

Southern Illinois University
Carbondale

**Anthropology
Department**

**GRADUATE PROGRAM
PROCEDURES MANUAL**

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INTRODUCTION

This manual summarizes the procedures for graduate students in the Department of Anthropology at Southern Illinois University, Carbondale. This manual covers only procedures, which are specific to the Department of Anthropology. The Southern Illinois University at Carbondale Graduate Bulletin-Undergraduate Catalog and Bulletin-Graduate Catalog also govern the Graduate Program in Anthropology; students are subject to all of the guidelines and regulations set forth in the most recent edition of these publications. Questions which may arise concerning program matters discussed in this manual should be directed to the Director of Graduate Studies or to a member of the Graduate Studies Committee in the Anthropology Department.

The Department of Anthropology offers the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degrees. The Director of Graduate Studies, the Graduate Studies Committee, and the student's M. A. or Ph.D. Committee and its Chair oversee the conduct of each graduate student in the department. The procedures for selecting a graduate committee are described later in this manual. Many decisions on a student's progress in the program are subject to approval also by the Graduate School. The Director of Graduate Studies submits the forms necessary for such approval, once the student has provided the required information or documents to the Department, as described later in this manual.

The Department of Anthropology maintains a close working relationship with the Center for Archaeological Investigations and with the University Museum. These units provide employment, training, and research opportunities for Anthropology students.

I. GUIDELINES

I.1. Registration

I.1.a. All graduate students in residence are expected to register for their courses each semester during the pre-registration period specified in the University Calendar (published by the University). New students are expected to register before the first week of classes of their first semester in residence.

I.1.b. Students register online, but to do so must consult their advisor or committee chair and then obtain a registration user number from the Director of Graduate Studies. Registration and changing courses ("Drop/Add") after the normal registration period requires special forms available from the Departmental secretaries or from the Director of Graduate Studies.

I.1.c. The Department does not normally encourage part-time students, although it recognizes that some circumstances may preclude full-time study. The Department has the following course registration requirements:

<u>Fall & Spring Semesters</u>	<u>No. of Hours</u>
Full-Time status, No funding/Loan:	9 hours
Full-Time status, Assistantship:	(as specified by GAU contract)
Full-Time status, Fellowship:	9-12 hours (12 preferred)

Doctoral students who have advanced to candidacy may reduce their course load to 6 credit hours. Masters students in their final semester may also reduce their course load to 6 credit hours, but only if they will thereby still have sufficient credits to graduate; this reduction will be allowed for only one semester.

During the summer semester, students contracted as teaching assistants for a course must be enrolled for the same number of credit hours as students who are taking the course. If there are sequential sections of the course the teaching assistant must enroll for the sum of credit hours of the sequential sections. For example, if a 3-credit summer course has only one section, the TA must enroll for at least 3 credits. If a 3-credit summer course has two or more concurrent sections, the TA must enroll for at least 3 credit hours. If a summer course has two sections that run sequentially and each section is for 3 credits, the TA must enroll for 6 credit hours.

Also, the faculty and staff are under no obligation to provide advisement, instruction, or other services for students who are not officially registered.

I.1.d. Audited courses do not count towards the Department's registration requirements.

I.1.e. Unclassified (nondegree) students will be allowed to take as many as 18 credit hours from the Department's 400-level course offerings over a two-semester period. They may **not** enroll in any of the 500-level courses except in individual cases where the Director of Graduate Studies, in consultation with other Faculty, grants written permission.

I.2. Advisement

I.2.a. The Director of Graduate Studies along with an assigned faculty member serves as each student's graduate advisor until they form an M.A. or PhD. Committee.

I.2.b. Once a student has formed an M.A. or Ph.D. Committee, the Chair and members of this committee serve as advisors through to graduation. However, all students must still obtain approval from the Director of Graduate Studies on any formal

procedural matters, such as registration, "Drop/Adds", forming or changing the committee, etc.

I.2.c. All problems over procedural matters within the student's graduate program should be brought first to their M.A. or Ph.D. Committee chair. Problems not resolved at this level must come to the Director of Graduate Studies and the Graduate Studies Committee. Problems not resolved at this level must come to the Departmental Chair. Should the Department not provide a satisfactory solution, please refer to the Graduate School *Catalog* for further options.

I.3. Financial Aid

The Department and the Graduate School offer several opportunities for Financial Aid: most notably Graduate Assistantships, Graduate Fellowships, Dissertation Research Awards, Tuition Scholarships, and Work-Study:

I.3.a. The Department annually receives an allocation of funds for Graduate Assistantships from the College of Liberal Arts. Faculty may receive grants or contracts enabling them to offer additional Assistantships through the Department. The Center for Archaeological Investigations also offers Assistantships, and cooperates with the Department in identifying eligible students. Departmental Assistantships are assigned first to fulfill faculty needs for teaching and administrative assistance and secondly to fulfill faculty needs for research assistance. Students seeking a Graduate Assistantship must satisfy the requirements for employment eligibility specified in the Immigration and Naturalization Service, Form I-9, available from the Departmental main office. Students seeking a Graduate Assistantship specifically to serve as a teaching assistant must also satisfy University requirements for English Language proficiency, as described in the Graduate School *Catalog*. Graduate Assistantships are granted according to their availability and the student's academic performance. Plus/Minus grades given and recorded in the department will be incorporated in determining GPA for financial aid, on the scale of a plus adds 0.3 to value, and a minus subtracts 0.3 (e.g., B+ = 3.3, B- = 2.7). The Department limits M.A. students to 30 months of funding; Ph.D. students to 40 months of funding before Candidacy and 30 months after Candidacy. The Graduate Studies Committee oversees the allocation of Assistantships and gives highest priority to students with the highest quality graduate academic performance in the Department. The Committee gives second priority to students who have specific skills desired by a particular faculty member on a specific research project. The Committee may choose to consider other information, such as financial need, as well.

I.3.b. Graduate Students in residence who wish to be considered for a Graduate Assistantship in the Department should apply for a College Work-Study Graduate Assistantship through the Office of Student Work and the Graduate School. Students are

asked to apply so that the Department can compete for the several CW-S Graduate Assistantships available, thereby extending the funding abilities of the Department. Departmental decisions on the awarding of GA's will not be based on the outcome of any student's application to the CW-S/GA program.

I.3.c. A student awarded a Graduate Assistantship in the Department must appear for work one week prior to the beginning of the semester of employment. Otherwise, the student will forfeit the Assistantship. Exceptions are granted only if requested in writing and approved by the Director of Graduate Studies. A request for a delay in the start of employment must be submitted prior to the beginning of the semester in question.

I.3.d. Graduate Assistantships provide employment from August 15 to December 31, for the fall semester; from January 1 to May 15 for the spring semester; and from either May 15 or June 15 to August 15 for the Summer semester. The amount of work-time required of an Assistant is 20 hours for every week during which the University is open, based on a 50% appointment. The staff member supervising each student will determine how this requirement is to be met by providing a schedule of work-hours for each semester of employment.

I.3.e. University and College Fellowships are awarded competitively each year, as described in the Graduate School *Catalog*. The Fellowship competitions are not open to all students. The Director of Graduate studies annually notifies all students of the criteria and deadlines for the different competitions; the Graduate Studies Committee then reviews all students' records and identifies those students eligible for further consideration. The potential nominees and the Graduate Studies Committee assemble complete application files, and the Committee ranks the students for final nomination in each competition. In the event that a student is offered a university fellowship and declines the award, the Department is under no obligation to provide the student with funding out of its own budget. However, Graduate Students who accept fellowships may petition the Graduate Studies Committee for supplemental funds to equal the current half-time graduate assistantship stipend with the understanding that there may be teaching or other responsibilities attached.

I.3.f. Dissertation Research Awards also are granted competitively, as described in the Graduate School *Catalog*, to support students expected to complete the dissertation within the one-year tenure of the award. The Department ordinarily will not consider requests for financial aid from students after they have completed tenure under a Dissertation Research Award. Notification and nomination procedures are the same as for the Fellowships described above.

I.3.g. Other sources of financial aid include Tuition Scholarships from the Graduate School, Student Work-Study awarded by the Office of Student Work and Financial Assistance, and Assistantships awarded by other programs on campus. It is the student's

responsibility to explore these possibilities through the appropriate offices on campus. The Department does not administer any of these programs, but the student is asked to notify the Director of Graduate Studies whenever financial aid is received from such outside sources.

I.4. Petitions

Under unusual circumstances, the student may wish to appeal a particular program requirement. The student should discuss these circumstances first with the Director of Graduate Studies. If it should still be necessary, the student can then petition the Graduate Studies Committee to examine the requirement in question and consider any alternatives proposed by the student for meeting that requirement.

I.5. Independent Study

Several courses enable a student to pursue guided readings in topics not available in regular course offerings. These specific courses and the limitations on their use are discussed later in this manual. Independent Study involves the direct supervision of the student by a faculty member in an area of the supervisor's expertise. The student should prepare a written agreement with the supervising faculty member stating what is to be done and how the work is to be evaluated. Students may not take an Independent Study course when the subject matter is covered in a regularly scheduled course.

I.6. Leaves of Absence and Continuing Registration

Students who will be away from the Department without enrolling for a semester or longer must request permission for a Leave of Absence from the Director of Graduate Studies and the Graduate School in writing at least one month prior to departure. Students who have completed all required coursework (including the minimum number of thesis or dissertation credits) may make use of the Continuing Registration (Course Number 601) Requirement as set forth in the Graduate School *Catalog*. However, students planning to use University facilities or receive Student Health benefits must sign up for courses other than 601. Graduate Assistants and Fellows cannot sign up for 601 hours. **Also, please note: The faculty and staff are under no obligation to provide advisement, instruction, or other services for students who are not officially registered.**

I.7. Incompletes

I.7.a. Faculty may give the grade of INC (Incomplete) only for the reasons stated in the Graduate School *Catalog*. A student who takes an Incomplete should draw up a written agreement with the instructor stating what work is required to complete the course and specifying a time limit, at the expiration of which the instructor will turn in a grade based on all work submitted to that date.

I.7.b. The Department requires that any INC grade received in an Anthropology course be cleared by the end of two semesters of enrollment after the date it was given. The Department also does not permit a student to carry more than two outstanding INC grades in Anthropology courses at any one time. A student violating either of these requirements will be placed on Departmental academic probation, as described below in I.10.

I.8. Annual Review

I.8.a. The Departmental faculty hold an Annual Review of all graduate students, except as noted below in I.8.b., to evaluate the progress of individual students and the effectiveness of the Anthropology program overall. This review is held late in each spring semester. The faculty reviews each student's record for the past year and evaluates whether the student is making satisfactory progress. In instances where the student is not making satisfactory progress, the faculty as a whole may offer recommendations to the student to allow him or her to remedy their situation. Such recommendations are based on a timetable of reasonable expectations for completion of the M.A. and Ph.D. programs. Departmental decisions concerning individual students' graduate programs, formulated at the Departmental Annual Review meeting are binding on the student and the student's M.A. or Ph.D. Committee. Students who fail to comply with advisory decisions of the Department's Annual Review will be subject to Departmental academic probation, as described below in I.10.

I.8.b. At its Annual Review meeting, the Department will not normally review the records of students who have attained Doctoral Candidacy, except for students who attained candidacy during the academic year since the last Annual Review meeting.

I.9. Satisfactory Progress toward Degree

The Department of Anthropology expects that graduate students accepted into the program will make satisfactory progress toward achieving the degree for which they are enrolled. Satisfactory progress includes maintaining a 3.0 average or better in all coursework and completing the requirements of the Department and the Graduate School in a timely fashion. Students whose progress is deemed unsatisfactory by the Department or the Graduate School will be notified in writing and given one semester to remedy the situation. Such written warnings are to be signed by the student's Committee Chair, the Director of Graduate Studies, and the Department Chair. If the student fails to remedy the situation within the following semester, the Department in its sole discretion may dismiss the student from further enrollment in the Department's graduate program or extend the time for remediation.

I.10. Departmental and University Sanctions

I.10.a. Departmental Academic Probation Students who fail to meet certain minimum Graduate School standards of academic performance are subject to academic probation and the rules governing academic suspension described in the Graduate School *Catalog*. The Department has additional minimum standards of academic performance, as set forth in this Manual. Students whose performance falls below any of these Departmental standards will be placed on Departmental academic probation. Probation involves being placed in a low priority for receiving Departmental financial aid and other Departmental resources. The Departmental faculty, through its Annual Review or through the Graduate Studies Committee, will notify students if they are placed on Departmental academic probation and will stipulate what actions the student must take to remedy the situation.

I.10.b. In cases where a formal hearing panel determines that a graduate student has committed an act of Academic Dishonesty as defined in Section II of the Student Conduct Code, the Department may by majority vote of the faculty dismiss such student from further participation in the Department's graduate program.

II. M.A. PROGRAM GUIDELINES

II.1. Core Courses

M.A. students must take five Core Courses during their first three semesters: Anthropology 500A, 500B, 500C, 500D, and 500E. Each student must complete these courses with at least a 3.0 grade point average, receiving no more than one grade of C and no grade lower than a C. It is preferred that these courses be completed during the first year; no more than one core course can be deferred into the second year, and ANTH 500E must be completed during the first Fall semester in the program. At the end of the student's first year of study, the faculty will evaluate each student's performance in the completed core courses along with the rest of the student's record and arrive at a decision on the student's continuation in the program. This decision will take into account the overall evidence of the student's abilities, potentials, and interests. Students who have violated any of the Core Course requirements may, at the Faculty's discretion, be dismissed from the M.A. program.

II.2. Other Course Requirements

Each M.A. student must complete one or more graduate-level lecture or seminar courses in each of two of the main subfields of anthropology--from among Archaeology, Linguistic Anthropology, Physical Anthropology, or Sociocultural Anthropology. These additional required courses must be completed with no grade lower than a B. ANTH 405, ANTH 455D and ANTH 576 cannot be used to fulfill this requirement. ANTH 410 series (including ANTH 410K) count as sociocultural courses; ANTH 441 (including semesters dealing with Faunal Analysis) counts as an archaeology course.

M.A. students are also required to take a minimum of two additional 500-level seminar courses in the department (which may be used to fulfill the area requirements above).

II.3. Independent Study in the M.A. Program

II.3.a. Six Departmental courses are available for Independent Study within the M.A. program: Anthropology 460, 590, 598, and 599. Courses 585 and 600 are reserved for Doctoral students only and course 598 is reserved for MA students accelerated into the PhD program.

II.3.b. An MA student will not be permitted more than three hours of Anthropology 460 before completing all five Core Courses. Further, an M.A. student

cannot count more than three hours in each of Anthropology 501, 590, 597 and 599 toward the Graduate School minimum degree requirements of 15 hours of 500-level credit and 30 hours of graduate credit.

II.4. Research Tool Requirements

II.4.a. The Department requires each M.A. student to demonstrate competence in a scholarly language other than the student's native language. The student may demonstrate competence in a foreign language through one of two methods. (1) Obtain a minimum grade of B in an appropriate course(s) in the Department of Foreign Languages and Literature, usually one numbered 201A & B, 306 or 488 in French, German, Russian, or Spanish. Or (2) pass a special examination by competent faculty in the Department of Foreign Languages and Literature. Competence in English, as demonstrated by TOEFL scores or other criteria, may be accepted as fulfilling the Departmental M.A. foreign language tool requirement for non-native speakers of English, subject to the approval of the student's M.A. Committee.

II.4.b. Each student must arrive at a decision as to how to fulfill the Master's Tool Requirement in consultation with his or her M.A. Committee Chair. Each M.A. student must submit to the Director of Graduate Studies a written statement, approved and signed by both the student and the student's M.A. Committee Chair, stating how the student will meet the M.A. tool requirement.

II.5. Forming a Committee

II.5.a. In order to complete the M.A. degree, the student must form a graduate committee to oversee the student's thesis research and program of study. The Graduate School sets minimum requirements for the composition of an M.A. Committee, as described in the Graduate School *Catalog*. Only faculty with Graduate Faculty status, as approved by the Dean of the Graduate School, may serve on an M.A. Committee. The Director of Graduate Studies advises students as to which members of the Anthropology faculty are eligible. The Department requires that an M.A. thesis committee have at least three members; at least two members, including the Committee Chair, must hold Regular Graduate Faculty status in the Anthropology Department or Center for Archaeological Investigations. The Committee Chair must be in the sub-disciplinary area that forms the major focus of that student's research (see Section II.5.c). At least one member of the M.A. committee must be from outside of the student's major sub-discipline (i.e., Archaeology, Linguistic, Physical, or Sociocultural Anthropology) or from a discipline other than anthropology. However, an M.A. Committee need not contain any faculty from outside of the Department.

II.5.b. A student seeking an M.A. with a Double Major, as described in the Graduate School *Catalog*, must follow the procedures set forth in the *Catalog* for arranging a program and an M.A. Committee.

II.5.c. The student should arrange with a faculty member to serve as their M.A. Committee Chair by the end of their second semester in residence. The student should then consult with their Committee Chair and with other faculty to determine the full committee by the end of the third semester in residence. The student should form the M.A. Committee with faculty who may have an interest in their thesis research and who are qualified to oversee that research.

II.5.d. The Graduate School requires each student to submit a formal request for an M.A. Committee to the Department and the Graduate School for approval. Upon obtaining the verbal consent of the prospective committee members, the student must obtain the required signatures on a Departmental Thesis/Dissertation Committee Composition form (available from the Director of Graduate Studies) and return the form to the Director of Graduate Studies, who submits a request for Committee Approval to the Graduate School. An M.A. Committee is not considered approved until the Graduate School returns an authorization to the Department.

II.5.e. The student cannot change the M.A. Committee's composition without filing a new Departmental Committee Composition form with the Director of Graduate Studies, who then requests authorization for the change from the Graduate School.

II.5.f. Scholars who are not on the faculty of Southern Illinois University at Carbondale may serve on an M.A. Committee, subject to Departmental and Graduate School approval. The student must consult their M.A. Committee Chair and the Director of Graduate Studies before inviting a non-SIUC person to serve on the committee.

II.5.g. The composition of every student's M.A. Committee is subject to review not only by the Director of Graduate Studies and the Departmental Chair, but also by the Graduate Studies Committee and the full faculty of the Anthropology Department.

II.6. Completing a Thesis

II.6.a. Prior to beginning the Thesis, the student must prepare a written Thesis proposal for approval by the M.A. Committee. A Thesis Proposal Approval form must be completed, signed by all M.A. Committee members, and deposited in the Graduate Studies Office.

II.6.b. Completing the M.A. requires the completion and successful defense of a Master's Thesis (except as described in II.7. below). The requirements for the Master's

Thesis are described in the Graduate School *Catalog*. The Graduate School maintains very specific requirements for the format of the thesis, described in a document available from the Graduate School. The Master's Thesis should be an original piece of work, containing description, analysis, and interpretation of a body of anthropological information collected by the student from documented sources or through field or laboratory research. The thesis should demonstrate the student's ability to complete a full cycle of problem formulation, method formulation, research, and evaluation under the direction of the M.A. committee.

II.6.c. An M.A. student must not register for thesis hours (Anthropology 599) before forming the complete M.A. Committee and before beginning work on the proposal or the Thesis.

II.6.d. The student must submit a complete defensible draft (not the final draft) to all members of the M.A. Committee at least four weeks prior to the expected date of the defense. The Department Chair shall also receive a copy of the complete draft no later than four weeks before the defense date; and the Department Chair is expected to share any concerns he/she may have with the approved committee, committee chair and student before or during the defense.

II.6.e. Upon completing the Thesis, the student must satisfactorily defend it as part of a Comprehensive Examination given by the entire M.A. Committee and covering all of the student's Anthropology graduate work at SIUC. Parts of this examination may be written, at the discretion of the student's committee. The student's performance in the examination is evaluated by the M.A. Committee and reported on special Graduate School forms provided by the Director of Graduate Studies. Master's Thesis examinations are open to members of the graduate faculty at SIUC and to adjunct faculty whose status has been approved in advance by the Graduate School.

II.6.f. A student will be recommended for the M.A. degree only if the members of the Committee, with at most one exception, judge both the thesis and the performance on the comprehensive examination to be satisfactory.

II.7. Alternatives to the Thesis. Three Departmental options allow exceptional students to bypass the Thesis in completing the M.A. degree:

II.7.a. Accelerated Entry. The Department faculty may identify exceptional students who, after their first year in the M.A. program, demonstrate the skills and abilities to go directly on to doctoral work. A student approved by the Department, if the student agrees, will be recommended to the Graduate School for admission to the Anthropology Ph.D. program at SIUC. Further information on the Graduate School's Accelerated Entry Program is contained in the Graduate School *Catalog*. The

Departmental decision to recommend a student for Accelerated Entry is by vote of the entire faculty, usually at the Department's Annual Review, and requires a simple majority vote in favor. The Department occasionally may require the student to submit a written essay in support of its recommendation. Students accelerated into the Ph.D. program may choose to enter the Ph.D. program without an M.A. degree, or to obtain an MA by: (1) completion of 30 hours of coursework, including 21 hours at the 500-level (which can include up to 9 hours of Anthropology 598:Research); and (2) a research paper (normally one prepared for a class in the student's sub-discipline) approved by the student's advisor and the Director of Graduate Studies, and submitted to the graduate school. No additional stipulations on the nature of the coursework (beyond the core courses) or a language requirement are imposed.

II.7.b. Published Paper. A student who has had a solely-authored article published or accepted for publication in a peer-reviewed journal of good scholarly reputation may ask the M.A. Committee to accept this article in lieu of a Thesis. If the article is accepted, the student must defend it as part of the Comprehensive Examination just as with a Thesis.

II.7.c. Research Paper. If the student has completed a substantial research paper for a course or research project, the student may request the M.A. Committee to consider accepting this paper in lieu of the thesis. Such a research paper must demonstrate the student's ability to carry out and present a full cycle of research as would be expected of a thesis project. The student must defend and submit a final, properly formatted copy of the paper, and pass the M.A. comprehensive exam, as would be the case with a thesis.

II.8. Graduating

Upon completing all Departmental and Graduate School requirements set forth in the Graduate School *Catalog* and in this manual, the student is eligible to graduate. The Director of Graduate Studies reviews a student's entire record to check all Departmental requirements. The student must submit a complete unbound copy of the Thesis, published paper, or research paper, printed on acid-free paper, to the Graduate Studies office before the Department will release the Dissertation Approval form required by the Graduate School.

II.9. Continuing into the SIUC Anthropology Ph.D. Program

A student may apply for admission to the Anthropology Ph.D. program at SIUC before completing the M.A. program here. With the exception of students advanced in the Accelerated Entry program, however, the Department will not allow an SIUC Anthropology M.A. student to enroll in the Ph.D. program nor consider the student for doctoral-level financial aid until the student has completed all Departmental requirements for the M.A.

III. PH.D. PROGRAM GUIDELINES

III.1. Assessment of Entering Doctoral Students

III.1.a. Each student entering the doctoral program from a Master's program other than the M.A. program at SIUC's Department of Anthropology will be scheduled for a meeting with the Graduate Studies Committee and the preliminary Chair of the doctoral dissertation committee during the week before Fall semester classes begin.

III.1.b. The purpose of this meeting is to allow the Graduate Studies Committee, the preliminary dissertation Chair, and the entering student to discuss areas of study at the Master's level that satisfy the SIUC Department of Anthropology's requirement that all graduate students demonstrate competence in the four sub-disciplines. Entering students are encouraged to submit master's level course syllabi and samples of graded papers or exams to the Graduate Studies Committee in advance of their arrival for Fall semester classes in order to assist the Committee and preliminary dissertation Chair in evaluating the student's breadth of competence prior to the meeting.

III.1.c. If a student's record at the Master's level is considered to demonstrate omissions or weaknesses in any of the sub-disciplines, the Graduate Studies Committee and the designated Chair will agree upon an appropriate list of Core Courses and/or other courses that the student must complete during the first two years of doctoral studies. The distribution requirements for the M.A. at SIUC will serve as the general guideline for determining these required courses.

III.1.d. Retention beyond the first year of study will be determined by an evaluation of coursework for the first year and maintenance of a minimum grade point average of 3.2.

III.2. Independent Study Limitations

III.2.a. Six Departmental courses are available for Ph.D. level Independent Study: Anthropology 460, 585, 590, 597, and 600. Anthropology 585 is only for students preparing for the Ph.D. Preliminary Exam for doctoral candidacy, and 597 and 600 are primarily for students who have passed the Candidacy Exam.

III.2.b. No more than three hours of Anthropology 585 are allowed until after completion of two semesters at the Ph.D. level.

III.3. Research Tool Requirements

III.3.a. The Ph.D. student must demonstrate competence in two research tools (beyond the introductory level). These may consist of foreign languages, inferential

statistical skills, computer programming, or other skills. The student's Ph.D. committee Chair and a majority of the members must approve the selection of research tools to fit the student's research goals and must approve how the requirements are to be met whenever formal procedures do not otherwise exist.

III.3.b. Each Ph.D. student must submit to the Director of Graduate Studies a form, approved and signed by the student, the student's Ph.D. Committee Chair, and a majority of the members of that Committee, stating how the student will meet the Ph.D. tool requirement. At least one of the two doctoral research tools must be a language other than the student's native language.

III.3.c. One of the two research tools may be a foreign language previously used to meet the Anthropology M.A. research tool requirement at SIUC (or, with permission of the student's committee, one used to meet a similar requirement in another M.A. program). The criteria for demonstrating competence in any foreign language are the same as for the M.A. program description (Section II.4).

III.3.d. Students who choose inferential statistics for one of their Ph.D. research tools must demonstrate competence up to the level of multivariate regression and correlation analysis. This competence can be demonstrated by passing EPSY 506 and 507, or MATH 516A and 516B, with no grade less than a B. Anth 455D, Quantitative Methods, can be substituted for one of the EPSY or MATH courses. Alternatively, the student may present for their committee's evaluation documentation of equivalent competence resulting from other coursework and training.

III.3.e. Students who choose Geographic Information Systems (GIS) for one of their Ph.D. research tools must have completed 6 hours of work, with no grade less than B. Normally, this will be met by GEOG 401 and another 400-level Geography course such as GEOG 404 or an appropriate course in GIS applications in Anthropology. Independent study resulting in an applied use of GIS can be used for three of these hours.

III.3.f. Students who choose ethnographic video/film for one of their Ph.D. research tools must complete 6 hours of work, with no grade less than a B. Normally, this will include 3 hours on the technical aspects of film/digital video production and editing and 3 hours on the theoretical and methodological aspects of ethnographic film (e.g., a course in visual anthropology). Independent study resulting in production of a video and overseen by individuals competent in both technical and theoretical aspects of ethnographic film may be used for three of these hours.

III.4. Forming a Committee

III.4.a. Each Ph.D. student must establish a committee to oversee their program of study, preparation for the Preliminary Exam (see below) and dissertation research. Graduate School requirements for the composition of a Ph.D. Committee are described in the Graduate School *Catalog*. Only Departmental faculty with Direct Dissertation status on the Graduate Faculty may chair a Ph.D. Committee; the Graduate School places other limitations on committee membership as well. The Director of Graduate Studies advises each student as to which members of the Anthropology faculty are eligible.

III.4.b. Ph.D. dissertation committees shall have at least five members, of which at least three members must hold Regular Graduate Faculty status in the Department. In addition at least one but no more than two members of the Ph.D. Committee must be from outside of the Anthropology program at SIUC.

III.4.c. Students pursuing an Interdisciplinary Ph.D. must follow the procedures described in the Graduate School *Catalog*. The student should first establish an advisor in the Department to serve as the Ph.D. Committee Chair or Co-Chair, who will assist the student in designing the rest of their interdisciplinary program. The design of any interdisciplinary Ph.D. program established through the Department must be approved by the Departmental Chair.

III.4.d. The student should establish a Chair for their Ph.D. committee by the end of the second semester in residence. The student should then consult with the committee Chair to establish the full committee by the end of the third semester in residence. The committee should be composed of faculty who may have an interest in the student's research topics and who are qualified to oversee that research. The Chair (or Co-Chair) and at least one Departmental member of a student's Ph.D. Committee must have expertise in the student's area of primary specialization.

III.4.e. The composition of any Ph.D. Committee must be approved by the Departmental Chair and the Graduate School. The Director of Graduate Studies normally approves committees as the Departmental Chair's representative in such matters. Upon identifying a prospective committee, the student must obtain the committee members' signatures on a Departmental Thesis/Dissertation Committee form (available from the Director of Graduate Studies) and submit the completed form to the Director of Graduate Studies. The Director of Graduate Studies then submits a request for committee approval to the Graduate School. The committee is not considered approved until the Graduate School returns a signed authorization to the Department. In principle, the composition of any Ph.D. Committee is subject to review by the entire Department, the Graduate Studies Committee, and the Departmental Chair.

III.4.f. The student may not change the composition of the Ph.D. committee without filing a new Thesis/Dissertation Committee form with the Director of Graduate Studies, who then requests authorization for the change from the Graduate School.

III.4.g. Scholars not holding teaching appointments at SIUC may serve as members on Ph.D. Committees, subject to Departmental and Graduate School approval. The student should consult with their Committee Chair and with the Director of Graduate Studies to determine how to proceed in such cases. Ordinarily such an outside scholar must hold a Ph.D. degree and have crucial expertise on some aspect of the student's research.

III.5. Dissertation Proposal

III.5.a. Each student must prepare a Dissertation Proposal for approval by their Ph.D. Committee. In order to be advanced to Doctoral Candidacy, the student must obtain committee approval of their Dissertation Proposal, submit a copy to the Director of Graduate Studies, and make a public oral presentation of the proposed research. The Dissertation Proposal must be approved in writing by the student's Committee, with no more than one dissenting vote. The student must obtain approval of the Dissertation Proposal prior to taking the Candidacy Examination.

III.5.b. The Dissertation Proposal presents an overview of the student's dissertation research topic, addressing the objectives and expected significance of the research. It should also contain a review of the literature and current knowledge, a general plan of work, a statement of methods and data requirements, a proposed schedule, and a bibliography. The format varies.

III.5.c. Once the student has received approval of the Dissertation Proposal, he/she must present the research plans to the Department in an informal oral session open to faculty, staff, and students. Its purpose is to keep the entire Department informed of doctoral research and to encourage feedback to the student from the local professional community. Members of the student's committee evaluate the oral presentation for quality, but there is no failure option. It is the responsibility of the student and the student's Committee Chair to arrange for this session; the Committee Chair will certify the completion of this requirement in writing to the Director of Graduate Studies.

III.6. Candidacy Exam

III.6.a. Each student must pass a Candidacy Exam for advancement to Doctoral Candidacy. This exam is administered by the student's Ph.D. Committee, as stated in the Graduate School *Catalog* "... to determine the breadth and depth of the student's knowledge within the discipline." The Examination should focus on three areas of

knowledge: General Method and Theory within the designated subfield of Anthropology; Method and Theory for special Research Topics; and Temporal, Taxonomic or Geographical knowledge appropriate to the student's research interests.

III.6.b. Both research tool requirements must be completed on or before the date of the Candidacy Exam.

III.6.c. The student prepares for the Candidacy Exam by preparing a Candidacy Exam Bibliography in consultation with the members of the Ph.D. Committee. The student must obtain approval of this Bibliography from all members of the Ph.D. Committee, signified by their signatures on a Candidacy Exam Bibliography Approval form. The student must submit the Approval form and a copy of the Bibliography to the Director of Graduate Studies four (4) weeks prior to the written examination.

III.6.d. The Candidacy Exam Bibliography consists of a brief written statement of the student's subfield and topical interests and a comprehensive bibliography covering each of the three areas of knowledge stated in III.6.a., above. The purpose of the Bibliography is to demonstrate the student's knowledge of the topical issues, history of research, and literature in their major areas of specialization; and to guide the student in studying for the Candidacy Exam.

III.6.e. After approval of the Candidacy Exam Bibliography by the Ph.D. Committee, the student completes their study of the literature listed in the Bibliography to complete their preparation for the Candidacy Examination.

III.6.f. The Ph.D. Committee administers the Candidacy Exam, which consists of both written and oral components. The written component covers the three parts of the exam proposed by the student and will be administered within three (3) half-day sessions over the course of one week. The oral component, lasting approximately three (3) hours will be administered within two weeks after the completion of the written component. The committee may pass the student, pass with specified conditions, fail with a provision for the student to retake part or all of the examination, or fail the student permanently. A student may retake the preliminary exam (as either a written or oral exam) no more than one time (two times total), within a year of the original examination. A student will be recommended as passing the Candidacy Examination only if the members of the committee, with at most one exception, judge the performance on the Examination to be satisfactory.

III.7. Obtaining Doctoral Candidacy

III.7.a. There are five requirements for Doctoral Candidacy. The student must: (1) complete the requirements for residency as defined in the Graduate School *Catalog*; (2) satisfy the Department's Research Tool requirements; (3) submit and make an oral

presentation of an approved Dissertation Proposal; (4) pass the Candidacy Exam; and (5) complete any additional work assigned by the Ph.D. Committee as conditions for advancement to candidacy.

III.7.b. Of the 24 hours required to establish residency, 9 must be in 500-level courses other than 500A-E, 501, 585, and 597 (i.e., half the 18 hours required, in addition to the 6 dissertation hours allowable, should be in seminars). No more than six hours of 442 or 460 may count toward residency requirements.

III.7.c. The Director of Graduate Studies examines each student's record to evaluate when the requirements for candidacy have been met, and informs students when requirements are being overlooked. When all requirements are met, the Director of Graduate Studies submits a form to the Graduate School requesting Doctoral Candidacy. Doctoral Candidacy begins on the date when the Graduate School approves the request submitted by the Director of Graduate Studies. From this date, the student has five years to complete all remaining requirements for the Ph.D. degree.

III.7.d. Should five years of candidacy prove insufficient, the Ph.D. Committee determines whether to request an extension of candidacy or to allow candidacy to lapse. This decision is based on whether the student continues to be knowledgeable in their subfield, and whether the student is likely to complete the Ph.D. degree requirements within the period of the extension. A student whose candidacy has lapsed may request that it be reactivated at such time as he/she is prepared to complete their program. At its discretion, the Ph.D. committee or the Dean of the Graduate School may require a new Candidacy Exam to determine if a student's candidacy should be extended or reactivated. Ordinarily, extensions or reactivations are granted for only six months of additional candidacy at a time. Requests by the Ph.D. Committee are submitted to the Director of Graduate Studies, who then forwards them to the Graduate School for approval.

III.8. Ph.D. Dissertation

III.8.a. The final requirements for the Ph.D. cover the submission and approval of a Ph.D. dissertation. The dissertation is to be an extended, publishable piece of original research, demonstrating the student's comprehensive knowledge of topical, methodological, and theoretical issues in their chosen field of study. It should be a significant contribution to scholarship. Normally it includes the results of extensive fieldwork, laboratory work, or documentary research. The Ph.D. Committee oversees the research.

III.8.b. The Graduate School maintains strict requirements for the format of dissertations, advises the student on copyrights, and requires that the dissertation be published through an outlet such as University Microfilms. Current information on these matters is available from the Graduate School.

III.9. Dissertation Defense

III.9.a. The student must submit a complete draft (not the final draft) to all members of the Ph.D. Committee at least four weeks prior to the expected date of the defense. The Department Chair shall also receive a copy of the complete draft no later than four weeks before the defense date; and the Department Chair is expected to share any concerns they may have with the approved committee, committee chair and student before or during the defense.

III.9.b Upon the approval of a completed draft of the dissertation, the student and the Ph.D. Committee arrange for the Dissertation Defense. Ordinarily the Defense is the final step before the student submits the dissertation to the Graduate School. The Dissertation Defense is an oral examination administered by the entire Ph.D. Committee, normally lasting approximately three hours. The examination concentrates on the dissertation research, but may also deal with other areas of the candidate's anthropological training. The examination is open to the public.

III.9.c. If more than one member of the Ph.D. Committee fails the candidate on the Dissertation Exam, the candidate shall not be approved for graduation. Disapproving members of a committee indicate their disapproval by so specifying on the forms provided for the Dissertation Defense, and by withholding their signature from the Dissertation Approval Sheet. At its discretion, the Ph.D. Committee may specify additional conditions the candidate must meet in the dissertation before enough members of the committee approve the dissertation.

III.10. Graduating

III.10.a. The Director of Graduate Studies evaluates each student's records to make sure that all requirements are met, and that all approval forms for the Dissertation Defense and the dissertation itself are in hand.

III.10.b.

The Department also requires the student to submit a complete, unbound copy of the dissertation, printed on acid-free paper, to the Graduate Studies office before the Department will release the Department Dissertation Approval form required by the Graduate School.

M.A. PROGRAM Quick Reference Sheet

(All Forms available from Director of Graduate Studies office)

I. Requirements:

- 1) Five core courses during the first three semesters (500A, B, C, D and 500E), with 3.0 average, no more than one C.
- 2) One additional course in each of two areas (two courses total).
- 3) 24 hours of 500-level class work (including 3 hours 599; see Section II.b.3).
- 4) One language (either by exam, For. Lang 201a & b, 306 or 488 course, or petition for previous work). English is admissible for a non-native English speaker. A signed Language Tool Form must be submitted to the Graduate Studies Office.
- 5) After thesis proposal is approved and Approval Form deposited in the Graduate Studies Office, the student **MUST** have 3 hours 599 (thesis), but no more than 6 will count for graduation.
- 6) 30 hours total.
- 7) Thesis (with oral defense).

II. Additional Expectations:

- 1) Maintain minimum 3.0 G.P.A., to avoid probation.
- 2) Must meet with designated advisor at least twice per semester until committee chair is chosen.
- 3) Have committee chair by end of 2nd semester.
- 4) Have committee and thesis topic by 3rd semester.

III. Limitations:

Limited to 30 months of funding by Graduate School. Petitions for extensions rarely granted, and only for special needs of Department (not student).

Ph.D. PROGRAM
Quick Reference Sheet

I. Requirements:

1. Assessment of previous coursework

2. Residency - 24 hours completed prior to candidacy, including three 500-level courses other than 500A-E, 501, 585, and 597.

3. Tools -

1. 1 language (either by exam, For. Lang. 201a & b, 306 or 488 course, or petition for previous work). English is admissible for a non-native English speaker.
2. 1 other (another language, statistics, etc. - see Procedures Manual section III.3).

4. Ph.D. Candidacy Exam

- 1) Cannot schedule until completion of 24 hours in graduate program (not including M.A. work).
- 2) Approval of Dissertation Proposal by all Comm. members (Dissertation Approval Form).
- 3) Approval of Exam Bibliography by whole committee at least 4 weeks prior to written exam. (Bibliography Approval Form) The oral portion of exam will be given no more than two weeks after written component.
- 4) Exam is both written and oral, with confidential evaluations in writing on form by committee for file (to Graduate School upon clearance for graduation).
- 5) If fails, a student may retake the preliminary exam (as either a written or oral exam) no more than one time (two times total), within a year of the original examination.

5. Ph.D. Candidacy

- 1) Fulfilled residency requirement.
- 2) Completion of 2 research tools.
- 3) Approved dissertation proposal (by committee form P2b) and Brown Bag presentation.
- 4) Pass candidacy exam.
- 5) Complete any assigned coursework.

II. Additional Expectations:

- 1) Maintain minimum 3.2 G.P.A., to avoid probation.
- 2) Have committee chair by end of 2nd semester.
- 3) Have committee and dissertation topic by end of 3rd semester.

III. Limitations:

- 1) Funding limited by Graduate School to 40 months before Candidacy and 30 months after Candidacy. Petitions for extensions rarely granted, and only for special needs of department (not student).
- 2) Candidacy active for only 5 years.