

GRADUATE PROGRAMS IN ANTHROPOLOGY: REGULATIONS AND PROCEDURES

DEPARTMENT OF ANTHROPOLOGY

UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

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I. INTRODUCTION

A. Graduate Degrees

The Department of Anthropology at the University at Albany offers two graduate degrees: the Masters of Arts and the Doctor of Philosophy. There are two distinct sequences or programs leading to the MA degree: the General Sequence and the Cognate Field Sequence. General information about the programs, department, and faculty may be found on the department web site.

B. University and Department Regulations Governing Graduate Degrees

The rules and regulations governing graduate study in anthropology are of three types. First, there are the general University regulations on graduate study that apply to all programs. These are listed at the beginning of the Graduate Bulletin and they are overseen by the Office of Graduate Studies. The most important and relevant of these are repeated in this document, but this document does not claim to contain all such University regulations. Requests for waivers, exceptions, or changes in these regulations must be addressed to the Graduate Academic Council (see section VIII below, "Waivers and Exceptions").

The second type of regulation is the official University requirements for the Anthropology graduate programs. These are listed in the Graduate Bulletin under Anthropology, and they are repeated in this document. The third type of regulation is the specific details and procedures of the Anthropology graduate programs as described in this document. Requests for waivers, exceptions, or changes in these regulations must be addressed to the Graduate Affairs Committee (see section VIII below, "Waivers and Exceptions").

In addition to the three types of formal rules and regulations outlined above, there may be additional informal guidelines on course distributions or other issues within the individual subdisciplines. It is the responsibility of each student to know the content of all regulations, formal and informal, and to be sure that they are followed.

C. Changes in Regulations and Procedures

Changes in published University regulations must be approved by the Graduate Academic Council of the University. Changes in the specific procedures and requirements of the Department of Anthropology are made by vote of the faculty. The Graduate Affairs Committee creates a proposal to change a regulation or procedure, and typically student input is solicited prior to the vote by the faculty. This document is produced and maintained by the Graduate Affairs Committee of the Department of Anthropology.

D. The Graduate Affairs Committee

The Graduate Affairs Committee is responsible for the administration and oversight of the graduate programs of the Department of Anthropology. It consists of at least three full-time faculty members who are appointed by the Chair of the Department. One or more graduate student representatives may serve in a limited capacity on the GAC as student members at the discretion of the Committee.

Among the duties of the Graduate Affairs Committee are the coordination of graduate student recruitment efforts, supervision and coordination of the evaluation of applicants for graduate study and for financial aid and assistantships, administration of the comprehensive examinations, review and oversight of the regulations of the graduate programs as described in this document,

and general coordination of the progress of students through the graduate programs.

II. MASTER OF ARTS DEGREE: GENERAL SEQUENCE

Students in Phase I of the Ph.D. program follow this same sequence.

Completion of the M.A. program is intended to indicate competency in the data, methods, and theory of the major subfields, as well as in the concepts that integrate the subfields into a holistic discipline. The program requires 30 credits of course work (minimum). The distribution of these 30 credits in Anthropology and in other fields and the other requirements for the degree are as follows:

1. Coursework in Anthropology (24 credits, minimum)

ANT 502, 504, 506, 508, and a minimum of one course as advised from each of two of the following subdisciplines:

Archaeology. Any course in the series, ANT 530-9, 630-9, as advised.

Biological Anthropology. Any course in the series, ANT 510-519, 610-619, as advised.

Ethnology. Any course in the series ANT 553, 570, 572, 575, 590, 641, 643, 660-79, as advised.

Linguistics. Any course in the series ANT 520-9, 534, 620-9, as advised.

The student may, with the consent of the advisor, choose to be examined in one or more of the subfields, instead of taking the required or suggested courses. The vast majority of students have opted to take the courses. The examinations are normally in the form of problems or paper topics, on which the student spends a limited amount of time. Additionally, some of the requirements may be waived, if the student has had substantial and successful experience in a subdiscipline prior to graduate study. Such a waiver must be requested in writing, the request addressed to the Graduate Affairs Committee. Neither waivers nor examinations alter the number of credits required for the program.

2. Supporting Courses (3-6 credits)

Students may take additional coursework in other departments as approved by their advisor. Up to 6 credits of non-Anthropology coursework may count toward the MA degree. Independent study credits are limited to 4 credits per semester. Students seeking more than 4 credits of independent study must request approval from the GAC.

3. Research Requirement

- a. Students will complete a research seminar with a grade of B+ or better. Coursework for the seminar must include original research and it must be approved by the student's advisor. The list of approved research seminars is included as Appendix B to this document.
- b. Students will complete a research paper that demonstrates original anthropological research at a professional level. The paper must be read and approved by two faculty members selected by the student's advisor. Students may choose to substitute a master's thesis for the research paper in consultation with their

advisors. Regulations governing the submission of a master's thesis are published in the graduate bulletin.

4. Minimum Grade Average

In order to qualify for the MA degree, students must have a "B" average for all courses. Students must retake any proseminar (Ant 502, 504, 506 and 508) in which the final grade is lower than a B-. The "B average" is determined quantitatively, using a 4-point system where A = 4, A- = 3.7, B+ = 3.3, B = 3 etc. [see explanation of grades in the Graduate Bulletin]. Grades of C in any graduate course are considered failing and credits will not be counted toward the degree.

5. Comprehensive Examination

Students completing master's degrees who are in the PhD program and intend to continue on into Phase Two must complete the Comprehensive Examination (see Part VI, below). Students in the MA program should take the exam if they are considering applying to the PhD program. Grades on the exam have no bearing on the awarding of the master's degree. Terminal MA students need not take this exam.

III. MASTER OF ARTS DEGREE: COGNATE FIELD SEQUENCE

The Cognate MA program is a specialized degree program for students who seek specialized training in a relatively narrow area of anthropology, and who do not intend to pursue a Ph.D. in anthropology. Typically, the Cognate MA is chosen by professionals in other areas who want or need a graduate degree in anthropology, and by students who might need only a specialized MA degree. Examples of cognate fields include historical archaeology, contract archaeology, and medical anthropology.

The program requires 30 credits of course work (minimum). The distribution of these 30 credits in Anthropology and in other fields and the other requirements for the degree are listed below.

1. Cognate Field Proposal

Students who apply for admission to this program must submit a written proposal outlining their choice of both a specific field (i.e. subdiscipline) and a cognate field. This proposal must be approved by the Graduate Affairs Committee prior to admission to the program. The proposal must be included in the student's application. The Graduate Affairs Committee will consult with the other department regarding the viability of the planned program of study.

2. Coursework in Anthropology (18 credits, minimum)

Students will take two proseminars, as advised, plus courses as required and/or advised in two of the following four subdisciplines:

Archaeology. Any two courses in the series ANT 504, 530-9, 630-9, as advised.

Biological Anthropology. ANT 502, and either ANT 519 or 611, as advised.

Ethnology. Any two courses in the series ANT 508, 553, 570, 572, 641, 643, 660-79 as advised. Courses in specific languages do not fulfill this requirement.

Linguistics. Any two courses in the series ANT 506, 520-9, 534, 620-9, as advised.

The student may, with the consent of the advisor, choose to be examined in one or more of the subfields, instead of taking the required or suggested courses. The vast majority of students have opted to take the courses. The examinations are normally in the form of problems or paper topics, on which the student spends a limited amount of time. Additionally, some of the requirements may be waived, if the student has had substantial and successful experience in a subdiscipline prior to graduate study. Such a waiver must be requested in writing, the request addressed to the Graduate Affairs Committee. Neither waivers nor examinations alter the number of credits required for the various programs.

3. Courses in the Cognate Field (6-12 credits)

Students must complete two to three courses (6-12 credits) in a department other than Anthropology with a grade of B- or better.

4. Research Requirement

- a. Students will complete a research seminar with a grade of B+ or better. Coursework for the seminar must include original research and it must be approved by the student's advisor. The list of approved research seminars is included as Appendix B to this document.
- b. Students will complete a research paper that demonstrates original anthropological research at a professional level. The paper must be read and approved by two faculty members selected by the student's advisor, one faculty member from anthropology and one from the cognate discipline. Students may choose to substitute a master's thesis for the research paper in consultation with their advisors. Regulations governing the submission of a master's thesis are published in the graduate bulletin.

IV. DOCTOR OF PHILOSOPHY DEGREE, PHASE 1

Completion of Phase One of the Ph.D. program is intended to indicate competency in the data, methods, and theory of the major subfields as well as in the concepts which integrate the subfields into a holistic discipline.

The requirements of Phase One of the Ph.D. program are identical to those of the Master of Arts: General Sequence listed in Part III above. However, students must receive a "high pass" grade on the comprehensive examination before entering Phase Two of the Ph.D. program.

Continuous Registration

Students in the Ph.D. program must maintain continuous registration from their time of initial enrollment through completion of the Ph.D. degree. This means that students must be registered for at least 3 credits every semester (1 credit while ABD), including time spent doing fieldwork and writing the dissertation. This is a University requirement for which it is almost impossible to obtain an exception or waiver. The only exception is to obtain an official leave of absence; these are granted for nonacademic reasons, and students with a leave are not permitted to use any University facilities (see discussion of leaves of absence below).

V. COMPREHENSIVE EXAMINATION

A. Procedures

The comprehensive examination is a written, closed book examination administered annually, in January, the week preceding the start of the spring semester.

Students will take exams in two of the four subdisciplines of anthropology. Students must declare a primary subdiscipline, and they must take the comprehensive examination in that subdiscipline. Students must also take an exam in a second subdiscipline; this choice must be approved by their advisor. Both exams are taken during the same exam session. Students must have taken and passed the proseminars in both these subdisciplines before taking the exam.

Students must register in advance to take the comprehensive examination by notifying the Chair of the Graduate Affairs Committee. This must be done before December 1 of each year. Students must take the comprehensive examination in January of their second year in the program. Students wishing to delay the examination to the third year must petition the Graduate Affairs Committee in advance. Such petitions will be approved only if there are strong extenuating circumstances and the student has the support of his/her adviser. Students who fail to register for the examination at the correct time or who register but do not attend (deleted :fail to take the examination at the correct session) may be given a grade of failure at the discretion of the Graduate Affairs Committee.

One exam is given on each of four days, and students have a maximum of four hours to complete each exam. Students who are not native English speakers may take one extra hour to complete each exam. Specific guidelines will be distributed in advance of each examination.

B. Content

The goal of the examination is to test the breadth and integration of knowledge in two of the four subdisciplines of anthropology. The examination is formulated by the Graduate Affairs Committee in conjunction with other faculty members. Reading lists covering topics on which students are examined are available on file. They include basic readings from each proseminar plus a detailed list of supplementary readings compiled by the faculty of each subdiscipline.

C. Evaluation

At least two faculty members read each section of the examination. Anonymity is preserved by identifying exams by student identification number only. Grades are assigned for each subdisciplinary area in which the student was examined. Students' grades on individual sections and on the overall exam must be ratified by the faculty.

Each of the two comprehensive exams will receive a separate grade of Fail, Pass, or High Pass. Students must obtain a grade of High Pass in their primary subdiscipline and a minimum grade of Pass in the secondary field.

Students failing to achieve one or both of the expected grades should consult immediately

with their advisor. Students, in collaboration with the advisor, are permitted to petition the GAC for a makeup examination or other appropriate exercise. Approval of this petition is at the discretion of the GAC. Strong faculty support and an otherwise strong student record are necessary for, but do not guarantee, approval.

VI. DOCTOR OF PHILOSOPHY DEGREE, PHASE 2

A. Admission

Students enter Phase Two of the Ph.D. program in one of three ways:

1. Students in Phase 1 of the Ph.D. Program must complete all Phase One requirements, plus a grade of High Pass on the comprehensive exam in the primary subdiscipline and a Pass or High Pass on the second field.
2. Students in the MA General Sequence Program must: (1) complete the requirements for the MA degree; (2) complete the comprehensive exam with a high pass; and (3) file a formal application for admission to the Ph.D. Program with the Graduate Admissions Office, and the application must be approved by the Graduate Affairs Committee.
3. Students who have completed a MA degree in Anthropology at another institution must file a formal application for admission to the Ph.D. Program with the Graduate Admissions Office, and the application must be approved by the Graduate Affairs Committee.

Formal advancement to Phase 2 of the Ph.D. Program occurs when (1) all of the requirements of Phase 1 are complete, and (2) the student's Doctoral Advisory Committee has been formally approved by the Graduate Affairs Committee.

Students who enter with a MA degree in anthropology from another institution must receive written approval from the Graduate Affairs Committee before formally starting Phase 2 of the Ph.D. program. The Committee must verify that the student's MA-level preparation meets standards similar to those of the MA program at the University at Albany; normally this is done when the candidate's application is reviewed for admission. The Graduate Affairs Committee Chair and/or the student's advisor must specify in writing to the Registrar the previous graduate courses and the number of graduate credits that will be accepted from the student's MA program; this will normally not exceed 30 credits.

Students with MA degrees whose previous graduate work does not include at least one course in each of three of the four subdisciplines of anthropology will be required to take a graduate course in one or more of these fields, in order that they will have completed coursework in at least three of the fields at some point in their graduate education. When students lacking such previous coursework enter the program, the GAC Chair will tell them how many such courses they will need to take. The specific courses are selected by the student in consultation with the advisor.

B. Doctoral Advisory Committee

Upon admission to the second phase of the Ph.D. program, the student selects a chairperson for his/her Doctoral Advisory Committee. The chairperson and student then decide upon the additional committee members. There must be at least three faculty members on each committee, of which two, including the chairperson, must be full-time, permanent faculty members of the Department of Anthropology. The Doctoral Committee, and especially the committee chair, is responsible for guiding the student, and the departmental Graduate Affairs Committee monitors

each student's progress. A close student/faculty relationship is encouraged.

The make-up of the Doctoral Committee must be submitted in writing by the chairperson to the Graduate Affairs Committee for approval and registration. The Graduate Affairs Committee may recommend changes in the committee but only after consultation with departmental faculty. Any subsequent change in Doctoral Committee must be requested in writing to the Graduate Affairs Committee. Upon approval of the Doctoral Committee, the student formally advances to Phase 2 of the Ph.D. Program (provided that all requirements for Phase 1 have been completed).

C. Coursework and Residency

Every doctoral student must complete a minimum of 60 credits by the end of Phase II. Coursework must include a minimum of 4 regularly scheduled courses at or beyond the 600 level; this can include courses taken while still in Phase I. Every student must engage in full-time study for at least one academic year after acceptance into Phase 2 of the Ph.D. program, but not more than four years after starting graduate study (see the University's Statutes of Limitations). The student must enroll in a minimum of 24 credits in two regular semesters, not necessarily consecutive, which must be completed satisfactorily with the following exceptions (the following two items are taken directly from the University Graduate Bulletin):

1. Students authorized to register for work on a dissertation may substitute for this condition satisfactory completion of 16 registered credits minimum plus formal registration for and work on the dissertation.
2. Graduate assistants holding a full assistantship may substitute for this condition one academic year in such a position, including the satisfactory completion of a minimum of 15 registered credits during the year plus satisfactory completion of assigned duties.

Students having only partial assistantship support should check with the Graduate Office regarding proportional adjustment of the residency requirement.

Students should be aware that some of the subdisciplines may have additional guidelines or suggestions on courses and curriculum, and it is the responsibility of the student to be aware of these guidelines and to follow them.

D. Doctoral Program Planning

In consultation with the Doctoral Advisory Committee, the student submits a brief written proposal for the dissertation project, which is presented at an initial committee meeting. The student also consults with the advisor and committee members to determine the subject areas for the two special field exams and to determine how the research tool and methods requirements will be met. The advisor frames the exam questions, in consultation with the other committee members and the student.

E. Special Fields Exams

Students will pass qualifying exams in each of two special fields defined by the Doctoral Committee. The fields are defined by the committee in consultation with the student, taking into account the student's request in the program proposal. The special fields are subject areas of anthropological significance with relevance for the research interests and fieldwork plans of the student. They may pertain to theory, methods, geographical areas, or other substantive issues.

For each special field, the Doctoral Committee will define a test problem or question. A dated copy of the questions will be placed in the student's file.

Students are expected to complete each exam question during a maximum of four months or one semester in which to complete each exam question. Students will normally enroll in ANT 791, "Directed Reading," for at least 4 credits while they research and write each question. Completion of ANT 691 requires submission of the finished exam. Written exams should be about 30 typed pages in length, with a maximum allowable length of 40 pages of text (not including bibliography).

Each exam should be read by all Doctoral Committee members. Each exam must be approved by all committee members who read it and it should be discussed with the student in the context of a committee meeting. The committee will determine what action is to be taken in cases where a student fails an exam. Once an exam is approved, the advisor places a copy in the student's file.

Students who are on departmental teaching assistantships must have at least one special field exam completed and approved by March of their first year in Phase 2 of the program. Students who entered with a master's degree from another university are permitted an additional year to meet this requirement. Failure to meet this deadline may result in the loss of funding.

Successful completion of exam questions must be registered in writing with the Graduate Affairs Committee. If the Doctoral Committee determines that the exam has been failed, this is reported in writing to the Graduate Affairs Committee. The Graduate Affairs Committee in such cases will recommend to the faculty whether a new Doctoral Committee should be formed or the graduate student dropped from the program, and the final decision will be made by the full faculty.

F. Dissertation Research Proposal

Students will submit a written proposal for dissertation research. The written proposal will be in the format of a grant proposal of a type appropriate for dissertation research (e.g., the National Science Foundation Dissertation Improvement Grant). It should include a problem statement, review of literature, statement of objectives, discussion of methods, and a statement of significance. The proposal is reviewed by the Doctoral Advisory Committee and by an additional anthropology faculty member, who is selected by the dissertation committee chair. A copy of the proposal is also placed in the student's file. An additional copy should be submitted to the Graduate Affairs Committee.

The written proposal is defended in a closed session attended by the Doctoral Advisory Committee, the additional faculty reviewer, and any other faculty members who choose to attend. The defense will focus on the written proposal and the student's research plans. After the defense, the Doctoral Advisory Committee and all other faculty present will meet and discuss the student's proposal and research plans. The Doctoral Advisory Committee members plus the additional faculty reviewer will then determine whether the student has passed. The Doctoral Advisory Committee chair will inform the student immediately of the decision, and notify the Graduate Affairs Committee in writing of the decision and the composition of the examining faculty group. If a student fails the proposal defense, it may be retaken only at the discretion of the Doctoral Advisory Committee and the Graduate Affairs Committee.

The date for the proposal defense is set by the student's committee chair in consultation with the chair of the Department. It must be scheduled at least two weeks in advance, to take place during the fall or spring semester. For a defense to be held outside of the regular semester, the

advisor must gain approval from the GAC chair or the chair of the department.

With at least two weeks' notice, the Doctoral Advisory Committee chair will notify the faculty of the upcoming defense in a written memo or by e-mail. The completed proposal must be submitted to all committee members and the additional faculty reviewer, and a copy placed on file in the department, two weeks in advance of the defense. Doctoral Advisory Committee chairs are responsible for ensuring that procedures are followed correctly.

G. Methods and Research Tool Requirements

The student's advisor will report to the GAC upon the successful completion of each requirement listed below.

1. Anthropological Methods Requirement. Students are required to complete successfully two courses on anthropological methods. The courses must be approved by their dissertation committee. The following courses may be used to satisfy this requirement:

ANT 529	Field Methods in Anthropological Linguistics
ANT 538	Museum Research and Curation
ANT 600	Quantitative Methods in Anthropology
ANT 601	Advanced Quantitative Methods in Anthropology
ANT 608	Field Methods in Ethnology
ANT 624	Discourse Analysis
ANT 631	Stone Tool Analysis
ANT 632	Archaeological Research Design
ANT 636	Zooarchaeology
ANT 688	Advanced Research Methods in Anthropology

Students may substitute a methods course not on the above list (e.g., variable-topic seminars that focus on anthropological methods, or appropriate methods courses from other departments) subject to approval by their dissertation committee or committee chair and the Graduate Affairs Committee. Demonstrated proficiency in an anthropological field language may substitute for one methods course, with approval from the student's dissertation committee and the Graduate Affairs Committee. Students should note that some subdisciplines have recommended sequences of methods courses, and it is the responsibility of the student to be aware of these guidelines and to follow them in consultation with his/her committee.

2. University Research Tool Requirement. The University requires doctoral students to demonstrate a reading knowledge of at least one foreign language. The Department of Anthropology requires completion of the Research Tool Requirement in a foreign language relevant to the student's own program of research and study. The choice of a language must be approved by the student's dissertation committee.

Competence in the foreign language (e.g., a reading knowledge adequate for research) may be demonstrated in one of four ways. (1) If a doctoral language examination is administered by a University department for the selected language, successful completion of that exam will constitute competence. (2) Competence may be demonstrated by successful completion of one of the University's graduate-level intensive language courses (e.g., French 500A, German 500A, Spanish 500A). Credit from these courses does not count toward the PhD degree (University regulations

prohibit coursework done in preparation of the research tool requirement from counting toward the degree). (3) If a recognized standardized examination of graduate-level reading skills is offered for the language, this may be used to certify competence. (4) Competence may be demonstrated through written examination of the student by a faculty certifier or recognized authority. The faculty certifier or recognized authority, who must be approved by the Graduate Affairs Committee, must have sufficient expertise in the language to assess the skills of the student.

Beyond the Research Tool requirement, the Department encourages students to acquire skills in additional languages and/or other methodological research tools in order to further their individual training. Coursework in these additional languages or methods will count toward the PhD degree.

H. PhD Candidacy

1. ADMISSION TO CANDIDACY: PhD candidates are students working to complete their dissertation. A student is admitted to candidacy for the degree of Doctor of Philosophy upon:

1. Satisfactory completion of all course and credit requirements.
2. Satisfactory completion of the language/research tool requirement.
3. Satisfactory completion of the methods requirement.
4. Completion of university residence requirement.
5. Satisfactory completion of the special field examinations and defense of the dissertation proposal.

2. DISSERTATION: The student must submit a dissertation acceptable to her/his committee and which represents a significant and original research contribution in her/his area of primary specialization. The chairperson of the Doctoral Committee will take leadership in reading and evaluating the dissertation. All Doctoral Committee members must read and approve all parts of the dissertation. The University has specific requirements for the format and submission of the dissertation. Candidates should consult the University's guidelines at the appropriate time. Citations and bibliographies should follow the *American Anthropologist* format.

3. DISSERTATION COLLOQUIUM: The Department of Anthropology does not require a formal defense of the dissertation. In its place, students are encouraged to hold a public departmental colloquium on the topic of their dissertation. The colloquium will be held sometime after dissertation data are gathered, either before the final dissertation is filed with the University or soon after; it will normally be held at some point during the writing of the dissertation. The goal of the colloquium is to provide a forum for presenting the results of research and for eliciting constructive comments and criticisms on the dissertation project. The scheduling of this colloquium is determined by the Doctoral Committee in conjunction with the Graduate Affairs Committee.

VII. PROGRESS AND RECORDS

A. Records

The Graduate Affairs Committee maintains a file on each graduate student that is considered official within the Department. These files are kept in the Departmental office. They include an advisor's worksheet that monitors the progress of the student through the graduate program. While individual advisors and the Graduate Affairs Committee keep track of the progress of students, it is the responsibility of the student to make sure that program requirements are met in an appropriate and timely fashion.

B. Progress

The following table lists the expected times for progressing through the graduate programs.

Milestone

Completion of Phase 1/MA	2 years
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After Start of Phase 2:

Special Field Exams	1 year*
Advancement to Candidacy	1.5 years*

(*an additional year is slotted for students entering with master's degrees from other universities)

If a student fails to progress through the program in a timely fashion, his/her advisor is consulted about the cause of the delay. In the absence of extenuating circumstances, such delays will lower a student's evaluation for financial aid, teaching positions, and other opportunities.

Apart from the above departmental rules on progress, students must comply with the University's Statutes of Limitations:

1. The required full-time study in residence must be completed within four calendar years from the date of initial registration in the program in the fall, three and one-half years from the date of initial registration in the program in the spring.
2. All requirements for a doctoral degree must be completed within eight calendar years from the date of initial registration in the program.

C. Performance Review

Every May the department carries out a review of students' progress. Each student's advisor evaluates his or her progress and speaks briefly about the student to the entire faculty. Students should make sure that the progress worksheet in their department file is up to date and all achieved milestones have been properly documented. After the review, the department chair sends a letter to each student commenting on his or her progress and noting any problems.

D. Leaves of Absence

Doctoral students may be granted an official leave of absence from the graduate program for nonacademic reasons. While on leave, students may not use university facilities, draw on faculty time, or complete milestones toward the degree. An official leave of absence is the only situation where the continuous registration rule is relaxed. Application for a leave of absence must be made through the Department of Anthropology, with approval from the Department Chair, the College of Arts and Sciences, and the Office of Graduate Studies. A total of four semesters of leave is permitted. See discussion in the University Graduate Bulletin.

VIII. WAIVERS AND EXCEPTIONS

It should be possible for most graduate students to complete successfully our MA and PhD programs within the rules and regulations set by the University and the Department. Occasionally a student will need to request exemptions from certain regulations, and this section discusses how to do this. The Committee does not appreciate deviations from the regulations, and students (and advisors/committee chairs) should have a compelling reason to request changes.

The Graduate Affairs Committee is powerless to grant changes in University regulations (such as residency, credit requirements, and the like). These are described in the University's Graduate Bulletin in the chapter on "Admissions and Graduate Regulations." Requests for exemptions or changes must be requested in writing to the Graduate Academic Council. Submit your requests to the Committee, along with support from your advisor or dissertation committee chair, and we will forward them, with our comments, to the Council. Students may want to speak with the University's Director of Graduate Studies if they have problems in fulfilling University requirements.

Requests for waivers to *Departmental* regulations can be addressed to the Committee. These requests may address such issues as the timing of the comprehensive exams, the requirement to take 600-level courses, or the format of the doctoral examinations. If a student wishes to request any waivers regarding these procedures or regulations, the first step is to discuss the matter with his/her advisor or dissertation committee members. Formal requests must be made in writing to the Graduate Affairs Committee, and they should be accompanied by a memo from the student's advisor or committee chair showing that he/she is aware of the request and supports it.

A possible source of confusion on University vs. Departmental regulations is that they are not explicitly separated in this document. The University rules are clearly described in the Graduate Bulletin, however.

IX. ACADEMIC DISHONESTY

There are severe penalties for academic dishonesty. Standards of academic integrity and penalties and procedures for students who violate academic integrity are listed on the Graduate Studies web site: <http://www.albany.edu/gradstudies/academics/a4.shtml>. All students should be aware of these policies.

X. GRADUATE ASSISTANTSHIPS

A. Introduction

The Department of Anthropology offers graduate assistantships, which provide a stipend and a tuition waiver of 9 credits per semester. These are sometimes split to provide support to a larger number of people. In addition, there are occasional research assistantships and assistantships outside the department, the latter usually in administrative offices on campus. Assistantship awards are normally offered in mid-March ; application by the announced deadline is essential for consideration. The department offers up to eight semesters of assistantship support.

University regulations do not allow the award of graduate teaching assistantships to foreign graduate students having English proficiency scores below 600 (TOEFL) or a score of less than 90 on either the Michigan Test or the AGIGU. A student may be cleared for a teaching assistantship upon receiving a score above one or another of these thresholds or by passing an examination for

foreign teaching assistants designed by members of the Intensive English Language Program on the SUNY Albany Campus and certification of competence to conduct classroom discussion by the Department.

Information concerning other sources of financial aid can be obtained from the Student Services Center, Campus Center G-26, <http://www.albany.edu/studentservices>

B. Initial Appointments

Applications are received by the Graduate Affairs Committee. The Committee uses the following criteria to make a recommendation to the entire departmental faculty. Late changes due to the acquisition of new lines or unexpected resignations are sometimes dealt with by the chair of the committee in concert with the department chair, following a list of previously ranked candidates, and with the advice of available committee members and other faculty.

Criteria:

1. Evaluation of the applicant's academic record, with special attention given to anthropology background. Standard test scores, grades, and letters of recommendation are particularly important for people new to the programs.
2. Admission to the doctoral program.
3. Prior teaching experience.
4. Adequate English proficiency.
5. Program recruitment goals.

Evaluations:

Every assistant is assigned to a supervising faculty member. There is a written evaluation of every assistant by the supervising faculty member each semester. The evaluation focuses on

1. the completion of assigned tasks
2. overall quality of performance

These factors are evaluated on the following bases:

1. informal observation by the supervisor and
2. classroom questionnaires (where appropriate).

C. Renewal of Appointments

All students must reapply for the assistantship each year. Applications are submitted to the Graduate Affairs Committee. The Committee uses the following criteria to make a recommendation to the entire departmental faculty. The applications are pooled with those from applicants not previously supported. Incumbents are given preference so long as performance remains good in terms of the following criteria, the maximum number of semesters of support has not been reached, and the appropriate milestones are being met.

Criteria:

1. Assessment of evaluations submitted by current and earlier (if any) faculty supervisors.
2. Academic performance in the current graduate program.
3. Adequate progress through the graduate program as monitored by the progress checklist in the student's file. Students making unsatisfactory progress will not receive continued funding.

D. Assistantship Workload

The following policies guide assistantship workload. University regulations assume that a full assistantship carries an obligation of 20 hours of work per week, with a tuition waiver of up to 10 credits.

1. Weekly assistantship workload shall not normally exceed a maximum of 20 hours in any week. The limit shall be lower in proportion to partial assistantship support.
2. Graduate assistants assigned regular sections shall usually be required to teach no more than 3 such sections per semester, with a maximum of 25 students per section.
3. Graduate assistants assigned writing-intensive sections shall usually be required to teach no more than 2 such sections per semester, with a maximum of 20 undergraduate students per section.

Appendix A

GRADUATE STUDY IN ANTHROPOLOGY: OUTLINE OF REQUIREMENTS

This outline summarizes the requirements of the graduate programs in Anthropology. See the document called "Regulations and Procedures" for more detailed information on the requirements.

MA DEGREE / PH.D. DEGREE PHASE 1

By the end of Phase 1 you should have completed the following requirements:

1. Select an advisor.
2. Take the 4 proseminars. (12 to 16 credits)
3. Take other courses:
 - A. Distribution courses (1 from each of 2 subdisciplines)
 - B. Research seminar
 - C. Two to three other courses. See guidelines for each subdiscipline.[30 total credits are required. Independent study credits are limited to 3 credits per semester.]
4. PhD Phase 1 only: Receive a grade of High Pass on the Comprehensive Exams.
5. Complete a research paper / MA thesis

PHD DEGREE, PHASE 2

By the end of Phase 2 you should have completed the following requirements:

1. Form a committee.
2. Submit a program proposal outlining plans for steps 4-6 and dissertation topic.
3. Take courses: 30 credits beyond Phase 1, including four courses at or beyond the 600 level. Independent study credits are limited to 3 credits per semester. See guidelines for each subdiscipline.
4. Take special fields exams.
5. Write and defend a dissertation research proposal.
6. Complete departmental research methods requirement.
7. Complete the university research tool requirement.

PHD CANDIDACY

1. Apply for admission to PhD candidacy.
2. Do dissertation research.
3. Hold a colloquium on the dissertation research.
4. Complete a dissertation.

Appendix B

LIST OF COURSES APPROVED FOR THE "RESEARCH SEMINAR" REQUIREMENT

Linguistics

ANT 523	Linguistic Structures
ANT 524	Language and Culture
ANT 527	Topics in Linguistics
ANT 528	Middle American Linguistics
ANT 624	Seminar in Linguistics

Archaeology

ANT 531	Seminar in Social Archaeology
ANT 630	Seminar in Archaeology
ANT 631	Seminar in Archaeological Theory and Method
ANT 632	Archaeological Research Design
ANT 633	Seminar in Mesoamerican Archaeology
ANT 637	Cyprus in Prehistory
ANT 638	Cyprus in the Iron Age

Ethnology

ANT 553	Topics in Social Anthropology
ANT 560	Topics in Anthropological Theory
ANT 575	Seminar in Anthropology and Folklore
ANT 641	Seminar in Mesoamerican Ethnology
ANT 643	Seminar in Native Mesoamerican Texts and Literatures
ANT 660	Seminar in Symbolic Anthropology
ANT 661	Seminar in Political Anthropology
ANT 662	Seminar in Economic Anthropology
ANT 663	Seminar in Cross-Cultural Comparison
ANT 664	Seminar in Urban Anthropology
ANT 665	Seminar in Ethnology of Religion
ANT 666	Seminar in Ethnohistory
ANT 668	Seminar in Ecological Anthropology
ANT 670	Seminar in Ethnology
ANT 690	Seminar in Anthropology

Physical Anthropology

ANT 519	Studies in Physical Anthropology
ANT 611	Seminar in Physical Anthropology
ANT 612	Topics in Biomedical Anthropology
ANT 614	Topics in Growth and Development
ANT 615	Topics in Population Biology
ANT 617	Topics in Paleoanthropology
ANT 618	Seminar in Human Osteology