evaluation Scoring Rubric

1. Outstanding
  - a. Student has exceeded expectations through a noteworthy accomplishment such as passing comprehensive exams with special distinction, winning a competitive external fellowship/grant/prize, having an academic article accepted for publication (a 1 is awarded in the year in which the article is accepted rather than waiting for its eventual publication)
2. Making Good Progress
  - a. Student is making timely and satisfactory progress through program milestones
  - b. Student is pursuing activities appropriate to their project and stage in the program, which include but may not be limited to: completing coursework and curricular requirements, effectively communicating with faculty and staff, identifying committee members, presenting work at professional conferences, applying for internal and external funding opportunities, conducting pilot or thesis/dissertation research, actively writing the thesis/dissertation, participating in professional organizations, meeting expectations in TA/RA roles
3. Needs Improvement
  - a. Student is not making timely progress through program milestones
  - b. Student has been encouraged by their adviser, the DGS, and/or other faculty members to pursue project and stage appropriate activities listed in 2b (or other academic work) but has not done so
  - c. Student is not in regular communication with faculty and/or staff, or failed to submit a self-evaluation
4. Unsatisfactory
  - a. Student has committed a serious violation of the UA Code of Conduct that could disqualify them from continuation in the PhD program.

A student who earns a 3 on their annual evaluation will receive a structured plan to improve their progress. A student who earns 3s in two consecutive years will be recommended for dismissal from the program.

### **Research Using Human and Animal Participants**

The School of Anthropology requires all its affiliates to adhere to the highest standards of ethical and humane treatment of human and animal research participants. All research involving human and animal participants, regardless of the source of funding, must fully comply with federal rules, regulations, and requirements.

Students who plan to undertake research involving human participants must complete the [University of Arizona Institutional Review Board \(IRB\) process](#). An approval process similar to the one for human participants also exists for research using [animal participants](#), including the handling of animal tissues post-mortem (<http://orcr.arizona.edu/iacuc>). Students begin this process with their adviser. Be aware that getting full approval takes time—so plan ahead and start early!

### **Recommendations for Dismissal from the Graduate Program**

All UA graduate students are admitted by the Graduate College. If a situation arises in which SoA faculty wish to terminate a graduate student's enrollment, the DGS does so by recommendation to the Graduate College. SoA students are notified in writing if they will be recommended for dismissal.

Reasons why a student might be recommended for dismissal include

1. The student has violated the Dean of Students code of conduct policy
2. The student has not made/maintained satisfactory progress (see Satisfactory Progress)
3. The student has earned a rating of 3 or 4 on two successive annual evaluations

## Appeals

If a student is recommended for dismissal, they may appeal that recommendation. If the student chooses to appeal, within one month of receiving the recommendation for dismissal or prior to the next faculty meeting if the decision is made at the end of a semester, the student must form a new advising committee. That committee must consist of three or more School of Anthropology faculty members (at least two should be voting members) who support the student's continuation. At the faculty meeting, this advising committee must present a proposal to the School of Anthropology voting faculty with details about how the student will address the criteria for eligibility for continuation that they had not previously met. If the voting faculty accepts the proposal by a majority vote, the student can continue in the program. If the student chooses not to appeal, fails to form a new advising committee within the period specified above, or the School of Anthropology voting faculty rejects the appeal by majority vote, the DGS proceeds to request the Graduate College terminate the student's status, explaining the decision and its justification. Students may also appeal their recommendation for dismissal to the [Dean of the Graduate College](#).

## Grievances

Should a student wish to register a grievance related to the SoA or any other university matter, they may do so in one of two ways.

1. Submit a grievance/concern to the SoA Director of Graduate Studies. This may be done in person or via email. Grievances may also be submitted anonymously through a paper note in the DGS's faculty mailbox in Haury 210.
2. Submit a [grievance/concern to UA](#).

## II. THE MASTER OF ARTS DEGREE IN ANTHROPOLOGY

This section of the Handbook applies only to MA degrees earned as part of the PhD program at the University of Arizona. The terminal MA in Anthropology focused on Applied Archaeology is governed by a separate MA Handbook. If a student has not yet earned a MA degree when admitted to the PhD program, they will earn one along the way to the doctoral degree.

### Model Schedule (for those earning an MA on route to the PhD)

Below is a model schedule through the MA and PhD. Individual routes will vary somewhat. Students whose progress is substantially slowed should discuss this situation with their adviser and the DGS.

By this time...	Student's Should Have...
end of 2nd semester	MA plan of study filed in GradPath
end of 4th semester	Coursework for MA completed ( $\geq 33$ units); MA thesis/paper completed or well underway
end of 5th semester	MA thesis/paper completed and defended
end of 6th semester	Comprehensive Examination committee formed
end of 7th semester	Doctoral plan of study filed in GradPath
end of 8th semester	Written and oral Comprehensive Examinations passed
end of 9th semester	Dissertation proposal accepted by dissertation committee
end of 14th semester	Dissertation draft completed and defense scheduled

### Timeline for the Master's Degree

According to [Graduate College policy](#), graduate course credits to be applied toward an MA degree must have been earned not more than six (6) years prior to the completion of all requirements for that degree. This includes any transfer credits. The School of Anthropology expects a student to complete the MA degree within three years of admission. A student's failure to complete the MA degree within three years can constitute grounds for denial of the student's continuation to the PhD portion of the graduate program.

### GradPath

GradPath is the Graduate College system for tracking grad student progress through the degree program. [Instructions for using GradPath](#) are at the Graduate College website. The main GradPath page for MA students looks like the image below. Each listed item is a form that must be completed in the order listed. If a button is inactive (gray), activate it by completing the forms that precede it.

▼ MA - Anthropology ( Active in Program)			
Responsible Conduct (ANTHMA)	Approved	<a href="#">View Current</a>	<a href="#">i</a>
Plan of Study (ANTHMA)	Approved	<a href="#">View Current</a>	<a href="#">i</a>
Master's/Specialist Committee Appointment Form (ANTHMA)		<a href="#">View Current</a>	<a href="#">i</a>
Master's/Specialist Completion Confirmation (ANTHMA)		<a href="#">View Current</a>	<a href="#">i</a>
Commencement Verification (ANTHMA)		<a href="#">View Current</a>	<a href="#">i</a>

## GradPath Forms Explained

- Responsible Conduct: complete this form first; a confirmation that the student will conduct research responsibly and in accordance with disciplinary ethics
- Plan of Study: details the student's plan to fulfill curricular and credit requirements (see MA Plan of Study, Curricular Requirements)
- Master's/Specialist Committee Appointment form: names the faculty members serving on the MA committee (see MA Committee)
- Master's Specialist Completion Confirmation: submitted by the Program Coordinator, this form confirms the successful completion of the MA defense (see MA Defense)
- Commencement Verification: confirms the name to be printed on the diploma and commencement program, and the address to which the diploma should be sent after graduation

## Change of Program Form

Students admitted to the PhD program who have not yet earned a Master's degree will need to file a Request for Change of Program Form with the SoA Graduate Program Coordinator. This form indicates that the student will begin their time in the program earning a Master's degree before advancing to doctoral work. It also adds a new set of buttons to the GradPath menu. Note that there are fewer forms required for the MA than for the PhD degree. After the MA has been completed, so long as the student is recommended for continuation into the PhD program (see Continuation in the PhD Program), GradPath will reflect the student's new status in the PhD program and will transfer all student records and information into the relevant forms.

## MA Committee

MA students must form a committee to advise and evaluate their MA thesis project. In conversation with your adviser, look for members who have expertise in areas relevant to your MA thesis topic. Master's degree committees are composed of no fewer than three members:

Member 1: The student's SoA adviser

Member 2: A UA faculty member who holds a tenured, tenure-track or continuing-status appointment at the rank of Assistant Professor or above

Member 3: The third member can hold the qualifications of Member 2, be of a different UA rank and status, be faculty from another university, or a professional practitioner

Committee members who are not on the graduate faculty at UA require special permission to serve on the committee. If you would like such a person on your MA committee, contact the DGS. After confirming the eligibility of this person to serve, the DGS and Program Coordinator will submit a **Special Member request** to add them to the GradPath system. This process takes a few days, so please do not wait to make the request.

As soon you have confirmed the members of your MA committee, complete and submit the Master's/Specialist Committee Appointment form on GradPath.

## Master of Arts Plan of Study

The Plan of Study is a list of the courses a student plans to take to fulfill their degree requirements. Creating a Plan of Study ensures that students understand the requirements and have a timely plan to meet them.

Students should create their Plan of Study in consultation with their adviser. Refer to the course requirements listed for your subfield (see Curricular Requirements). Once a student's Plan of Study is complete, they should meet with the DGS for review and approval before submission. MA students should submit a Plan of Study in their second semester. The Plan of Study is just that: a plan. If a student's actual coursework deviates from what they have entered in the Plan, it can be updated in GradPath at any time. Please note that changes to the Plan of Study must be approved by the student's adviser, the DGS, and the Grad College. When possible, make any needed changes all at once rather than several small changes over time. Some guidelines:

- The MA requires a minimum of 33 credits (30 credits of coursework + 3 credits of MA thesis or report hours).
  - While you may have completed more than 30 units of coursework by the time you complete your MA, please list the 30 units most relevant to the MA on your Plan of Study, as only these 30 units will transfer to your PhD plan of study.
- Courses listed for the MA Plan of Study must be 500-level or above. (The Graduate College's course unit requirements and definitions can be found on their [website](#)).
- At least half of the units used towards the MA degree must be in courses for which a letter grade (A, B, C, rather than Pass/Fail) is awarded. 900 level courses are not assigned letter grades.
- If a core class is not being offered, your adviser can identify an appropriate substitution. Be sure all course substitutions are communicated in writing to the DGS.
- Include 3 units of MA Thesis (ANTH 909) or Research Report (ANTH 910) (see Master's Thesis and Report).
- The "Expected Completion Date" on the Plan of Study is important. Once set, it can only be changed by the Grad College. If a student will not complete the degree on the date indicated, they must communicate this change to the DGS right away.

## Transfer and Non-Degree Coursework

- MA students may transfer up to 6 units of coursework from another university. To be eligible for transfer, students must have earned an A or B in the course, and units must have been awarded graduate credit at the institution where the work was completed.
- A maximum of twelve (12) units of graduate courses taken as an unclassified (non-degree seeking) graduate student at the University of Arizona may be transferred for the MA degree.
- University of Arizona Bachelor's degree recipients who are accepted for post-baccalaureate studies in the School can transfer up to 12 units of UA 500-level courses taken while enrolled as an undergraduate, as long as these courses were not used to satisfy course requirements for a UA Bachelor's degree.

Students who wish to transfer credit must submit a Transfer Credit form in GradPath before the end of their first year of study. Please consult your adviser and the Director of Graduate Studies to decide

which courses can and should be transferred toward your graduate degree in Anthropology. We will review relevant course syllabi in our evaluation, so please provide copies.

## MA Full-Time Status

International visas as well as some financial aid and student loan providers require students to maintain full-time enrollment status. To maintain full-time status, you must enroll in:

- 9 units per semester if you are not working as a GA
- 6 units per semester if you are working as a GA; or
- 3 units of MA thesis (ANTH 909) or report (ANTH 910) per semester if you have completed all other MA requirements and are not working as an GA.
- 1 unit of MA thesis or report each semester by applying for Advanced Status if you have completed all other MA requirements and are not working as a GA. To do so, apply for Advanced Status in the first week of each semester in which you are eligible (<https://arizona.app.box.com/v/grad-gsas-advancedstatus>)

## Master's Thesis and Report

Your research and writing skills are verified by presenting the results of your MA research in either Report or Thesis form. The intellectual content of the MA Report and the MA Thesis is identical. Both must represent substantive original research of publishable quality. They differ in the ways they are filed with the university. Please confer with your adviser about which option is right for you.

- (1) Master's Report (ANTH 909). MA Reports are filed with the School of Anthropology only. They are not entered into the Grad College system and are therefore not publicly findable via library search engines.
- (2) Master's Thesis (ANTH 910). MA Theses are filed with the Graduate College and made findable via university library services.
  - a. Archaeology students who wish to register as an RPA (Registered Professional Archaeologist) are strongly encouraged to file the MA Thesis.

In either case, the final paper must adhere to the [formatting guidelines](#) set by the Graduate College.

Guidelines for the MA Report/Thesis are to be set in conversation with your adviser and committee and will vary substantially based on subfield and topic. Be sure you understand expectations for length, citation style, scope, and voice. Most MA committees expect to have your final draft in-hand at least four weeks before an anticipated defense. Be sure to ask your committee in advance about timeline expectations.

## Scheduling the MA Oral Examination (MA Defense)

Once your committee has reviewed your MA Thesis/Report and determined that it is defensible, you will work with committee members to set a time and date for your defense. If committee members do not feel the MA Thesis/Report is defensible, they will identify the revisions required before a defense can be set. MA defenses may be scheduled during summer or winter session by the consensus of the committee. Please remember that many faculty members use summer and winter sessions as research periods and may be unwilling to schedule defenses during those times.

Special Enrollment Considerations

- Students must be registered for at least 1 unit of ANTH 909/910 in the semester in which the MA defense is held
- Master’s students who have maintained continuous enrollment, fulfilled all other degree requirements and were enrolled in the prior semester may defend and file for the degree in the summer or winter term without registration while they complete their Thesis or Report. If students need library privileges or plan to use other University facilities or need significant faculty time during the summer or winter session, enrollment is required. Students may enroll in GRAD 922 to allow access to the library during the summer or winter terms.

## The MA Defense

The MA defense is private; it is attended by the student and their committee members only. The oral examination must be attended by all committee members and lasts for no more than two hours.

- Based on your written work and the result of the oral examination, your committee will give your MA Thesis/Report one of the following grades: high pass (S in the transcript); pass (P in the transcript); low pass (P in the transcript and low pass in the GradPath note); and failure (E in the transcript). The committee may request revisions to the Thesis/Report before it is filed. Expectations for revision and a timeline for completion will be clearly communicated to you.
- Once your Thesis/Report is finalized and properly formatted, find instructions for how to submit your MA Thesis to the Grad College [here](#).

When you have completed all degree requirements the Program Coordinator will submit the Master’s Completion Confirmation form in GradPath on your behalf.

## Continuation in the Ph.D. Program

When the MA Thesis/Report is completed, the MA committee, DGS, and division faculty evaluate a student’s eligibility for continuation in the PhD program. Eligibility is determined using the following criteria:

1. The student has completed all MA requirements within three years of admission
  - a. The MA Thesis/Report committee may allow an extension at its discretion. An extension of more than one year (totaling four years or more from admission) is given only under especially extenuating circumstances.
2. The student has maintained a minimum grade point of 3.50 at the end of any semester and/or at the time all MA requirements are completed.
  - a. A student whose GPA is lower than 3.50 when all MA requirements are completed may be discontinued from the program.
3. The student’s MA Thesis/Report and oral examination earned a pass (P) or high pass (S)
  - a. A student who earns a low pass is granted the MA degree, but the low pass indicates the committee’s assessment that the student should not continue to doctoral work.
  - b. A student whose Thesis/Report earns a failing grade will not continue in the PhD program.
4. The student is in compliance with university policies on academic and professional conduct.
5. The student demonstrates evidence of potential to complete a rigorous research-oriented degree program and to make a professional contribution to the field of Anthropology.

## Discontinuation & Appeal

If the MA committee recommends that the student not continue to the doctoral program, the DGS will communicate this decision to the student in writing. An appeal is not possible if the student has earned an E grade on the MA Thesis/Report. If the committee recommends a student's termination from the program for another reason, the student may appeal the recommendation. Within 30 days of receiving the recommendation or prior to the next faculty meeting if the decision is made at the end of a semester, the student must form a new advising committee consisting of three or more SoA faculty members (at least two must be voting members) who support the student's continuation. At the next faculty meeting, the new advising committee must present a proposal to the School of Anthropology voting faculty with details about how the student will address the criteria for eligibility for continuation that they had not previously met.

- If a majority of the voting faculty present accepts the proposal, the student can continue in the program.
- If a majority of the voting faculty present rejects the proposal for continuation, if the student chooses not to appeal the recommendation for termination, or when the student fails to form a new advising committee within the period specified above, the DGS proceeds to request termination of the student's status, explaining the decision and its justification.

Appeals beyond the School may be made to the [Graduate College](#).

## Commencement

There is an SBS graduate student commencement each year in early May. Students who complete their MA at any time during the preceding academic year may walk in the commencement ceremony. Students must register themselves for commencement (an email soliciting registrations is sent to all grad students each spring) and inform the DGS of their intention to walk.

- If a student is nearly finished with the thesis but has not met the May UA graduation deadline, they may still "walk" in the spring commencement ceremony
- Submit the Commencement Verification form in GradPath to verify the spelling of your name for the diploma and the commencement program, and the address to which the official diploma will be mailed (see GradPath Forms Explained).

### III. THE DOCTORAL DEGREE (PhD) IN ANTHROPOLOGY

#### Model Schedule

Below is a model schedule for students entering the PhD program with a Master’s degree in hand. Individual student timelines will vary. Students whose progress is substantially slowed should discuss this situation with their adviser and/or the DGS.

<u>By this time...</u>	<u>Student’s Should Have...</u>
end of 2nd semester	Comps Examination committee formation underway Doctoral Plan of Study filed in GradPath
end of 5th semester	Written and oral Comprehensive Examinations passed
end of 6th semester	Dissertation Proposal accepted by committee
end of 12th semester	Dissertation draft completed and defense scheduled

#### Timeline for the PhD Degree

- The PhD Comprehensive Exam must be completed within three years of obtaining an MA degree from the University of Arizona or of admission to the program with a MA degree.
  - Students are strongly encouraged to take comprehensive exams within two years of a MA degree or admission with a MA.
  - Students who have not passed the comprehensive exam within three years may be recommend for dismissal from the program. An extension of more than one year (four years or more from a MA degree or admission with a MA) is given only under especially extenuating circumstances.
- All requirements for the degree of Doctor of Philosophy must be completed within five (5) years of passing the comprehensive exam.
  - If requirements are not completed within five years of passing comps, the student is required to re-take the entire comprehensive exam before submitting a dissertation. Members of the student’s original comps committee are not required to remain on the committee for a second exam. In cases when a faculty member declines to serve, the student must constitute a new committee.
  - If an extension of the five-year time-to-degree timeline is required, the student must submit a Petition through GradPath to request a one-year extension from the Graduate College. Such petitions must have the support of the student’s adviser and the DGS. Support for extensions is not automatically granted and is based on the student’s request and circumstances. Requests for extension must include the student’s plan to complete outstanding requirements before the updated graduation term.
  - Second petitions for extension are given only in exceptional circumstances.

#### GradPath

GradPath is the Graduate College system for tracking grad student progress through the degree program. Link to [instructions for using GradPath](#). The main GradPath page for PhD students looks like

the image below. Each listed item is a form that must be completed in the order listed. If a button is inactive (gray), activate it by completing the forms that precede it.

▼ PHD - Anthropology ( Active in Program)			
Responsible Conduct (ANTHPHD)	Approved	<a href="#">View Current</a>	<a href="#">i</a>
Plan of Study (ANTHPHD)		<a href="#">View Current</a>	<a href="#">i</a>
Comp Exam Committee Appointment Form (ANTHPHD)		<a href="#">View Current</a>	<a href="#">i</a>
Announcement of Doctoral Comprehensive Exam (ANTHPHD)		<a href="#">View Current</a>	<a href="#">i</a>
Results of Comprehensive Exam (ANTHPHD)		<a href="#">View Current</a>	<a href="#">i</a>
Doctoral Dissertation Committee Appointment (ANTHPHD)		<a href="#">View Current</a>	<a href="#">i</a>
Prospectus/Proposal Confirmation (ANTHPHD)		<a href="#">View Current</a>	<a href="#">i</a>
Announcement of Final Oral Defense (ANTHPHD)		<a href="#">View Current</a>	<a href="#">i</a>
Results of Final Oral Defense (ANTHPHD)		<a href="#">View Current</a>	<a href="#">i</a>
Commencement Verification (ANTHPHD)		<a href="#">View Current</a>	<a href="#">i</a>
▼ Other forms			
Transfer Credit Form		<a href="#">View Current</a>	<a href="#">i</a>
▼ Petition Forms			
Petition Form	<a href="#">View Current</a>	<a href="#">Create New</a>	<a href="#">Modify</a> <a href="#">i</a>

## GradPath Forms Explained

- Responsible Conduct: complete this form to confirm that you'll conduct research responsibly and in accordance with disciplinary ethics
- Plan of Study: details the student's plan to fulfill curricular and credit requirements (see Curricular Requirements)
- Comp Exam Committee Appointment Form: names the faculty members serving on the student's comps committee (see Comprehensive Examination Committee)
- Announcement of Doctoral Comprehensive Exam: sets the date for the oral comprehensive exam (see Scheduling the Oral Comprehensive Exam)
- Results of Comprehensive Exam: the comps committee adviser will file this form indicating that the student either successfully passed the comps exam or failed the exam and will retake it
- Doctoral Dissertation Committee Appointment: names the faculty members serving on the dissertation committee (see The Dissertation Committee)
- Prospectus/Proposal Confirmation: following a successful comps exam but before beginning dissertation research, students must submit a dissertation proposal to their dissertation committee chair. After confirming approval of the proposal, the Program Coordinator submits this form (See The Dissertation Proposal).
- Announcement of Final Oral Defense: sets the date for the dissertation defense (see Scheduling the Defense)
- Results of Final Oral Defense: the dissertation committee chair files this form indicating a successful or unsuccessful oral defense (see The Dissertation Defense)

- Commencement Verification: confirms the name to be printed on the diploma and commencement program, as well as the address to which the diploma should be sent after graduation.
- Petition form: Used to petition the Grad College for extensions of time to degree, changes of grade or enrollment, leaves of absence, and other administrative requests.

## The Doctoral Plan of Study

The plan of study lists the courses a student plans to take to fulfill their degree requirements. Creating a Plan of Study ensures that students understand the requirements and have a timely plan meet them.

Students should create their Plan of Study in consultation with their adviser. Refer to the course requirements listed for your subfield (see Curricular Requirements). Once a student's Plan of Study is complete, they should meet with the DGS for review and approval before submission. The Doctoral Plan of Study should be submitted in GradPath within the fourth semester of doctoral work. The Plan of Study is just that: a plan. If a student's actual coursework deviates from what they have entered in the Plan, it can be updated in GradPath at any time. Please note that changes to the Plan of Study must be approved by the student's adviser, the DGS, and the Grad College. When possible, make any needed changes all at once rather than several small changes over time. Some guidelines:

- The Doctoral Plan of Study must list a minimum of 47 units of coursework (at least 36 units in the major and at least 9 units in the minor) and a minimum of 18 dissertation units
- Of the 47 units of coursework, one half (or 24 units) must be in courses in which regular grades (A, B, C, etc) have been earned. The other half can be courses in which grades of S or P are awarded such as independent study, internship, practicum, colloquium, seminar or research units. Research units must be listed in the major; independent studies can be listed in the major/minor.
- A maximum of 30 units can be applied from the MA plan of study
  - The units from the MA Report/Thesis, or Applied Archaeology Internship may not be applied to the PhD (other internships, including BARA's may be applied to the PhD).
- A maximum of 18 dissertation hours (ANTH 920-xx) should be listed on the plan of study.
  - Students can enroll in a maximum of 9 dissertation units per term
  - Dual PhD degree students must complete 24 units of ANTH 920-xx
- Approved transfer courses must be listed under the appropriate major or minor heading
- The student must complete a minimum of 30 units of graduate credit in residence at the University of Arizona, (18 units of dissertation plus 12 units of regular graded coursework taken at the University of Arizona). "In residence" is defined as units offered by the University of Arizona, regardless of whether they are offered at a campus location.

## Transferring Course Credit from a non-UA MA Degree

Students who earned a Master's degree from another university must complete the Evaluation of Transfer Credit through GradPath in their first year of study. After that time, transfer of credit from another university is not allowed.

- If you wish to use transfer credit to substitute for specific required courses (rather than as general graduate units) consult with your major adviser and the DGS. In some cases, a formal memo may be required stating that a specific transfer course fulfills a program requirement.
- Transferred credits must be from graduate-level courses for which a grade of B or higher was earned
- Up to 12 units of graduate level courses taken as a non-degree seeking student at UA or elsewhere may also be transferred
- Transfer units may not count toward more than one doctorate
- Transfer units may be applied only once toward major or minor credit; the same course cannot fulfil more than one requirement
- Transfer units approved by the Graduate College must be listed on the student’s Plan of Study

### Cross-Listed Courses

Cross-listed courses can provide credit in more than one major/minor department. All cross-listed courses affiliated with the School of Anthropology can be counted as Anthropology courses in the student’s Plan of Study. Courses that are not cross-listed but relevant to the student’s program of study may be included in the major or minor requirements on approval of the major or minor adviser. Courses cross-listed with other departments can also count toward minors in those departments. A cross-listed course counts only once toward major or minor credit.

### Full-Time Status

International visas as well as some financial aid and student loan providers require students to maintain full-time enrollment status. To maintain full-time status, you must enroll in:

- 9 units per semester if you are not working as a TA/RA;
- 6 units per semester if you are working as a TA/RA; or
- 3 units of dissertation hours (ANTH 920-xx) per semester if you have completed all other PhD requirements and are not working as an TA/RA.
- 1 unit of ANTH 920-xx per semester by applying for Advanced Status (see below)

### Advanced Status Enrollment

Advanced Status is a special enrollment status in which students are considered “full-time” while registering for just one unit. Students should enroll in 9 dissertation units (ANTH 920) with their dissertation adviser in the semester in which they take their comprehensive exams, and in the semester immediately following. After completing 18 dissertation units and all degree requirements other than the dissertation, eligible students should file for Advanced Status in every semester in which they are eligible. Please review the [eligibility requirements and instructions before filing the required form](#). Note that a student may only file for Advanced Status six times in their graduate career.

While students are on Advanced Status, the School covers the cost of one unit and of student health insurance. Those who plan to use this support while on Advanced Status must indicate that plan in the annual support survey. Failure to do so may result in a lack of funding.

## Comprehensive Examination

The Doctoral Comprehensive Examination (“comps exam”) is taken after all course requirements for the PhD are completed (some subfields allow the additional language component to be completed after the exam, see Curricular Requirements). The exam consists of a written and oral component.

## Comprehensive Examination Committee

By the end of the second semester of doctoral study, students should select a major field adviser. This person serves as the chair of the student’s comprehensive exam committee. Students may select a comps committee co-chair, but the main adviser remains the point of contact for GradPath approvals and other administrative duties.

The Comprehensive Exam committee consists of at least four but not more than five members.

Member 1: The student’s SoA adviser

Member 2: A second core faculty member of the SoA (see Appendix A)

Member 3: A tenured or tenure-track faculty member from any UA department or program. This person often represents the student’s minor.

Member 4: The fourth member may be someone with the credentials of member 3, but may also include emeritus faculty, faculty from another university, professional practitioners, and faculty with other kinds of appointments

[Member 5]: Only some students will have a fifth member. They might be the optional comps committee co-chair, or the second member of a two-member minor committee (as required in Geosciences and select other departments). There are no specific qualifications for this optional member.

If a student wishes to add someone to their comps committee who is not an approved member of the UA graduate faculty, special permission is required. Contact the DGS about filing a **Special Member** request. This process takes a few days, so please do not wait until the last minute.

Emeriti and other retired faculty may be included on comprehensive exam committees. If a retired faculty member has been retired for more than one academic year, they may not serve as solo comps committee chair; an active core faculty member must be appointed as co-chair. Depending on how long they have been retired, the retired member may be required to file a Special Member form through the DGS and Graduate Coordinator.

Please note that committee members cannot serve more than one role on a given committee. For example, the person filling the role of Member 2 cannot also represent the minor field, even if that person’s expertise fits within the minor.

As soon as committee members have been confirmed, students should file a comprehensive exam committee appointment form through GradPath (see GradPath Forms Explained).

If a student would like to change the composition of their committee, they may do so by informing their adviser(s) and then updating the comprehensive exam committee appointment form in

GradPath. However, once a student has begun the written part of the comprehensive examination, the committee may not be changed until the entire exam, including the oral component, has been completed and evaluated. Exceptional circumstances that require a change in committee membership must be approved by the DGS and the Graduate College.

### **Procedures for Comprehensive Examinations**

In consultation with their adviser, students should work with each member of their committee to identify a field of interest around which they will build a reading list or bibliography. The bibliographies should concentrate on important works and those that have contributed to the student's conceptualization of this field. The number and kinds of works listed on a student's bibliography will vary based on the topic and committee member. Once the bibliographies are finalized, the student must write a brief (~2 page) summary statement of each. Statements should clarify how you conceptualize the field and literature you've identified and how it informs your dissertation project. Committee members may request revisions to statements before they are accepted.

When all statements are approved and the committee has agreed to schedule the exam, the comps committee chair will solicit and approve one essay question from each committee member based on the work the student did with that member. The questions will vary in style and demands based on the committee member and topic. The chair will compile all questions in one document that also contains exam instructions, deadlines, and other important information.

### **Written Exam**

In the School of Anthropology, the written portion of the Comprehensive Examination is a set of take-home essay questions. The maximum time allowed for writing answers is three weeks. The maximum length of the combined answers is 50 double-spaced pages, not including references.

Once completed, the student returns the exam to the chair as a single document. The chair distributes the exam to committee members who review the written answers and determine whether the student passes, fails, or passes with distinction. Committee members generally have 2 weeks to complete their review of the written exam. Any faculty member in the department(s) of the major and minor may read the completed exam and advise the committee, but the pass/fail decision is the responsibility of the committee alone.

If the student passes the written exam, the committee will agree to convene for the oral portion of the comprehensive exam. If the student fails the written examination, the committee will decide whether the student may retake it. When the written portion of the examination is retaken, all parts of it must be retaken. In no case can the examination be taken more than twice. If a candidate fails the exam a second time or is not invited to retake the exam after a first unsuccessful attempt, the candidate's status as a graduate student in Anthropology will end at the close of the semester in which the decision is made.

### **Scheduling the Oral Comprehensive Exam**

In consultation with their committee members, the student is responsible for scheduling the date, time, and location for the oral examination. The oral portion of the comps exam must be

scheduled within six months of successfully passing the written portion. To reserve Haury 212 or other building location, see the SoA Manager of Administration. Oral exams may also be conducted virtually, so long as all members agree to the online and have reliable access. It is permitted to schedule oral comps exams during winter or summer session, but please be sure to have the consent of all committee members before doing so. The Graduate College forbids scheduling oral exams at times when their office is closed.

Once the date for the oral exam is set, file an Announcement of Doctoral Comprehensive Exam form in GradPath (see GradPath Forms Explained). Remind your committee of the exam's time and location (more than once).

### **Oral Exam**

In the oral part of the comprehensive examination, the student is expected to demonstrate scholarly and professional competence before the examining committee. All members of the comps committee (major and minor) must be physically or virtually present during the oral portion of the exam.

Questions in the oral exam are generally based on the student's answers in the written exam, but they may include a range of topics related to the student's bibliographies, statements, and essays. Oral examinations may last no more than three hours.

After the committee concludes their questions, the student is excused from the room while members discuss the exam and vote to fail, pass, or pass with distinction. Passage of the oral portion of the comprehensive examination requires that no more than one faculty member abstains or votes for failure. If the oral exam is passed, the student advances to candidacy and the comps chair submits an Announcement of Comprehensive Exam form in GradPath. If the oral examination is failed, the committee will determine whether the candidate should be permitted to retake the exam. In no case can the oral examination be retaken more than once.

### **Advancement to Candidacy**

Before a student has successfully passed their comps exams, they are classified as a "PhD student." After comps, the student has advanced to candidacy and is now considered a "PhD candidate." The Graduate College advances students to candidacy upon successful completion of the oral comprehensive exam. They also charge a fee to the student's Bursar's account for advancing to candidacy and dissertation processing at this time.

### **The Dissertation Committee**

Following the completion of the comprehensive examination, the student must select and finalize the members of their dissertation committee. This committee is responsible for advising the student's dissertation research and writing phases and conducts the final oral examination ("defense") of the completed dissertation. Often, all or part of the comps committee will remain as members of the dissertation committee, though students may make changes in consultation with their adviser. To avoid delays and bad feelings, it is best to establish whether committee members will continue to be involved with the dissertation research soon after the comprehensive exams are completed. It is not required to have a representative of the minor field on the dissertation committee.

The dissertation committee must include a minimum of three but no more than five members.

Member 1: The student's SoA adviser

Member 2: Another member of the SoA core faculty (see Appendix A)

Member 3: A tenured or tenure-eligible faculty member from any UA department or program

[Members 4 & 5]: Optional additional members may also include emeritus faculty, faculty from another university, professional practitioners, and faculty with other kinds of appointments.

If a student wishes to add someone to their dissertation committee who is not an approved member of the UA graduate faculty, special permission is required. Contact the DGS about filing a **Special Member** request. This process takes a few days, so please don't wait until the last minute.

Emeriti and other retired faculty may be included on dissertation committees but, beyond one year after retirement, they may not serve as solo committee chairs. For a retired faculty member to assist in chairing a dissertation committee, an active core faculty member must be appointed as co-chair (see Appendix A). The retired member may be required to file a **Special Member** form through the Program Coordinator.

As soon as the dissertation committee is finalized, students should submit the Dissertation Committee Appointment form in GradPath. Any changes to the dissertation committee must be made at least six months prior to the final degree completion date.

## The Dissertation Proposal

Within two semesters of passing the oral comprehensive exam, students must submit a formal dissertation proposal for the dissertation committee's approval. Proposals should be formatted in the style of an application to a likely funding agency such as the National Science Foundation, Wenner-Gren Foundation, or similar. By using an established format, students will have a solid basis for submitting real grant applications soon as the proposal is approved. Working in consultation with the student's adviser, a dissertation proposal should:

- Present clear, timely, and interesting research questions
- Demonstrate a thorough knowledge of relevant literature
- Identify research aims consistent with the student's real material and time constraints
- Specify the planned research methods and any time, materials, equipment, or collaboration required
- Address location and site-specific needs of the proposed project and explain the student's preparation for success. This might include methodological or language training, findings of pilot research, existing professional or personal networks that will support the work, as well as personal fit with the project
- Explain how the proposed research will make an important contribution to Anthropology
- Include a budget for travel, equipment, subsistence, special data analyses (such as chemical analysis, radiometric dating, etc), and other research expenses. The budget must be

accompanied by a budget justification. For assistance constructing a budget, contact the SoA Business Center.

Note that granting agencies vary widely in the formats they require, so proposal formats will also vary. The funding climate is highly competitive and political shifts impact which research funds may be available or research projects feasible. For this and many other reasons, researchers should always develop a backup plan. A student forced to shift to a backup research plan should consult their dissertation committee immediately.

## Formats for the Dissertation

The School of Anthropology offers two format options for the PhD dissertation. The best format for each student will depend on the subfield and research topic. Format decisions should be made in consultation with the dissertation committee. Irrespective of the format of the final document itself: the dissertation should be an original, rigorously conceived and executed project that makes a substantive contribution to knowledge in a field of study. All dissertations must be based upon original research done while a graduate student at the University of Arizona.

### Monograph Format

- The traditional dissertation format, consisting of multiple chapters in a single volume.
- The dissertation should clearly describe the purpose of the research, detail the research methods or techniques the author used, present original data and conclusions, and situate the work within relevant literatures.

### Three Article Format

- This format presents the student's dissertation research findings in the form of three distinct journal articles. Each article should be written as a stand-alone piece of work, and should indicate the journal to which it will be submitted for publication.
- Acceptable articles may be already published, accepted for publication, under review, or deemed ready for submission by the full committee. Target journals should be of sufficiently high caliber as determined by the relevant areas of study.
- The three articles should be framed by an introductory and conclusion essay.
  - The introductory essay introduces the research project that produced the original data and analysis presented in the articles. Students should use this essay to address any methodological, ethical, or conceptual materials that were not included in articles.
  - The conclusion essay synthesizes the main findings from the research presented in the articles and indicates future areas of research.
- At least two of the articles must represent post-MA research. Publications derived from work begun for an MA project maybe part of the dissertation, but articles that directly revise the MA thesis or report are not accepted.
- Not acceptable: direct rewrites of the MA thesis/report; short research notes; technical appendices to books, monographs, or dissertations; contributions to online or printed encyclopedias; and reports submitted to public or private agencies
  - These writings can be included as supporting material or appendices.
- Shared article authorship

- The student must have been substantially responsible for designing the study, analyzing the data, and writing the manuscript for any article to be included in the dissertation. In the case of publications with two or more authors, the candidate must preface each paper with a paragraph detailing the contribution of each listed author to the creation of the publication, even if the student is first author.
- If a student co-authors an article with a member of the dissertation committee, the Committee Chair must alert the DGS of this potential conflict of interest. In such cases, the DGS will request that the composition of the committee be expanded so that at least two members of the committee have no connection with any of the publications submitted.
- An individual article may be submitted only once for credit toward a dissertation. If two or more doctoral students co-author a paper, only one may include that paper in their three-article dissertation.

### Final Oral PhD Examination (“Defense” of the Dissertation)

The final examination of the PhD degree is an oral defense of the dissertation. The dissertation committee should receive a full and polished draft of the dissertation at least six weeks prior to the defense date.

#### Scheduling the Defense

- In consultation with the dissertation committee, the student must schedule the date, time, and location of the defense and submit the Announcement of Final Oral Defense form in GradPath (see GradPath Forms Explained). The SoA Manager of Administration can assist in room scheduling.
- The Grad College publishes [deadlines for PhD defenses each semester](#). Mind them.
- A defense should only be scheduled if the student has completed all other degree requirements.
- Defenses may be scheduled during winter and summer terms with the consent of the full committee.
- Students must be registered for at least one unit in the semester in which they complete their defense.

Doctoral students who have maintained continuous enrollment, fulfilled all other degree requirements, and were enrolled in the prior semester may defend and file for the degree in the summer or winter term without registration while they complete their dissertation. If, however, students need library privileges or plan to use other University facilities or need significant faculty time during the summer or winter session, enrollment is required.

#### Components of the Defense

A dissertation defense in the SoA has two components

1. Public Defense. This portion of the defense is open to the public (in person and online). Students prepare a 45-minute presentation summarizing the dissertation and presenting original findings. The presentation is followed by 15 minutes of questions and answers. Collaborators, friends, and family are welcome to attend!

2. Committee Defense. The Committee Defense is a closed-door meeting for just the student and the dissertation committee that immediately follows the public defense. Committee Defenses generally last between 1-2 hours.

### Evaluating the Defense

- After the Committee Defense has concluded, the student is excused while committee members discuss their evaluations of the dissertation and defense, and vote to pass or not pass the dissertation.
- If the dissertation committee is composed of only three members, all of them must approve the defense and dissertation (i.e., the vote to pass must be unanimous). If the committee includes four or five members, the student can pass so long as not more than one member of the committee abstains or votes to fail the dissertation. The committee announces the results to the student immediately.
- After a successful final defense, the Results of Final Oral Defense form will be sent directly to the committee chair via GradPath.

### Post-Defense Revisions

A dissertation that is approved by the dissertation committee may still require revisions before submission to the Graduate College and completion of the PhD degree. Any required revisions must be completed in a timely manner, not to exceed one year. If required revisions are not completed by the dissertation submission deadline for the term when the student defends, the student will be required to register for the next semester and will graduate in the semester in which the revisions are complete and approved. If revisions are not done by the end of the time-to-degree period, the student will have to petition for extension or re-take comprehensive examinations (see Timeline for the PhD Degree).

### Submitting the Final Copy of the Dissertation

The final version of the dissertation as approved by the dissertation committee chair must be submitted to Graduate College by the appropriate deadline. (See [Graduate College Deadlines](#).) It must be formatted according to [guidelines from the Graduate College](#). If the formatting is not correct, the document will not be accepted, and the student will be required to make necessary changes before resubmission. Delays at this point could result in postponement of graduation, so paying attention to guidelines is crucial. When all requirements (fees, final grades, etc.) are met, the dissertation is sent to the library where it is catalogued and made searchable. The Grad College charges students a processing fee at this time.

### Commencement

There is an SBS grad student commencement each year in early May. Students who complete their PhD at any time during the preceding academic year may walk in the commencement ceremony. Students must register themselves for commencement (SBS sends an email soliciting registrations in spring) and inform their adviser and the DGS of their intention to walk.

- If a student is nearly finished with the dissertation but has not met the May UA graduation deadline, they may still “walk” in the spring commencement ceremony. If you have questions about your individual case, please talk with the DGS.

- Submit the Commencement Verification form in GradPath to verify the spelling of your name for the diploma and commencement program, as well as the address to which the official diploma will be mailed (see GradPath Forms Explained).

## IV. CURRICULAR REQUIREMENTS

This section outlines the required courses for graduate majors and minors in Anthropology. All PhD students must identify a major focus in one of the four disciplinary subfields: archaeological, biological, linguistic or cultural anthropology. No matter the focus, the University lists and recognizes “Anthropology” as the major of all PhD students in the School. Any minor earned in the SoA is listed as “Anthropology” on the transcript.

All students in the Anthropology PhD program are required to fulfill the following four requirements:

- 1) Anthropology 608A History of Anthropological Theory I
- 2) One anthropology course outside the student’s major and minor fields
  - A course is determined to be "inside" or "outside" a field based on the content of that course, not the subfield appointment of its instructor. Students unsure whether a given course meets this requirement should consult with its instructor before enrolling.
- 3) One statistical methods course (see Statistics Requirement)
- 4) Demonstrate proficiency in a language other than English (See Additional Language Proficiency)
  - International students are exempt from this requirement.

### Statistics Requirement

All doctoral students must complete, with a grade of B or above, a comprehensive advanced course with substantial content in modern statistical methods and techniques. This course must be 500-level or above, or the equivalent from another institution. Consult your adviser and the DGS before enrolling in a non-ANTH course to meet this requirement.

### Additional Language Proficiency

Doctoral students in anthropology must demonstrate proficiency in at least one language beyond English. Proficiency in this case means that the student’s knowledge of the subject language is sufficient for access to professional literature, where it exists, with only occasional aid of a dictionary or, for languages not often represented in professional literature, advanced conversational competence. The student’s supervising committee may require the student to meet a more rigorous standard than this (including the ability to write and converse) or achieve proficiency in more than one additional language. Discuss with your adviser what standard of rigorousness is appropriate for your specialty. (For timelines and specific language requirements for various majors, see chart below). Failure to fulfill this requirement in a timely manner may result in a student’s progress being rated as unsatisfactory.

Students whose native language is not English are exempt from the Additional Language Proficiency requirement. The additional language proficiency requirement may be met by examination or by coursework.

## By examination

A list of faculty in the School of Anthropology, BARA, and ASM competent and willing to examine students is provided in Appendix B. If the student wishes to be examined in any of the languages listed in Appendix B, they may contact the listed examiner directly or request assistance from the DGS in making that connection. A student who wishes to be examined in a language for which there are no approved in-house examiners must find an examiner and have that person approved by the DGS. The examiner cannot be a relative or a member of the student's doctoral committee. In all cases, students must arrange the time and place of the exam with the examiner and tell the examiner which examination format has been selected. The student, not the examiner, selects whether the examination will be in written or oral format.

### a. Written Examination

If a student wishes to be examined in a language that is represented in professional literature, the examiner may consult with the student's adviser to select a short text to be translated by the student. This may be a book chapter, journal article, sections from a field report, or similar document on a topic in the student's field. Beginning at a point in the text indicated by the examiner, the student prepares a written translation into English with the aid of a dictionary. At least three pages of the assigned text must be translated. The duration of the written examination is a maximum of two hours. The examiner will verify, within one week following the exam date, that the translation submitted does or does not indicate adequate command of the language, and submit their assessment via email to the DGS and Graduate Program Coordinator.

### b. Oral Examination Using Written Text

If a student wishes to be examined in a language that is represented in professional literature, the examiner may consult with the student's adviser to select a text to be translated by the student. This may be a book chapter, journal article, sections from a field report, or similar document on a topic in the student's field. The student will appear before the examiner and present an oral translation, reading directly from the text without the aid of a dictionary, starting at a point designated by the examiner. Spoken translation will continue for approximately ten minutes or until the examiner is satisfied, but not longer than one hour. The examiner will verify, within one week following the exam date, that the translation submitted does or does not indicate adequate command of the language, and submit their assessment via email to the DGS and the Graduate Program Coordinator.

### c. Oral Examination Using Spoken Language

If a student wishes to be examined in a language that is not often represented in professional literature, they must identify a competent speaker of that language as an examiner and have that person approved by the DGS. The student and examiner will engage in a conversation, lasting no less than 30 minutes, about the student's research goals and plans. The examiner will verify, within one week following the exam date, that the student's conversational ability does or does not indicate adequate command of the language, and submit their assessment via email to the DGS and the Graduate Program Coordinator.

## By Coursework

The student will submit evidence of having completed, during the course of graduate study, at least 3 semesters of college-level language study with grades of B or better in a non-Indo-European language, or at least four semesters by the same criteria in an Indo-European language. In some circumstances an intensive summer program can serve as one semester, with prior approval from an adviser and the DGS.

- Courses taken as an undergraduate may not be used to fulfill this requirement
- Credits earned in courses below 500 level do not contribute to graduate credit and may not be included on the Plan of Study.

### Timelines for Completion of the Additional Language Proficiency Requirement

Major	Requirement	Language Proficiency Completed By
Biological	One additional language	Two years after completing the comp exam
Archaeology*	One additional language	Two years after completing the comp exam
Sociocultural	One additional language	Before sitting for the comp exam
Linguistic	One additional language	Two years after completing the comp exam
Archaeology of Mediterranean world (major or minor)	- One ancient language AND - One contemporary additional language	- Before sitting for the comp exam - Within 12 months of completing the comp exam
ANLI	None required	
MENAS/Anth dual	3 <sup>rd</sup> year proficiency in Arabic, Hebrew, Persian, or Turkish	Two years after completing the comp exam

\* With the exception of those enrolled as majors or minors in Archaeology of the Mediterranean World

## COURSEWORK REQUIREMENTS FOR SUBFIELD MAJORS

### Archaeology

- ANTH 608A History of Anthropological Theory I
- \_\_\_\_\_ (Anthro course outside student's major and minor fields)
- \_\_\_\_\_ (Quantitative methods course)
- \_\_\_\_\_ (Additional Language)
  
- ANTH 636 Foundations of Archaeological Interpretation
- ANTH 637 Archaeological Methodology
- \_\_\_\_\_ (Quantitative methods course)
- \_\_\_\_\_ (Course with regional emphasis)
- \_\_\_\_\_ (Course with regional emphasis outside student's primary regional/temporal interest)
- \_\_\_\_\_ (Course in method and theory of archaeology)
- \_\_\_\_\_ (Course in method and theory of archaeology with a lab or data analysis component)

Please note that graduate courses in archaeology are often cross listed through the Departments of Geosciences, Judaic Studies, Material Science & Engineering, and Religious Studies & Classics, etc.

**Archaeology of the Mediterranean World.** This subspecialty prepares students for research on the archaeology of the late prehistoric and Classical periods in the greater Mediterranean region. Students focused on the Archaeology of the Mediterranean World follow the requirements for the major in Archaeology, while selecting among the graduate course offerings with an emphasis on the archaeology of the ancient Mediterranean. Relevant courses include but are not limited to:

Students pursuing this focus must demonstrate proficiency in a relevant ancient language by the time coursework is completed, but ideally at the time of admission to the program. Note that this requirement is in addition to the additional language proficiency required of all students.

### **Biological Anthropology**

Biological Anthropology at the University of Arizona focuses on human and non-human primate evolutionary biology. All students majoring in the subdiscipline of biological anthropology are expected to have a knowledge of evolutionary theory, human physiology/biology, and the importance of a comparative perspective on human and nonhuman primates. This is usually achieved through coursework at the undergraduate level. Any deficiency in these areas upon arrival to the graduate program should be made up by the end of the first year. The curriculum is designed to allow flexibility in training, while at the same time grounding the student in methods and theory. All students are required to take ANTH 608A. Additional courses for graduate students in Biological Anthropology are determined in consultation with their adviser and may be chosen from the topical lists below, or substituted as deemed appropriate. From this coursework, all students in biological anthropology must work toward a sophisticated and nuanced understanding of evolutionary theory, methods appropriate for research, and the literature of their specialization and of the field in general. Students are also expected to pursue training and research opportunities in other units of the university (on the main campus, Arizona Health Sciences Center, or both).

- ANTH 608A History of Anthropological Theory I
- \_\_\_\_\_ (Anthro course outside student's major and minor fields)
- \_\_\_\_\_ (Quantitative methods course)
- \_\_\_\_\_ (Additional Language)

#### Theoretical Background:

ANTH 504 Human Evolutionary Biology  
ANTH 673 Stress, Development, and Health: A Biological Embedding Approach  
ECOL 600A Fundamentals of Evolution

#### Anatomy, Skeletal Biology and Physiology

PHYS 503 Cellular and Molecular Physiology (5 units)  
PSYC 501A Psychophysiology

#### Ecology and Evolutionary Biology

ANTH 595D Special Topics in Biological Anthropology  
ANTH 571 Human Cognitive Evolution  
ANTH 568 Human Osteology  
ANTH 696D Biological Anthropology  
ECOL 525 Speciation (2 units)

## Primatology

- ANTH 570 Primate Behavior Seminar
- ANTH 531 Primate Sexuality

## Quantitative Methods Courses

- ANTH 595 R Programming for Data Analysis and Visualization (permanent number requested)
- EPI 576A Biostatistics in Public Health
- EPI 576B Biostatistics for Research
- MATH 509C Statistics for Research
- PSIO 573 Statistical Analysis & Research Design in Physiological Science
- PSY 510 Statistics Fundamentals
- RNR 613 Applied Biostatistics (4 units)

## Linguistic Anthropology

- ANTH 608A History of Anthropological Theory I
- \_\_\_\_\_ (Anthro course outside student's major and minor fields)
- \_\_\_\_\_ (Quantitative methods course)
- \_\_\_\_\_ (Additional Language)
  
- ANTH 608B History of Anthropological Theory II
- ANTH 680 Foundations in Linguistic Anthropology
- ANTH 681 Keywords in Linguistic Anthropology
- ANTH 620 Research Methods in Linguistic Anthropology
- ANTH 583 Sociolinguistics (or other sociolinguistics course in consultation with their adviser)
- \_\_\_\_\_ (Linguistic course outside SoA)
- \_\_\_\_\_ (Linguistic course outside SoA)
- \_\_\_\_\_ (methods course—ANTH 585, ANTH 678, ANTH 605, or other as advised)
- \_\_\_\_\_ (methods course—ANTH 585, ANTH 678, ANTH 605, or other as advised)

We strongly recommend that students begin language competence training well in advance of fieldwork. If a specific language is not required for a student's research site, they should fulfill all language requirements before going to the field.

## Sociocultural Anthropology

A student with a major focus in sociocultural anthropology is expected to have a command of sociocultural theory, research methods, and the literature on a geographic area (36 units).

- ANTH 608A History of Anthropological Theory I
- \_\_\_\_\_ (Anthro course outside student's major and minor fields)
- \_\_\_\_\_ (Quantitative methods course)
- \_\_\_\_\_ (Additional Language)
  
- ANTH 608B History of Anthropological Theory II
- ANTH 605 Ethnographic Research Methods
- \_\_\_\_\_ (Additional theory course)

## The Joint Ph.D. Program in Anthropology and Linguistics (ANLI)

The joint doctoral degree program in the School of Anthropology and the Department of Linguistics provides specialized training. Students must formally apply for admission to this program and be accepted by both units. Additional information can be found in Department of Linguistics handbooks at:

<https://linguistics.arizona.edu/graduate-overview>.

- ANTH 608A History of Anthropological Theory I
- ANTH 608B History of Anthropological Theory II
- ANTH 680 Foundations of Linguistic Anthropology
- LING 503 Foundations of Syntactic Theory
- LING 510 Phonology
- LING 697A Prelim
- Linguistics Colloquium (1 credit)
- Either LING 515 Phonetics or LING 507 Statistical Analysis
- Either ANTH 620 Linguistic Field Techniques or LING/ANTH 588 Linguistic Elicitation and Documentation
- Four additional courses in Linguistics from distinct 'core groups' (see the Linguistics Graduate Handbook for a description of the core groups and the associated courses).
- Four additional courses in Anthropology, chosen from the following: Anth 576 Language and Culture, Anth 583 Sociolinguistics, Anth 585 Face-to-Face Interaction, Anth 678 Ethnographic Discourse Analysis, Anth 681 Keywords in Linguistics Anthropology, and Anth 696C Topics Seminars.

Before moving on to their dissertation research, students write a comprehensive exam in Anthropology and a qualifying 'prelim' paper in Linguistics (while taking the "Prelim" course). During dissertation research, students must take at least 18 dissertation units in compliance with Graduate College regulations.

## Dual PhD Program with Middle Eastern & North African Studies

The School of Anthropology has a unique dual-degree Ph.D. program with the School of Middle Eastern and North African Studies (MENAS). Participants must apply separately and be admitted into the graduate programs of both units. This rigorous program requires a minimum of 81 credit hours + 24 Shared Dissertation Units, as well as proficiency in two Near Eastern languages (Arabic, Turkish, Persian or Hebrew). Information on the full suite of requirements can be found at <http://menas.arizona.edu/dual-anthro>. Dual degree students need to file two Plans of Study, one for Anthropology and the other for MENAS. For Anthropology Doctoral Plans of Study must indicate shared courses and can list MENAS courses in the minor course section.

## PhD Minors

All SoA PhD students major in Anthropology and must select a minor from the options below. All PhD minors in the School of Anthropology require 12 units of coursework, as directed by the minor adviser.

The minor adviser serves as a member of the student's comprehensive exam committee and represents the minor field (see Comprehensive Exam Committee).

- (1) A minor from another UA department or program
  - a. Students may pursue a minor focus in any school or department across campus.
  - b. Each department sets its own curricular requirements for satisfying the minor. Be sure to understand these requirements before committing to a minor.
  - c. Most minors require 12 units of coursework; some require just 9. SoA students who choose a minor with 9 required units will need to add 3 units of ANTH coursework to their Plan of Study to make up for the credit difference.
  
- (2) A multidisciplinary minor
  - a. Multidisciplinary minors combine 2 courses from each of two UA departments or programs, totaling four courses (12 units). Courses must be at the 500 level or above.
  - b. Anthropology may be one of the departments in a multidisciplinary minor, but students are free to combine from relevant programs as they like
  - c. Only one faculty member from one of the two departments must serve as the minor representative on the comprehensive exam committee.
  
- (3) A field of Anthropology other than the major focus
  - a. For example, a student with a major focus in linguistic anthropology could pursue a minor focus in biological anthropology. (The transcript will reflect Anthropology as both major and minor.)
  
- (4) A synthetic Minor in Anthropology
  - a. Synthetic minors are explicitly interdisciplinary and guided by the student's adviser and committee. They are intended to help students build a unique regimen for training focused on a particular set of issues. As such, these minors may span multiple anthropology subfields or other disciplines. Synthetic minors are open to students majoring in any subfield. Synthetic minor course requirements vary (see below).
    - 1) Applied Anthropology
      - (2) Students participating in this synthetic minor are trained in both academic and applied anthropology through the Arizona State Museum (ASM) and the Bureau of Applied Research in Anthropology (BARA).
      - (3) Students are required to take either ANTH 537 "Data Management and Analysis" or ANTH 609 "Mixed Methods in Applied Anthropology".
      - (4) Additional courses should be selected in consultation with the minor adviser.
    - n
    - 2) Ecological and Environmental Anthropology
      - (1) Students are required to complete ANTH 611 "Ecological Anthropology."
      - (2) Additional courses should be selected in consultation with the minor adviser.
    - 3) Medical Anthropology
      - (1) Students are required to take
        1. ANTH 536 Medical Anthropology
        2. ANTH 605 Ethnographic Methods & Proposal Writing

3. An elective, as approved by the director of the medical anthropology program. This elective need not be an ANTH course.
  4. An independent study course with a faculty member that results in either a submittable grant/fellowship/prize application, or a submittable journal article.
- b. The Medical Anthropology synthetic minor is available to students enrolled in graduate studies at the University of Arizona. Those wishing to pursue studies in Medical Anthropology outside of normal enrollments, may do so as part of the Medical Anthropology Certificate Program. Information about that program is available here: <https://anthropology.arizona.edu/graduate-certificate-medical-anthropology>.

#### 4) Southwest Land, Culture, and Society (SWLCS)

- (1) Students pursuing this synthetic minor are expected to adopt a broad interdisciplinary approach that integrates land and societies and bridges 13,000 years of history in the southwestern United States and northern Mexico. SWLCS faculty involve students in active regional research and sponsor direct involvement through internships. The Program brings together faculty from School of Anthropology, Arizona State Museum, Arid Lands, Geography and Regional Development, Laboratory of Tree-ring Research, Latin American Studies, and Southwest Center.
- (2) Students are required to take ANTH 518.
- (3) Six units of this minor must be ANTH courses, including ANTH 518 (cross listed courses count toward this total).
- (4) The remaining six units should come from outside the student's major field.
- (5) Anthropology courses that may be included in the student's program of study are:
  - ANTH 547 Pueblo Archaeology
  - ANTH 552R Topical class in Archaeology of the Southwest
  - ANTH 542A&B or 555A&B Advanced field course in Archaeology
  - ANTH 542A&B is a spring semester course with fieldwork near Tucson
  - ANTH 555A&B is a summer field school based outside Tucson
  - ANTH 696A Seminar in Archaeology

#### 5) Individual Minors

- Students whose research interests are not covered in the subfields or the synthetic minors listed above may develop their own synthetic focus with the approval of the adviser, committee, and DGS.

## V. GRADUATE ASSISTANT APPOINTMENTS

Graduate Assistant (GA) appointments come in the form of research assistantships (RAs), teaching assistantships (TAs), and grader positions.

GAs are appointed at .25 Full Time Equivalent (or FTE --equivalent to 10 hours per week) or .50 FTE (equivalent to 20 hours per week). Offered through the SoA, GA positions are accompanied by an automatic out-of-state tuition waiver, payment of student health insurance, and a remission of in-state tuition.

Each spring, students will receive a survey asking about needs for TA/RA appointments for the following academic year. All students must complete the annual support survey, regardless of whether they are requesting support from the SoA. Failure to respond to the support survey may result in a lack of funding.

### Work Period

The Graduate College sets the official start and end date of GA contracts each semester (see Business Center, Contracts). Please note those dates carefully when signing a contract. GAs are required to be physically present on campus two business days before the starting date of classes, and 48 hours after the official final examination period of the class to which they are assigned. If grade changes or revisions are necessary, TAs may be asked to assist the instructor after this contract period. Academic appointees observe all academic holidays.

See [Graduate College policies on GA employment](#), including work expectations, family leave, and other rights and benefits.

### Research Assistantships

Research Assistants (RAs) are appointed to support faculty research activities. RAs are typically selected by individual faculty and paid through external grants and contracts. RA duties can vary significantly. Students should be sure to fully understand faculty expectations before accepting an RA position. If an SoA student obtains an RA position in a university unit outside the SoA, they must notify the SoA Business Office immediately. Not all GA positions are the same, and students benefit from seeking a review from the Business Office before signing any employment contract.

### Teaching Assistantships

Teaching Assistantships (TAs) are appointed to support faculty in undergraduate teaching. TA positions provide graduate students with valuable instructional experience via observation and practice. Faculty members are responsible for providing TAs adequate training, supervision and feedback. TAs should endeavor to work no more and no less than their contracted appointment, understanding that work hours may vary throughout the semester. Faculty and students should clarify expectations of time and performance at the beginning of the semester.

## TA Work Assignments, Responsibilities, and Duties

Teaching assistants are responsible for planning and leading the laboratory or discussion sections to which they are assigned. They are also responsible for routine instructional tasks which may include but are not limited to compiling reading lists, managing online learning platforms, recording grades, reading papers, leading review sessions, preparing modules for instruction, and grading examinations and assignments. TAs may lead class or deliver a lecture for the professor if asked, but they are not obliged to substitute for the professor without warning and prior agreement.

TAs are expected to attend all course lectures and meetings, and to maintain at least two office hours per instructional week (TAs often hold their office hours in the Haury TA Room, see The Haury Building). Any absences from work must be reported to the professor of the course at the earliest possible time. If an absence is unavoidable, it is the responsibility of each TA to find a qualified person approved by the professor to cover sections and office hours in their stead. In short-notice situations where the TA cannot contact the instructor, they should contact the DGS or the Director of the School of Anthropology.

## Training Workshops for TAs

- All new teaching assistants are required to take a one-time [FERPA training](#) as well as the Teaching Association Training Online on-line certification. The TATO workshop is organized and administered by SBS. It is a one-day workshop scheduled each semester just before the first week of class. Students who do not attend this training will automatically lose their assistantships. It is a good idea to take the workshop ahead of time, even if a teaching assistantship has not been awarded, as it is only offered in the fall and an unexpected opportunity may arise. Information on required trainings is available [here](#).
- New or prospective TAs must attend the training seminars offered annually by the Director of Graduate Studies. In addition to introducing methods, materials, and solutions for typical dilemmas, they allow participants to ask Anthropology-specific teaching questions.
- The [University Center for Assessment, Teaching & Technology](#) offers workshops for teaching assistants.
- Students interested in pursuing a teaching certification at the community college level must take a minimum of 24 units in Anthropology.

## International Teaching Assistant English Fluency Evaluation

Graduate College policy requires that international students demonstrate English proficiency before they may serve as Teaching Assistants. For acceptable proficiency tests and scores, see [Grad College guidelines](#). Students who are appointed as TAs but have not achieved proficiency in standardized tests must be evaluated for English proficiency by the School of Anthropology.

Please discuss this matter with the DGS BEFORE classes begin during the semester you hope to serve as a TA. International student TAs who have not demonstrated English proficiency to the Graduate College will not be paid until proper reports are filed.

### SoA Process for Assessing English Proficiency

- The student's adviser sends an evaluation of English proficiency to the DGS in written form, following the scoring scheme below. The DGS interviews the student to verify the adviser's

evaluation. If the DGS does not agree with the adviser's evaluation, the two confer to reach agreement. The DGS reports the evaluation to the Graduate College.

English proficiency evaluation scheme:

1. Pass = The student is ready to lead class discussion and carry out other instructional duties.
2. Pass conditional = The student will be assigned to limited instructional duties including grading, lab prep, office hours, and web support. Students with iBT score of 22 or 23 should get this level of assignment, if not higher.
  - a. For a student with iBT score of 22 or 23 who has not received a PASS score in the School's evaluation, the DGS must report to the Graduate College the specific tasks assigned to this student.
  - b. The student's instructional skills in English are to be re-evaluated every semester
3. Fail = no TAs (for students with iBT score less than 22 or no iBT score (IELTS <26)).
  - a. The student's instructional skills in English are to be re-evaluated every semester

## Graders

GAs appointed as graders are responsible for grading student work, including assignments, exams, quizzes, online posts, activities, or whatever the professor of the class (the "Instructor of Record") has set as components of course grades. The format and timing of this work will vary based on the work to be graded. In order to effectively evaluate student work, the Grader is expected to attend class meetings and read/view assigned class content.

The professor is solely responsible for establishing the method for grading student performance and assigning final grades. Only the faculty member may approve official grade rosters or sign change-of-grade forms. The TA may sign drop/add forms only if authorized by the supervising faculty member and only during the automatic drop period at the beginning of the semester.

## Class Materials

Class materials such as osteological matter, casts, and artifacts that are property of the School of Anthropology or the Arizona State Museum (ASM) can be borrowed for classroom use by contacting the appropriate curators in advance.

## Evaluation of GA Performance

All GAs are evaluated in "[GA Career Conversations](#)" at the end of each semester by the course's instructor of record. These evaluations are part of the student's record in the School and should be taken seriously as means to communicate students' strengths and areas for improvement. Notices of poor performance are brought to the attention of the DGS, who will take action to resolve the situation. Recommendations for continuing TA appointments are based partly on these evaluations.

## GA Grievances

It is the responsibility of a GA to keep the Instructor of Record informed of any problems regarding their employment as a GA. If a concern cannot be resolved promptly by communicating with the instructor, it should be put in writing and then forwarded to the School of Anthropology DGS. The DGS will attempt to reconcile the dispute. If no resolution can be reached, the grievance can be taken to the School representative of the [University Ombudsman](#). Also see the Graduate College's [grievance policies](#).

## VI. SCHOOL OF ANTHROPOLOGY BUSINESS CENTER

The [School of Anthropology Business Center](#) is staffed by professionals who support students with the following administrative and financial processes.

### Graduate Assistant/Associate (GA) Contracts

Graduate Assistant/Associate (GA) contracts are employment agreements with the University of Arizona and are separate from any fellowships, stipends, or funding packages offered by the School of Anthropology, but are often offered in conjunction with them. Students should carefully review their GA contract before signing. If you have questions about your appointment, contact the Business Center before accepting the position. Please also check in with the Business Center before accepting a GAship outside of the School of Anthropology. Not all offers are the same!

To maintain eligibility for a GA appointment, students must:

- Enroll in a minimum of 6 graduate credits each semester in which they are appointed
- Maintain satisfactory academic progress

Important notes:

- Student fees are not covered in GA contracts and are the responsibility of the student.
- GA positions are salaried and paid biweekly through the University of Arizona Payroll system.

### Travel Authorizations

A Travel Authorization (TA) must be approved before any University-related travel that exceeds 35 miles from your primary duty location (Tucson). This requirement applies to all university-related travel, regardless of funding source. Travel should not be booked without an approved Travel Authorization.

Authorizations for international travel must be submitted at least 30 days prior to departure. Begin by visiting the UA International Travel Registry. Upon completion of that form, you will receive a registry number that must be entered in the Travel Authorization form.

Instructions for how to submit a travel authorization are available at the [Business Center website](#).

### Grant and Budget Review

Students who plan to apply for a grant or fellowship that includes a budget of any kind must have that budget approved by the Business Center before submission. Business Center staff provide support to ensure proposals meet sponsor and university requirements. Early planning is essential to avoid delays or missed deadlines.

#### Pre-Award Proposal Planning

As soon as you have identified a funding opportunity for which you plan to apply, notify your faculty adviser and the Business Center team. Provide them with the funding opportunity announcement. They will review the funding opportunity to help you understand what expenses

are allowable, and what must be prepared before submitting the application to the funding agency. The minimum lead time required for this process depends on whether the opportunity is external or internal to the UA. Inadequate notice may result in no guarantee of submission. Additional time is recommended for complex proposals.

Minimum Lead Time (in days before the submission deadline)

External Proposals

- Intent to submit: 20 business days
- Final materials due: 15 business days
- UAR routing and approvals: 8 business days
- PI release to SPS (if required): 3 business days

Internal Proposals

- Intent to submit: 15 business days
- Final materials due: 10 business days
- UAR routing and approvals: 3 business days

Contracts and Subawards

- Students may not sign contracts or binding agreements on behalf of UA. Send all documents to the Haury Business Center for review.
- Notify the Business Center if your proposal includes a subaward or if you are participating as a subrecipient.

## VII. APPENDICES

### APPENDIX A School of Anthropology Faculty and Affiliates

#### SoA Core Faculty (updated 2/2026)

Alvarez, Maribel	Inomata, Takeshi	Silverstein, Brian
Austin, Diane	Jolie, Edward	Soren, David
Baro, Mamadou	Lamoreaux, Janelle	Tecot, Stacey
Blake, Emma	Negrey, Jacob	Triadan, Daniela
Carney, Megan	Park, Thomas	Vasquez-Leon, Marcela
Fogelin, Lars	Plemons, Eric	Watson, James
Graeter, Stephanie	Rabie, Deina	Ward, Grace
Green, Linda	Reineke, Robin	Zedeño, M. Nieves
Hasaki, Eleni	Romano, David	Zhang, Qing
Hunt, Terry	Schon, Robert	

#### SoA Affiliate Faculty + Professors of Practice

Bacelar da Silva,	Eckert, Suzanne	Nakhai, Beth
Antonio José	Gilliland, Mary Kay	Pearson, Charlotte
Ballenger, Jesse	Glittenberg, Joann	Provencher, Denis
Bellorado, Ben	Hodgins, Gregory	Quade, Jay
Braitberg, Victor	Hoerig, Karl	Ren, Hai
Chen, Zhao	Hudson, Leila	Rowe, Matthew
Clark, Jeffrey	Jolie, Ruth	Saracino, Jennifer
Columbi, Benedict	Kuniholm, Peter	Vandiver, Pamela
Croissant, Jennifer	Lyons, Patrick	Vollner, Jennifer
Dean, Jeffrey	Majewski, Teresita	Welker, Martin
Dore, Christopher	MacLean, Evan	

### APPENDIX B SoA Faculty Qualified to Administer Additional Language Proficiency Exams

CHINESE	(Modern Mandarin): Zhang
FRENCH	Baro, Blake, Hasaki, Park, D. Romano, Schon, Silverstein, Soren, Vasquez
GERMAN	Hasaki, Triadan
GREEK (Modern)	Hasaki, Eleni
GREEK (Ancient)	Romano
HUNGARIAN	Schon
ITALIAN	Blake, Carney, Schon, Soren
JAPANESE	Inomata
TURKISH	Silverstein
SPANISH	Green, Graeter, Inomata, Triadan, Vasquez, Zedeño

### APPENDIX C Draft History of this Document

Edit completed by Eric Plemons 5/18/26 (overhaul/update of 1998 Handbook)