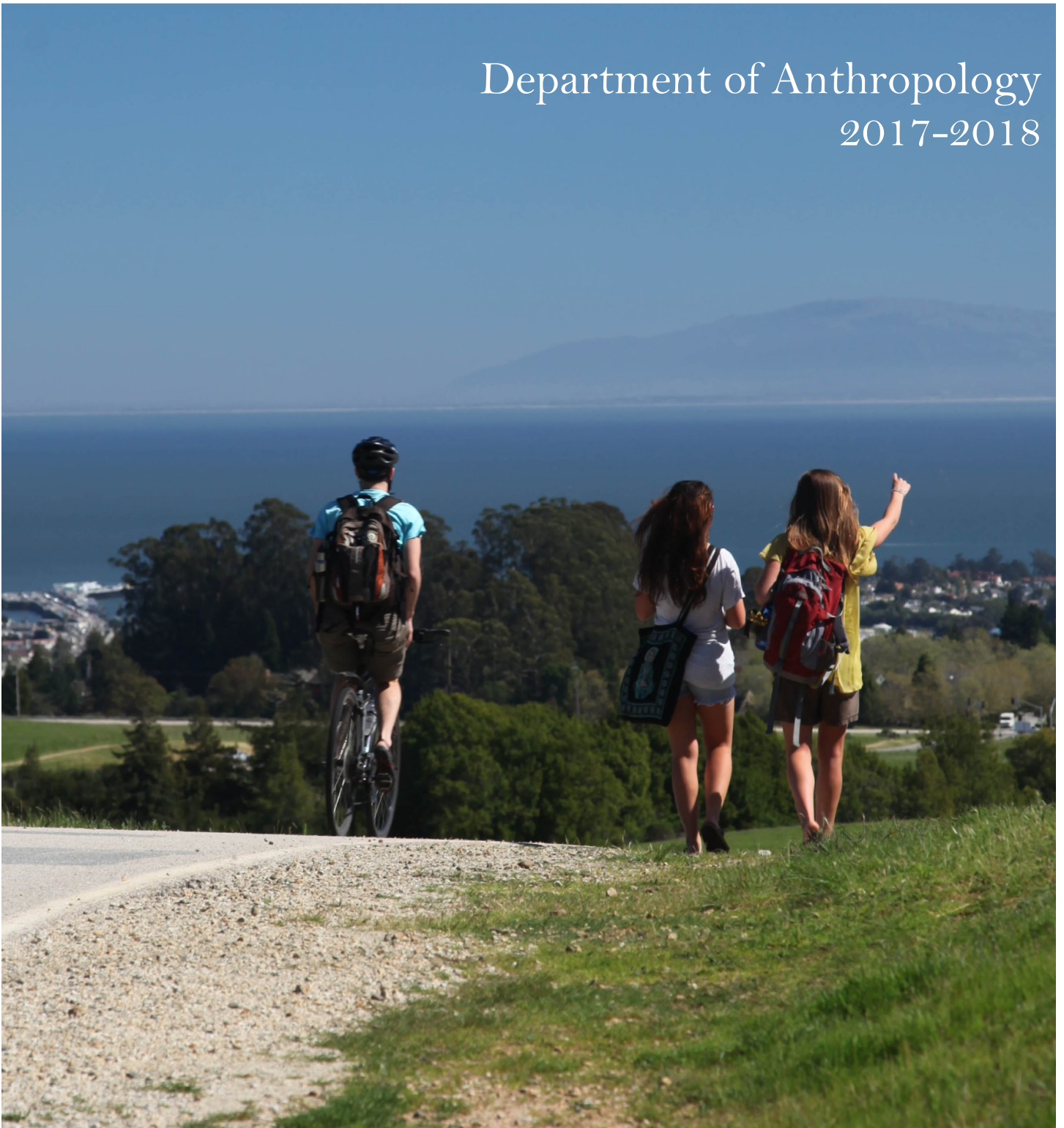


# Graduate Student Handbook

Department of Anthropology  
2017-2018



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# The Anthropology Department

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The Graduate Program Coordinator/Advisor, the Graduate Director, and the Graduate Committee administer the Anthropology graduate program. If students have questions or concerns about university/program administration, policy, processes, or degree progress, the following people would be the appropriate contacts.

Graduate Director	Andrew Mathews	459-2080	<a href="mailto:amathews@ucsc.edu">amathews@ucsc.edu</a>	SS1 325
Program Coordinator	Taylor Ainslie	459-3588	<a href="mailto:tainslie@ucsc.edu">tainslie@ucsc.edu</a>	SS1 357

In addition to policy matters, the Graduate Committee is responsible for awarding funds for presentations at scholarly meetings, funds for summer fieldwork, and nominations for fellowships.

For issues related to academic and professional development, courses, academic milestones, etc., students should contact their faculty advisor.

## *Graduate Offices and Mailboxes*

Graduate students have assigned office space located in Social Sciences I (SSI). Each student is issued an office key from the Graduate Program Coordinator.

Graduate mailboxes are located in the Graduate Lounge/Computer Lab, room 243. Be sure to check your mailbox frequently, as important announcements are placed in the mailboxes. Mail sent to campus should be addressed to:

Anthropology Department  
Social Sciences 1 Faculty Services  
UC Santa Cruz  
1156 High St.  
Santa Cruz, CA 95064

In addition, students may receive messages and make local telephone calls from the Graduate Student Lounge. The phone number is 831-459-2409.

## *Graduate Web Pages*

Grad student web pages can be found on the anthropology web site at: <https://anthro.ucsc.edu/graduate/grad-directory.php>. Students are responsible for managing their own directory posting. Students may link personal web pages to their pages on the department web site. For more information on personal pages: <https://its.ucsc.edu/directory/how-to-update.html>

## *Graduate Computer Facilities*

The graduate student computer and printer are located in the Graduate Student Lounge, room 243. There are also a computer and copy machines in the Faculty Services Mail Room, room 318.

The department will provide each anthropology graduate student with a \$30 copy credit (@ \$.06/copy or 500 copies) for the year. Students should not take paper from the copying machine.

## Departmental Responsibilities

### *Department Meetings*

Graduate students select a representative to attend Anthropology Department meetings, which are usually held on Wednesdays from 3:15-5:00pm.

### *Colloquia*

Graduate students are required to register for and attend the Colloquium Series (ANTH 292) each quarter. The series of talks by guest lecturers, UCSC faculty, job candidates, and others is presented several times a quarter, typically on Wednesday afternoons from 3:15-5:00pm.

### *Grad Lounge/Computer Lab*

Graduate students are responsible for keeping the graduate lounge clean. This includes cleaning/defrosting the refrigerator, cleaning the microwave and coffee maker, and taking out the recycling bin.

### *Fellowship/Grant Proposals*

Graduate students are expected to share successful grant proposals by providing an electronic copy of the successful proposal to the Graduate Program Coordinator. The proposals will only be available to UCSC anthropology graduate students.

Students should also provide the award letter and funding information to the Graduate Program Coordinator for record-keeping.

## Academic Requirements

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Both the Department and the University define the major requirements for each stage of study. The first year of the program is geared towards giving students a theoretical foundation so that they may begin to formulate ideas for a research project. All graduate students are expected to be in residence (on campus) during their first year in the program. At the end of the first year, students will submit a portfolio of substantive work to their Preliminary Committee (see page 11).

### *Residency Requirement*

The minimum residency requirement for a Ph.D. degree at UCSC is six quarters. To receive a degree from UCSC, students must be registered at the Santa Cruz campus for at least three of the six quarters. A minimum of one quarter in residence is required between Advancement to Candidacy and the awarding of the degree.

### *Good Academic Standing and Probation*

A duly registered graduate student is considered to be in good standing so long as the student's department determines that he or she is making satisfactory progress toward a terminal degree. The Department and the Graduate Dean review the academic progress of each continuing graduate student annually.

If the Anthropology Department deems a student's work unsatisfactory, he or she may be placed on probation. A student whose academic progress has been found unsatisfactory in two successive annual reviews will be subject to dismissal from the University.

Recommended probation for a student states:

- 1) Reason why (failed X class, etc.)
- 2) Steps that must be taken to restore satisfactory academic standing
- 3) The timeline for completion of the required work

The letter to the student will state that the failure to meet any one of the requirements may result in dismissal. No action for dismissal is taken until and unless the department recommends dismissal.

A student who has completed twelve or more quarters of full-time work in the same graduate program without Advancing to Candidacy for the Ph.D. is not considered to be making satisfactory progress. In such cases, the student will be recommended for dismissal or placed on probation until Advancement is achieved. A student Advanced to Candidacy for more than nine quarters who has yet to complete his or her Ph.D. is not considered to be making satisfactory academic progress. Consult the Graduate Division's [Graduate Student Handbook](#) for more information about academic progress, probation, dismissal, and the appeal process.

## **Cultural Track Requirements**

### *Requirements*

Students entering with Master's degrees may progress through the program more swiftly, depending upon the fit of prior work with the requirements of the doctoral program.

Students are expected to have Advanced to Candidacy by the end of their third year. In order to advance to candidacy in Cultural Anthropology, students must complete:

- Graduate Core Courses – ANTH 200A (fall) and ANTH 200B (winter) – in the first year. Note: Incompletes are not allowed in the Core Courses.
- Ethnographic writing requirement



- Three additional substantive graduate-level seminars in Anthropology. This does not include Ethnographic Practice (ANTH 208A), Grant Writing (ANTH 228), Graduate Colloquium (ANTH 292), Independent Studies (ANTH 297 series), or tutorials. Tutorials are courses taught in conjunction with undergraduate courses (ex. ANTH 146/246).
- Survey of Cultural Anthropology (ANTH 252) if student comes from a non-anthropological background.
- Language requirement
- Pass the Qualifying Exam

### *Ethnographic Writing Requirement*

This requirement may be completed by passing Ethnographic Practice (ANTH 208A) or through an independent research project in which the student engages in research based on participant observation or other ethnographic methodology, and in which the student adequately translates that research experience into a written text.

### *First Year Checklist*

#### Fall Quarter

- ☐ Core Course (ANTH 200A)
- ☐ Colloquia (ANTH 292)
- ☐ Explore options for Preliminary Committee (your first-year advisor and one other faculty member)

#### Winter Quarter

- ☐ Core Course (ANTH 200B)
- ☐ Colloquia (ANTH 292)
- ☐ Graduate Seminar or Language course (consult with your first-year advisor)
- ☐ If you do not have a BA in Anthropology, Survey of Cultural Anthropology (ANTH 252)
- ☐ Apply for FLAS (Foreign Language Area Studies Fellowship)

#### Spring Quarter

- ☐ Ethnographic Practice (ANTH 208A) or otherwise complete Ethnographic Writing Requirement in consultation with your first-year advisor and department approval
- ☐ Colloquia (ANTH 292)
- ☐ Graduate Seminar or Language course (consult with your first-year advisor)
- ☐ Apply for Summer Travel Funds
- ☐ Submit request for TAs to department and outside departments
- ☐ Submit a portfolio of first-year work to Preliminary Committee and schedule First-Year Review
- ☐ Select faculty advisor (this will be your advisor throughout your graduate career; however, you are allowed to change advisors)

### *Second Year Checklist*

- ☐ Write up reflective paper on summer fieldwork
- ☐ Complete graduate-level seminars
- ☐ Continue to enroll in ANTH 292

- ☐ Complete Grant Writing (ANTH 228) in Fall
- ☐ Complete Constructing Regions (ANTH 229) in Winter
- ☐ Write Regional/Area Statement for Qualifying Exam
- ☐ Complete Second-Year Review Form
  - Develop QE committee
  - Begin on QE statements
  - Make progress on language requirement
- ☐ Be enrolled in at least 10 units each quarter (speak to faculty advisor regarding which courses are best suited for your dissertation/academic objectives)
  - May enroll in elective seminars
  - May enroll in Independent Study courses

### *Third Year Checklist*

- ☐ Complete graduate-level seminars
- ☐ Continue to enroll in ANTH 292
- ☐ Complete QEs: prospectus due in Fall, topical statement due in Winter; defense in Spring
- ☐ Be enrolled in at least 10 units each quarter (speak to faculty advisor regarding which courses are best suited for your dissertation/academic objectives)
  - May enroll in elective seminars
  - May enroll in Independent Study courses

### *Post-QE (Fourth Year and beyond)*

- ☐ Be enrolled in at least 5 units – ANTH 299A

## **Archaeology Track Requirements**

The normal course of progress in the doctoral program in anthropology involves up to three years of increasingly specialized study before the Ph.D. Qualifying Examination, followed by a field or laboratory based research project of variable length, and a year of dissertation writing. Students entering with Master's degrees may progress through the program more swiftly, depending upon the fit of prior work with the requirements of the doctoral program.

First-year students take two foundational core courses in the history of archaeological theory and current theoretical approaches in our subfield, and pass a portfolio review of their work for the year. They also participate in the departmental colloquia and proseminars, work closely with their faculty advisor to define methodological and regional foci of their curriculum, and to begin to develop their dissertation prospectus.

### *Course Requirements*

- ☐ Two Core Theory Courses (must complete during the first year):
  - ANTH 270A: History of Archaeological Theory
  - ANTH 270B: Current Directions in Archaeological Theory

- ❑ Two Laboratory or Field Research Methods Courses, such as:
  - Skeletal Biology (ANTH 202A)
  - Ceramic Analysis (ANTH 280/L)
  - Osteology of Mammals, Birds, Fish (ANTH 285)
  - Geographic Information Systems and Environmental Applications (ENVS 215A)
  - Courses in other departments with advisor approval
  - Approved laboratory or field research tutorial
  - Participation in an accredited field school
- ❑ Two Geographic, Temporal, or Topical Area Courses, such as:
  - Seminar on Early African Archaeology (ANTH 275A)
  - Tutorial in Archaeology of African Complex Societies (ANTH 275B)
  - Advanced Topics in North American Archaeology (ANTH 276A)
  - Mesoamerican Archaeology (ANTH 276B)
  - Advanced Topics in Archaeology (ANTH 287)
  - Advanced Topics in Origins of Farming (ANTH 273)
  - Advanced Topics in Archaeology of Complex Societies (ANTH 274)
  - Constructing Regions (ANTH 229)
  - Courses in other departments with advisor approval
- ❑ Two Advanced Laboratory or Field Methods Apprenticeships (ANTH 297/298) in consultation with your advisor
- ❑ Two Graduate Seminars. Tutorials – courses taught in conjunction with undergraduate courses – do not count towards this requirement. Examples of appropriate courses include:
  - The Anthropology of Things: Sign, Gift, Commodity, Tool (ANTH 225)
  - Feminism and Gender in Archaeology (ANTH 279)
  - Household Archaeology (ANTH 282)
  - Indigenous Archaeology (ANTH 2XX)
  - Advanced Topics in Archaeology (ANTH 287)
- ❑ Grant Writing (ANTH 228) or Research Design Seminar (ANTH 272)
- ❑ Fulfill Quantitative Methods requirement, to be determined by faculty advisor:
  - Pass approved statistics course taken outside the department (for example, PSYCH 2 or AMS 7).
  - Pass course in spatial modeling and statistics (ENVS 291 or AMS 245)
  - Approved quantitative methods or statistics course taken as part of previous BA or MA program may be substituted for this requirement.
- ❑ Fulfill language requirement

#### Funding

- Apply for FLAS (Foreign Language Area Studies Fellowship)
- Apply for Summer Research Funds
- Apply for extramural funds (in consultation with your advisor)
- Submit request for TAs to department and Division of Graduate Studies (for TAs outside of the department)

#### First Year Checklist



- ☐ Prepare Ford Foundation application (Fall)
- ☐ ANTH 270A (Fall)
- ☐ ANTH 270B (Winter)
- ☐ Complete first-year review (Spring)
  - Determine quantitative methods requirement
  - Determine language requirement
- ☐ Prepare bibliography (~50 references) for first (theory, methods, or area) QE statement over summer

### *Second Year Checklist*

- ☐ Prepare NSF GRFP and/or Ford Foundation application (Fall)
- ☐ Submit QE statement bibliography to advisors (Fall)
- ☐ Complete first QE statement using bibliography (Fall)
- ☐ Prepare bibliography for second QE statement by Winter Quarter
- ☐ Develop second QE Statement (due Spring)
- ☐ Prepare bibliography for third QE statement over summer
- ☐ Begin language requirement

### *Third Year Checklist*

- ☐ Develop third QE statement (Fall)
- ☐ Take ANTH 272 (Advanced Archaeological Research Design) and develop QE prospectus and dissertation grant proposals (Fall)
- ☐ Complete language requirement
- ☐ Finalize QE statements and prospectus (Winter)
- ☐ QE defense (Spring)

## **Biological Track Requirements**

### *Requirements*

Students are expected to pass a first-year review and have advanced to candidacy by the end of their third year. In order to advance to candidacy in Biological Anthropology, students must complete:

- ☐ Course Requirements (see below)
- ☐ Attend at least 8 talks per quarter (Anthropology Colloquia series, Arch/BioAnth Lunch series, EEB Seminar series, or EPS Seminar series)
- ☐ Comprehensive Exam (see below)
- ☐ Two Quarters of Teaching Assistantships
- ☐ Presentation of a Seminar on Proposed Research
- ☐ Language Requirement
- ☐ Pass the Qualifying Exam

### *Course Requirements*

- ☐ The Core Theory Course - ANTH 295: Scientific Method (must complete during the first year)

- ☐ Ecology and Evolutionary Theory Requirement (must complete during the first year)
- ☐ Two Advanced Anthropological Methods and Research Courses
  - One course in the first year:
    - ANTH 202A: Human Skeletal Biology
    - ANTH 203: Forensics
    - ANTH 203B: Forensics and Bioarchaeology
    - ANTH 207A: Methods and Research in Molecular Anthropology
    - ANTH 207B: Methods and Research in Isotopic Analysis
  - One course by the end of the second year:
    - Any of the above
    - A course substituted from another department with approval from faculty advisor.
- ☐ One Graduate Seminar in Archaeology or Cultural Anthropology (must be completed by the end of the second year)
- ☐ One Course in Advanced Statistics or Quantitative or Computational Analysis
- ☐ Two Lab Apprenticeships
  - ANTH 298
  - Equivalent course in another department
- ☐ ANTH 294R: Advanced Readings in Biological Anthropology every quarter prior to advancing to candidacy
- ☐ ANTH 216: Methods in Biological Anthropology every quarter starting in the second year until advancement to candidacy

### *Comprehensive Exam*

By the end of the second year, students are required to pass a comprehensive exam. Students must demonstrate knowledge in Ecological and Evolutionary Theory, expertise in at least two subfields of Biological Anthropology, and sufficient background in either Archaeology or Cultural Anthropology, especially Medical or Environmental Anthropology. The exam format is a written essay and a 2-hour oral exam.

Students may satisfy both the oral and written requirement with a manuscript worthy of submission to a professional journal. The manuscript must be based on a research project undertaken in the second year with advisor approval. The student must be the first author of the manuscript in order to satisfy the requirement.

### *First Year Checklist*

- ☐ ANTH 295: Scientific Method (Fall)
- ☐ BIOE 279: Evolutionary Ecology (Winter)
- ☐ ANTH 294R: Readings in Advanced Biological Anthropology (every quarter)
- ☐ One course for Methods and Research Requirement
- ☐ First-Year Review

### *Second Year Checklist*

- ☐ Final course for Methods and Research Requirement

- ☐ Archaeology or Cultural Anthropology Graduate Seminar
- ☐ ANTH 294R: Readings in Advanced Biological Anthropology (every quarter)
- ☐ ANTH 216: Methods in Biological Anthropology (every quarter)
- ☐ Begin Language Requirement
- ☐ Second-Year Review
- ☐ Comprehensive Exam

### *Third Year Checklist*

- ☐ Quantitative Requirement
- ☐ Lab Apprenticeship Requirement
- ☐ ANTH 294R: Readings in Advanced Biological Anthropology (every quarter)
- ☐ ANTH 216: Methods in Biological Anthropology (every quarter)
- ☐ Complete Language Requirement
- ☐ Qualifying Exam

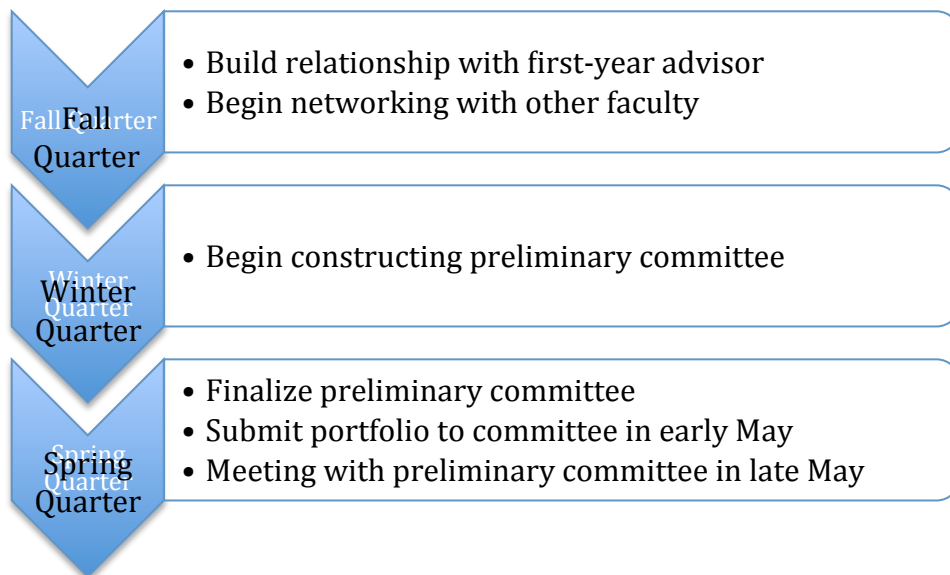
## Annual Reviews

### *First Year*

First year faculty advisors are assigned by the Graduate Director in consultations with the department faculty. (Note: Students may request to change their advisors after the first year review meeting.)

Before the end of the first year, in consultation with their first-year adviser, students are expected to establish a Preliminary Committee made up of the first-year advisor and one other Anthropology faculty member.

### Timeline



## Portfolios

Each year first-year student will be asked to submit to his or her Committee member and/or advisor:

- 1) A short (2-3 page) "statement of progress and plans"
- 2) A portfolio containing all written work done during the current academic year

The portfolio and statement are due to the student's advisor and other Committee member at least two weeks before the Spring Review Meeting. The statement of progress and plans should include a discussion of intellectual progress made during the previous year, and it should note courses taken, grants applied for, Qualifying Exam (QE) requirements met, etc. The statement should include detailed plans for the following summer and academic year (with respect to courses, grant/fellowship applications and deadlines, fieldwork, study off-campus, expected date of QE, etc.). Plans and speculations about later study, research and writing should also be noted.

The purpose of this process is to support and assist students to be ready to QE in the third year of study, in accordance with University requirements for satisfactory academic progress as described above.

Students are responsible for submitting their portfolios and yearly statements to advisors in a timely fashion at the end of the year. Based on the report by the Preliminary Committee, the faculty as a whole will recommend:

- 1) Continuation in the program and award the MA upon completion of requirements
- 2) Continuation in the program and award the MA upon completion of requirements with conditions and actions for remediation
- 3) Terminal M.A. degree.

Upon completion of the first-year review, students will coordinate with their committee to submit a summary evaluation and first-year review form to the Graduate Program Coordinator. The form can be accessed here:

<https://anthro.ucsc.edu/private/Forms/preliminary-review-form.pdf>

## *Second Year*

Second year students should complete the Second-Year Review Form in early Spring quarter of the second year. In consultation with their advisor, students are expected to construct a QE committee (subject to change), detail their timeline to the Qualifying Exam, and make progress on the language requirement. Students may attach a detailed letter to the form explaining their progress to date, including courses taken, work completed to advance the dissertation project (including pre-dissertation fieldwork), and schedule for taking the Qualifying Exams in their 3rd year. The form can be accessed here:

<https://anthro.ucsc.edu/private/Forms/Second Year Review.pdf>

## *Third Year*

Students are expected to QE by the end of their third year. For more information about the QE process, please see page 15.

Third year students who are not going to take their Qualifying Exams by the end of this year are required to write a detailed letter to their advisor explaining their progress to date, why they do not plan to take their QE exams by the end of the third year, and establishing a firm timeline to advance to candidacy.

Students who have passed their QEs do not have to submit a report but should discuss their plans with their advisors.

## Independent Study

Students may elect to register in an individual study/research course in anthropology in consultation with their faculty advisor.

To register in an independent study:

- 1) Request an Anthropology Graduate Independent Study Petition from the Graduate Program Coordinator. Write an outline of the work you plan to do for the independent study. Be as precise about the bibliography and/or written work to be done as possible.
- 2) Submit this with your petition to the Faculty Sponsor (faculty member who will be supervising the independent study).
- 3) The faculty sponsor must sign the petition. If the faculty sponsor is not physically present, they may submit their approval by email.
- 4) Completed petition must be submitted to the Graduate Program Coordinator within 5 days of the beginning of the quarter.
- 5) The Graduate Program Coordinator will give you a Class Number and permission code so that you may enroll.

Submitting the Independent Study Petition does not complete the registration process. Students must register for the course on the MyUCSC portal.

Students may download the Anthropology Graduate Independent Study Petition at the following link: <https://anthro.ucsc.edu/private/Forms/independent-study-petition.pdf>

## Inter-campus Exchange

If students wish to take advantage of the educational opportunities available at another UC campus, students may become an inter-campus exchange graduate student for one or more quarters. Additionally, students may take courses on more than one campus of the University during the same quarter.

To participate in the program, students must first obtain approval from their faculty adviser, the Dean of the Division of Graduate Studies at UC Santa Cruz, the department chairperson of the host campus, and the Dean of the Graduate Division on the host campus. Application forms are available at the Division of Graduate Studies and should be submitted six weeks prior to the beginning of the quarter for which exchange is requested. As the exchange is valid for only one quarter at a time, a new application form must be submitted for each term students wish to participate.

If a student enrolls the Spring Semester at UC Berkeley, he or she must file an application and pay registration fees both Winter and Spring quarters at UCSC.

Students can find the Application for the Intercampus Exchange Program for Graduate Students at <https://graddiv.ucsc.edu/current-students/pdfs/ICX2013-2.pdf>

Intercampus exchange students will register and pay all fees at the Santa Cruz campus. Use MyUCSC to enroll in courses offered by UCSC. Students must also contact the Registrar's Office on the host campus for course enrollment instruction. Since all campuses have advance enrollment, students will need to enroll in classes before the term begins on the host campus.

## **Application for Master's Degree**

After students have passed their first-year review and completed 45 units of graduate study, they may apply for their Master of Arts in Anthropology.

The deadlines to submit your application for the degree for academic year 2017-18:

Fall Quarter – October 13

Winter Quarter - January 19

Spring Quarter - April 13

Summer - July 6

Students may find applications online at:

[https://graddiv.ucsc.edu/current-students/pdfs/app\\_mas.pdf](https://graddiv.ucsc.edu/current-students/pdfs/app_mas.pdf)

## **Language Requirement**

The foreign language requirement must be fulfilled before taking the Qualifying Exam. A qualifying exam cannot be scheduled until the requirement has been met.

It is the responsibility of each graduate student to work with the Preliminary Committee to identify language competencies necessary for fieldwork and scholarship and to initiate study toward meeting these needs. To meet the language requirement, competence in one language must be formally demonstrated. Each student's advisor will recommend how this



requirement should be met, as well as what additional skills should be sought. Generally accepted ways of meeting the language requirement include:

- Passing a standardized test at a predetermined level
- Taking and passing a translation exam administered by an appropriate member of the UCSC faculty or an outside assessor approved by the advisor
- Taking and passing a series of language courses at a specified advanced level at UCSC or elsewhere, again, to be determined in consultation with the advisor

In some cases, the language in which a relevant scholarly literature exists will be the logical language of examination. In other cases the language in which fieldwork will be conducted will be the most logical language for examination.

In the case of non-native English speakers who plan to undertake research in their own native language, English can meet the foreign language requirement. In the case of English native speakers who plan to do research in their native language, the requirement should be met by another language relevant to the field research or scholarly resources.

The Report on Language Requirement Form can be found at <https://graddiv.ucsc.edu/current-students/pdfs/language.pdf> and must be signed by the Graduate Director or faculty advisor, indicating the language chosen and the means for demonstrating competence.

## Qualifying Exam

All Anthropology graduate students are required to pass the Qualifying Examination (QE) to Advance to Candidacy and continue towards the doctoral degree.

For track-specific checklists to the QE, and for past QE statements, please visit <https://anthro.ucsc.edu/private/academic-resources/qualifying-exam/index.html>

### *Timing of the Exam*

Students are required to take their QE by the end of their third year. A student's "statement of progress and plans" submitted for the second year review should indicate in which quarter students expect to take the QE.

Students must be enrolled during the quarter in which the Qualifying Exam is scheduled. In cases of a summer QE, students do not need to be enrolled for summer courses so long as they were enrolled in the preceding spring quarter. However, faculty are not required to serve on Qualifying Exam committees during summer.

See the Graduate Program Coordinator to schedule a room and time for your exam.

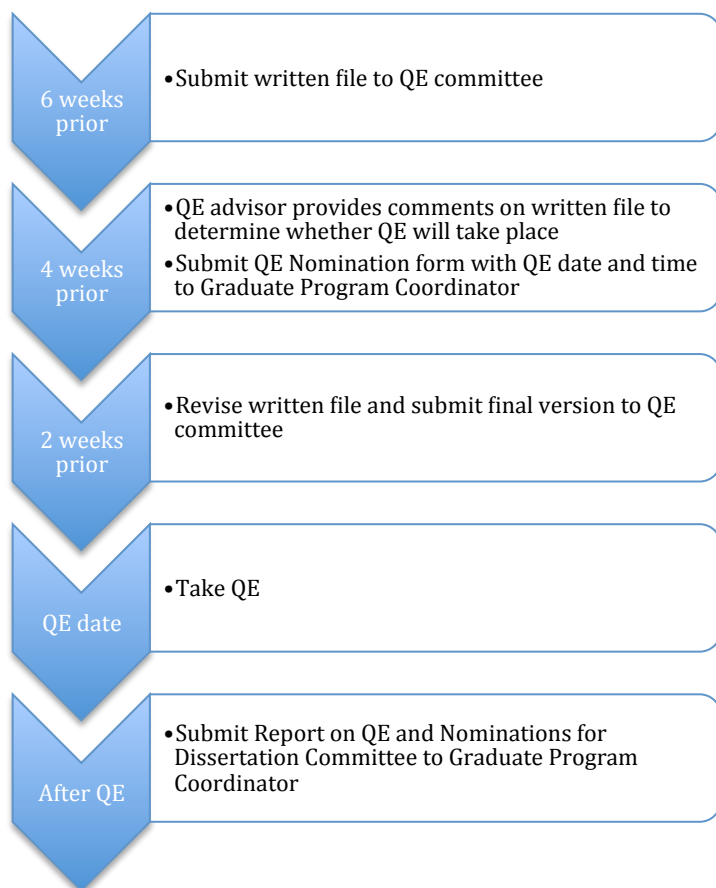
A student who does not take the QE by the end of the third year is required to submit an explanatory letter to their advisor requesting a deferral. The student should send duplicate copies to the Graduate Director and Graduate Coordinator. This letter should clearly state the student's projected schedule for taking the exam.

The department will review the request and send a written response to the student with the department's decision. Please keep in mind that deferrals will be granted on a case-by-case basis.

A student who does not pass the QE by the end of the fourth year may be asked to leave the program. At the end of the fourth year, the Financial Aid office will automatically put a hold on the loans and fellowships of any student who has not Advanced to Candidacy.

NOTE: Students may not schedule the QE until any Incompletes have been removed from their academic record.

#### Timeline



#### *Qualifying Exam Committee*

In all cases, the QE Committee should be formed before the end of the fall quarter of the third year or in the quarter before taking the QE, whichever comes first.

The Graduate Division sets the general structure of the QE Committee based on Academic Senate Policy: <https://senate.ucsc.edu/manual/santacruz-division-manual/part-three-appendices/appendix-d/index.html>. The QE Committee should be made up of at least three faculty members from the Department and one outside member. The Graduate Division will approve committees with two departmental faculty members and two external members. The chair of the student's qualifying committee may not act as the chair for the Dissertation Committee. Both the outside member of the QE committee and the QE chair must be tenured.

The outside member may be a UCSC faculty from another discipline, or an anthropology faculty member from another campus. (NOTE: Travel expenses of QE Committee members are not covered by either the Graduate Division or the Anthropology Department, and students are responsible for travel expenses and lodging of Committee members from other campuses).

Members of the QE Committee are chosen by the student in consultation with his/her faculty advisor and already appointed Committee members, approved by the Department and officially appointed by the Graduate Dean.

In order to take the QE, the student must submit a Nomination Form to the Graduate Program Coordinator confirming the composition of the QE Committee a minimum of 30 days prior to the exam date.

Students may find QE Committee Nomination Forms online at:  
[https://graddiv.ucsc.edu/current-students/pdfs/qe\\_nom.pdf](https://graddiv.ucsc.edu/current-students/pdfs/qe_nom.pdf)

### *Structure of the Exam*

The Qualifying Exam consists of two parts: a written file and a three-hour oral examination with the QE Committee during which the student presents and discusses the file.

- 1) The student must submit the written file to the Committee six weeks prior to the date of the exam.

The advisor will meet with the student to transmit comments two weeks later. At this point, a decision is made as to whether the student can proceed with the exam and, if so, the date of the exam will be confirmed with the Graduate Division.

The student then has a further two weeks to revise the QE materials before final delivery of the file to the Committee two weeks prior to the exam date.

### *QE File*

For cultural track students, the file includes:

- 1) A theoretically-focused dissertation research prospectus (approximately 18-25 pages, double-spaced, actual length to be determined by the Committee)

- 2) Two field statements on two anthropological topics selected and developed in consultation with the Committee. Field statements typically review fields of literature that have (a) an area/regional focus and (b) a thematic/theoretical focus. (approximately 10-15 pages, double-spaced, each; actual length to be determined by the Committee).

For archaeology track students, the file includes:

- 1) A theoretically-focused dissertation research prospectus (Formatting and length should follow NSF (Arch-DDRI) guidelines for Project Description and Bibliography: ([http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=nsf15554](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf15554)), 15 pages maximum, single-spaced, including figures, but excluding bibliography)
- 2) Three field statements reviewing literature on (a) a culture area, (b) a set of methods, and (c) a theoretical tradition or theme. 25 page maximum for each statement, not including bibliography or figures.

For biological track students, the file includes:

- 1) A dissertation prospectus using the format of an NSF or NIH proposal.

### *Oral Examination*

The oral examination is a three-hour meeting in which the student presents and defends his/her work to the Committee. Although the Committee will decide on the form of the oral exam, it typically begins with a presentation or defense by the student outlining the proposed research and elaborating on critical theoretical and ethnographic aspects of the project. The meeting will then normally move to a detailed discussion of the student's file.

Towards the end of the oral exam, the student will be asked to leave the room. At this point the Committee will review the entire QE and decide on one of three actions: pass, conditional pass (requiring revisions to be submitted according to a specified timetable), and no pass/fail (leading to the student's termination in the program). Note: students who earn a conditional pass will not formally advance to candidacy until acceptable revisions are submitted.

The QE Exam is open to all faculty members. Students are encouraged to attend, but may do so only with the permission of the examinee.

## **Post QE**

Once students have submitted the Report on the Qualifying Exam and Nominations for Dissertation Committee to the Graduate Program Coordinator, students will be Advanced to Candidacy during the following quarter for which they are registered. A \$90 "Advancement to Candidacy fee" will be applied to students' accounts.

The Division of Graduate Studies requires that students be registered for at least one quarter after the Advancement to Candidacy and prior to awarding of the degree. It does not mean the student has to physically be at UCSC.

### *Report on Qualifying Exam*

Following the examination, the student will receive a copy of the Report on Qualifying Examination prepared by the Committee for the Graduate Division.

Students may find Report on Qualifying Examination Forms online at:

<https://graddiv.ucsc.edu/current-students/pdfs/QE.pdf>

Following the exam and the completion of any revisions, the student is required to submit a copy of his/her QE file to the Graduate Program Coordinator.

### *Formation of Dissertation Committee*

The Graduate Division requires that students who have passed their Qualifying Exams form their Dissertation Reading Committee before they are considered Advanced to Candidacy.

The Dissertation Committee must include a minimum of three faculty members, one of whom must be designated as the Dissertation Advisor. Normally these readers are selected from the QE Committee, but this is not required.

At least two of these readers must be members of the UCSC Anthropology Department. A majority of Committee members must be part of the UCSC Academic Senate. It is highly recommended that you have at least one member from another campus.

Students must submit Nominations for Dissertation Committee Members Form after passing the Qualifying Exam. Students may find Nominations for Dissertation Committee Members Form online at:

[https://graddiv.ucsc.edu/current-students/pdfs/drc\\_nom.pdf](https://graddiv.ucsc.edu/current-students/pdfs/drc_nom.pdf)

Students have the option of changing their dissertation committee composition at a later date. To make changes to the dissertation committee, students must simply resubmit the Nominations for Dissertation Reading Committee form.

## **Dissertation**

Ph.D. candidates must prepare and submit a dissertation that is based on original research and meets the requirements of the department.

### *Dissertation Research*

Students are required to conduct research, typically field/lab work and/or archival work, after Advancement to Candidacy. Students should enroll in at least 5 units of dissertation research (ANTH 299A) with their dissertation advisor. If a student's dissertation advisor is on leave, the student is responsible for arranging for another member of the faculty to supervise the dissertation research during that quarter. The Graduate Program Coordinator will provide the Class Number and permission code.

Once students Advance to Candidacy, they are not required to register as full-time students. However, students who are employed as a TA, GSR, or teaching fellow must register as full-time students. Students who have Advanced to Candidacy need only to register for 5 units to be considered full-time.

Please see the Graduate Program Coordinator if you are unsure of your status.

### *Writing Groups*

Students who are writing their dissertations are encouraged to meet together in writing groups.

### *Dissertation Copies*

The department keeps copies of dissertations from past UCSC anthropology students. Dissertation copies can also be downloaded in PDF format from McHenry Library at: <http://library.ucsc.edu/>

Formatting of Dissertation Preparation guidelines for the formatting of the dissertation established by the Division of Graduate Studies are available at: [https://graddiv.ucsc.edu/current-students/pdfs/Dissertation\\_checklist.pdf](https://graddiv.ucsc.edu/current-students/pdfs/Dissertation_checklist.pdf)

The dissertation must be submitted online with the Division of Graduate Studies by the published deadline date in the [Academic and Administrative Calendar](#). Please submit second copy (PDF) with the Anthropology Department office.

### *Summer Dissertation Submission*

Students who are registered for Spring Quarter or on approved leave of absence may submit their dissertation to the Division of Graduate Studies during the summer. Students who plan on submitting their dissertation during the summer need not register for Summer Session or apply for filing fee status *unless* they were not enrolled or on approved leave of absence in Spring Quarter; however, students must submit an [Application for the Doctor of Philosophy](#).

## **Announcing Degree Candidacy**

The Application for the Doctor of Philosophy Degree form must be completed with all necessary signatures obtained and submitted to the Division of Graduate Studies. The deadlines for submission of the Application for the Doctor of Philosophy Degree for academic year 2017-18 are:

Fall Quarter - October 13  
Winter Quarter - January 19  
Spring Quarter - April 13  
Summer - July 6



Deadline for Completion of Degree Requirements Academic Year 2017-18:

Fall Quarter - December 15

Winter Quarter - March 23

Spring Quarter – June 1\*

Summer – August 31

\* Students not participating in June commencement have until June 14 to complete the requirements for the degree. Students may request an extension until June 30 with approval of their advisor. To request an extension, contact the Graduate Program Coordinator.

If the student does not complete all the requirements for the degree, including submission of the dissertation by the deadline date, a new application form must be filed for the quarter in which the student will complete the requirements.

## Grading Policy

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### *Satisfactory/Unsatisfactory Grading*

All graduate students in graduate or undergraduate courses will be graded Satisfactory (S), Unsatisfactory (U) or Incomplete (I) ([Academic Senate 13.1.1](#)). A grade of U requires immediate resolution or the student will be brought up for review before the entire Department.

### *Incomplete Grades*

The Anthropology Department does not allow Incompletes in the first year graduate Core Courses and strongly discourages the issuing of Incompletes in other graduate courses. We also recommend that graduate students in Anthropology not request Incomplete grades for courses taken outside the Department.

We understand that an Incomplete may be appropriate in some instances, particularly in cases of serious medical and personal emergencies. In such cases, the Department strongly urges all graduate students to submit the required coursework to the instructor before the end of the 6th week of instruction in the quarter following the issuing of an Incomplete grade. In any case, [per University policy](#), if the coursework is not completed within one calendar year, the Incomplete grade will automatically revert to a Fail (F).

Failure to complete coursework in a timely manner can severely hamper a student's progress toward the degree and will reflect unfavorably on his/her performance during scheduled periodic reviews. For example:

- 1) The current status of Incomplete grades is a factor in reviewing a student's first year dossier. A favorable review and recommendation for continuance in the program by

the first year review Committee is conditional upon the timely completion of all outstanding coursework.

- 2) No student is allowed to Advance to Candidacy with outstanding Incomplete grades on his/her transcript.
- 3) Any student who allows an Incomplete grade to revert to an F is subject to immediate review by the Department. Receiving an F in an Anthropology course is considered potential grounds for dismissal from the program.

### *Letter Grade Option*

**The department discourages requesting letter grades.**

### *In Progress*

The notation IP (In Progress) is restricted to certain sequential courses that extend over two or three quarters of an academic year. The grade option you select in the first quarter of the multiple term sequence applies to all quarters of the sequence. You receive the same notation for each course upon completion of the two or three quarter sequence, and the final grade is applied to all quarters.

### *Repeating Courses*

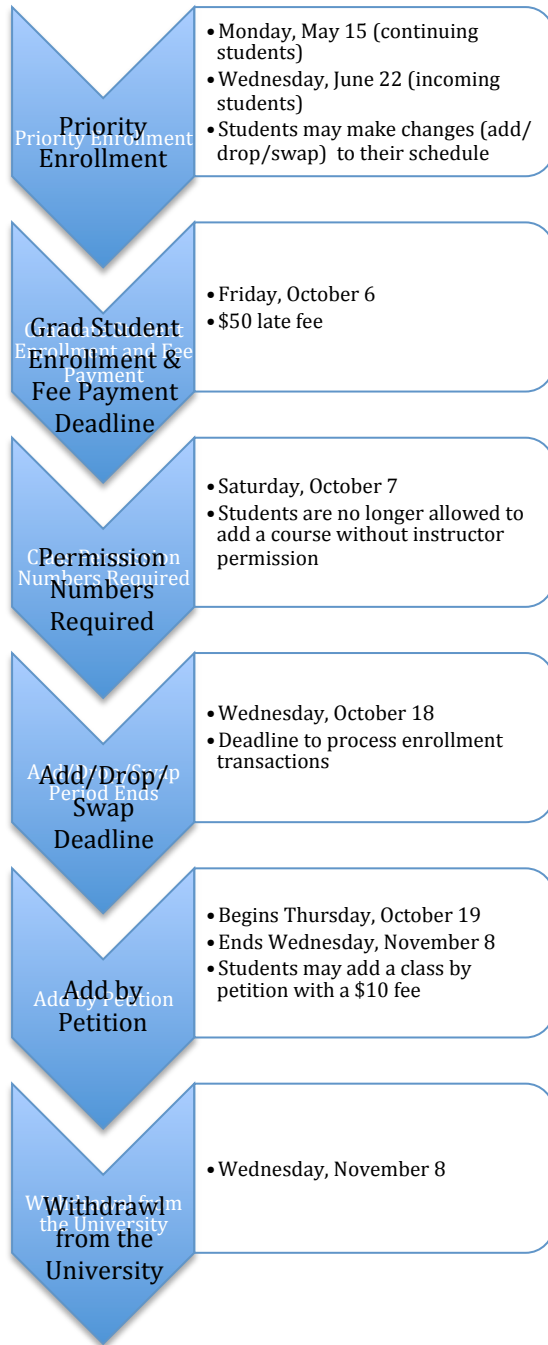
Graduate students may repeat a course in which they earn a grade of U. Degree credit for a repeated course will be granted only once and the most recently earned grade will be used to determine whether a degree requirement has been met.

## Enrollment

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Consult the academic calendar for a listing of all important dates. It is available at the Office of the Registrar web site: <https://registrar.ucsc.edu/calendar/index.html>

## Fall Quarter



## Important Dates

### *Priority Enrollment*

New graduate students may enroll in courses beginning June 22 for Fall 2017.

### *Enrollment Deadlines*

Students must enroll in at least one course by the Minimum Enrollment Deadline. Students who fail to enroll and pay fees will incur a \$50 Late Registration Fee by the Final Enrollment Deadline.

Enrollment deadlines for Academic Year 2017-18:

Fall Quarter – September 19 minimum enrollment, October 6 final enrollment  
Winter Quarter – December 29 minimum enrollment, January 12 final enrollment  
Spring Quarter – March 26 minimum enrollment, April 9 final enrollment

### *Add/Drop/Swap*

After open enrollment closes, students may add or drop classes.

Note: Full-time, pre-QE students must be enrolled for a minimum of 10 units. Students will not be able to drop a course if it will cause them to be registered for less than 10 units. Students should add classes they are swapping before dropping a course, or they should contact the Graduate Program Coordinator if they have questions.

Academic Year 2017-18 Add/Drop/Swap End Dates:

Fall Quarter - October 18  
Winter Quarter - January 29  
Spring Quarter - April 20

### *Class Permission Numbers*

Students are required to get a permission number from the instructor if they wish to add a class during the Add/Drop/Swap period starting the following the dates:

Fall Quarter - October 7  
Winter Quarter - January 18  
Spring Quarter - April 11

### *Add By Petition*

Students who wish to add a course after the Add/Drop/Swap deadline may do so by petitioning the Office of the Registrar (with instructor consent). There is a \$10 fee.

For 2017-18, Add by Petition period is:

Fall Quarter - October 19 – November 8  
Winter Quarter - January 30 – February 20  
Spring Quarter - April 23 – May 11

*Late Withdrawal* (After the Add By Petition deadline but before the last day of the quarter)

- Graduate students are referred to their department for any enrollment issues.
- Students' faculty advisors determine whether to request an enrollment exception.
- Written support from the professor is required.
- The department will confirm written support from the professor and will confirm that the student will still be enrolled in the minimum required number of units after adjusting their enrollment.
- If the department supports the request and has support from the professor, the department will email the Registrar's Office (registrar@ucsc.edu) all required information which includes:
  - Term
  - Student name
  - Student id #
  - Class #
  - Grade option
- The Registrar's Office will process the enrollment transactions in AIS.
- The Registrar's Office will assess applicable \$10 late enrollment fees to the student account.
- The Registrar's Office will send any necessary grading forms to the department for completion.

## Enrollment Exceptions

### *During the Quarter*

After the Add By Petition deadline but before the last day of the quarter.

- Graduate students are referred to their department for any enrollment issues.
- The Graduate Program Coordinator determines whether to request an enrollment exception.
- Written support from the instructor is required.
- The department will confirm written support from the instructor and that the student will still be enrolled in the minimum required number of units after adjusting their enrollment.
- If the department supports the request and has support from the instructor, the department will email the Registrar's Office (registrar@ucsc.edu) all required information which includes:
  - Term
  - Student name
  - Student id #
  - Class #
  - Grade option
- The Registrar's Office will process the enrollment transactions in AIS.
- The Registrar's Office will assess applicable \$10 late enrollment fees to the student account
- The Registrar's Office will send any necessary grading forms to the department for completion.

### *After the Quarter*

Changes to enrollments after the end of the quarter require approval through the Dean of Graduate Studies.

- Graduate students are referred to their department for any enrollment issues.
- The Graduate Program Coordinator determines whether to request an enrollment exception.
- Written support from the instructor is required.
- The department will confirm written support from the instructor and confirm that the student will still be enrolled in the minimum required number of units after adjusting their enrollment.
- If the department supports the request and has support from the instructor, the department will email Graduate Division ([kwest@ucsc.edu](mailto:kwest@ucsc.edu)) all required information which includes:
  - Term
  - Student name
  - Student id #
  - Class #
  - Grade option
- The Dean of Graduate Studies will email approvals/denials to the Department and the Registrar's.
- The Registrar's Office will process the enrollment transactions in AIS.
- The Registrar's Office will assess applicable \$10 late enrollment fees to the student account.
- The Registrar's Office will send any necessary grading forms to the department for completion.

## **Saving Money on Tuition & Fees**

To view a breakdown of graduate student fees, please visit

<https://registrar.ucsc.edu/fees/registration/undergraduate-student-fees.html> - graduate

### *Establishing California Residency*

Students are strongly encouraged to establish California residency as soon as possible to avoid incurring higher fees from non-resident tuition. California residents' tuition is \$6,088.36 per quarter, as opposed to \$11,122.36 for non-residents.

Adult students (over age 18) may establish residence for tuition purposes if they are a U.S. citizen, a permanent resident, or other non-citizen who is not precluded from establishing a domicile in the United States; and they meet the following criteria:

- Registering to vote and voting in California elections
- Designating California as your permanent address on all school and employment records, including military records if you are in the military service



- Obtaining a California driver's license or, if you do not drive, a California identification card
- Obtaining California vehicle registration
- Paying California income taxes as a resident, including taxes on income earned outside California from the date you establish residence
- Establishing a California residence in which you keep your personal belongings; and licensing for professional practice in California

The absence of these indicia in other states during any period for which you claim California residence can also serve as an indication of your intent. Documentary evidence is required and all relevant indications will be considered in determining your classification. Your intent will be questioned if you return to your prior state of residence when the university is not in session.

**Students who do not qualify as California residents must pay a Nonresident Tuition Fee in addition to all other fees.**

For new students, the deadlines to submit the Statement of Legal Residence (SLR) form (available on the To-Do list in the MyUCSC portal) are:

Fall Quarter – August 1  
 Winter Quarter – December 1  
 Fall Quarter – August 1

For continuing students, the deadlines to submit the [Petition for Change of Legal Residence Status](#) for 2017-18 are:

Fall Quarter – September 28, 2017  
 Winter Quarter – January 8, 2018  
 Spring Quarter – April 2, 2018

The residence determination date is the day instruction begins at the last of the University of California campuses to open for the quarter.

At the end of the first year (or before fall quarter of the second year), students should make an appointment with the Residence Deputy in the Office of the Registrar for residency reclassification.

Residency Reclassification Forms and other resources are available at the following link: <https://registrar.ucsc.edu/fees/residency/index.html>

### *Enrollment*

The Division of Graduate Studies bases block allocation funds on quarterly enrollments.

Students who have not yet advanced to candidacy are required to be enrolled in at least 10 units. The Anthropology Department requires all students who have Advanced to

Candidacy to register for at least 5 units. Students who have Advanced to Candidacy are not required to be physically in residence.

### *Part-Time Enrollment*

A part-time graduate student is one who has approval to enroll in less than the typical load of 10 units, from 2 units to 8 units.

Part-time students pay the full Registration Fee and one-half of the Education fee paid by full-time students.

To apply for part-time enrollment, a student must fill out a [Request for Part-Time Status form](#). The student's faculty advisor, the Department Program Coordinator, and the Dean of Graduate Studies must sign this form.

Students must submit the completed form by the following dates for academic year 2017-18:

Fall – October 6

Winter – January 12

Spring - April 6

### *In-Absentia Enrollment*

Students who have advanced to candidacy and whose research or study requires that they remain outside the State of California for an entire quarter may qualify for a reduction of the University Registration Fee and exemption from all local campus fees.

In-absentia students pay 15% of the Registration Fee (Student Services fee) and the Education Fee (tuition) combined (unless approved for Part-Time Enrollment). Health insurance is not included in the fee reduction, but students on in absentia are still eligible to enroll in student health insurance.

To apply for In-Absentia status, students must complete the [Application for In-Absentia Status form](#).

Completion of this form requires the student to outline his/her plan of study for the quarter(s) in which he/she will be out of the State of California. By signing the form the student certifies that he/she will engage in scholarly activities outside the State of California for the entire quarter and will not use campus facilities. The completed form is reviewed and signed by the student's faculty advisor and the Graduate Program Coordinator, and is then forwarded to the Graduate Dean for approval.

### *International Student Tuition Reduction*

International students are eligible to receive a 100% reduction in non-resident tuition for up to 9 quarters (including quarters in which the student is not enrolled) starting the quarter in which they become Advanced to Candidacy.

Students should contact the Division of Graduate Studies to receive the tuition reduction.

If a student has a valid reason for not completing their Ph.D. within 9 quarters (such as illness), the department may petition the Dean of Graduate Studies for an extension of reduced tuition on the student's behalf.

#### *Leave of Absence (LOA)*

A student wishing to apply for a LOA (to take effect at the beginning of the next academic quarter) must complete the [Leave of Absence form](#). The signatures of the student's faculty advisor and the Department Chair are required.

Students must submit the completed form by the following dates for academic year 2017-18:

Fall - August 31

Winter - December 15

Spring - March 23

Leaves of Absence are granted for sound educational purposes, health reasons, financial problems, and family responsibilities. Students who have not Advanced to Candidacy are not permitted Leaves of Absence except under exceptional circumstances, which must be explained in detail and receive the approval of the Graduate Director and Chair.

There is no fee paid while on LOA; however, student loans may come due if not enrolled. Check with lender(s). All financial aid, including TAs, GSAs, and fellowships terminates when the student is on a Leave of Absence.

The maximum term for an approved Leave of Absence is three academic quarters. Students on leave are required to report their plans to the Graduate Division at least once a year.

Students who are on leave for more than one quarter must submit a Statement of Legal Residence at the time of re-enrollment. The Department strongly encourages students to maintain California residency while on a Leave of Absence. Failure to do so, and failure to re-establish California residency prior to re-enrollment, will result in non-resident tuition. Students are responsible for covering any non-resident tuition.

A request to renew a Leave of Absence must be submitted in advance to the Graduate Dean; substantial justifications and Department approval will be required to obtain renewal.

While on a Leave of Absence, a student is not permitted the use of University facilities. Students may opt into the university's health insurance program for two quarters while on a Leave of Absence. Students are responsible for covering the cost of health insurance. Students are expected to promptly enroll at the end of the Leave of Absence. When the student does not return from approved Leave of Absence, they are automatically withdrawn from the university.

### *Administrative Withdrawal*

Students who wish to leave the university for an indefinite period of time may elect to withdraw from the university in consultation with their faculty advisor.

To withdraw from the university, students should send an email to the Graduate Division (Kris West at [kwest@ucsc.edu](mailto:kwest@ucsc.edu)) stating their desire to withdraw.

Students withdrawing from the university will forfeit student privileges and resources.

### *Readmission*

Students who wish to return to the program after having withdrawn from the university must submit an [Application for Readmission](#) (upon approval of the anthropology faculty). A Statement of Legal Residence form must also be submitted to the Office of the Registrar; default residency status is out-of-state.

### *Filing Fee Status*

A candidate in good standing need not be a registered student in the quarter in which he/she files the dissertation if he/she qualifies for filing fee status.

International students on J-1 status are eligible for filing fee status. International students on an F-1 visa are not, as they must maintain enrollment.

Prior to the beginning of that quarter, the candidate must meet all of the other requirements for the degree and be in good standing. Instead of paying the University Registration Fee, the student may pay the Filing Fee, currently \$188.

A student using the Filing Fee should submit the application for Filing Fee, signed by all members of the Reading Committee by the second week of the quarter.

The filing fee deadlines are the same as those for applying for the PhD. For academic year 2017-18, they are:

Fall Quarter - October 13  
Winter Quarter - January 19  
Spring Quarter - April 13  
Summer - July 6

The Application for Filing Fee Status is available at:

<https://graddiv.ucsc.edu/current-students/pdfs/filestat.pdf>

The Graduate Program Coordinator will submit the student's Application for Degree and Application for Filing Fee by the end of the second week of the quarter. The filing fee of \$188 will be billed to your student account.

A candidate on Filing Fee is not eligible to use University facilities (library, laboratory facilities or faculty time except for reading of the dissertation), nor is the student eligible for financial support (GSR, TA, Fellowships, Block Allocation grants or need based financial aid). Any outstanding loans may become due while on filing fee.

**Filing Fee status can be used only once.** If a student fails to complete the requirements for the degree, the student must enroll for the quarter during which he or she is expected to finish their degree. If the student finishes the degree during the summer, enrollment is not required.

## Paying Your Bill

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Visit the Student Business Services web site for complete information on UCSC billing policies at: <https://sbs.ucsc.edu/>

### *Admissions Offer*

The department is committed to paying tuition and fees as outlined in the student's offer letter (email) received from the Office of Graduate Admissions.

### *Billing Dates*

Bills for tuition and fees will be available for viewing on the MyUCSC portal. To view the billing and payment schedule, visit this website:  
[https://sbs.ucsc.edu/forms/billsched\\_17\\_18.pdf](https://sbs.ucsc.edu/forms/billsched_17_18.pdf)

Please note that there is a difference between undergraduate payment dates and graduate payment dates.

### *Financial Aid*

Any payments to be made on the student's behalf (loans, fellowships, grants, etc.) will appear on the bill as Anticipated Financial Aid. Your account will not be credited until the after the beginning of the quarter and you have enrolled in at least 5 units. If the Anticipated Financial Aid is equal to or greater than the balance on the bill, no further payment is necessary. Any remaining balance will be credited to the your account.

If you have a TAsip/GSR, and your TA/GSR fee reduction does not appear on your bill, please contact the Graduate Program Coordinator.

## Department Financial Support Philosophy

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The Anthropology Department is sensitive to the financial challenges doctoral study brings. In a time of limited resources, there are several strategies that the department employs to maximize and equitably distribute support sources. Students are encouraged to speak to the Graduate Program Coordinator about any individual concerns. Furthermore, the department supports coordinated efforts between students, faculty, and staff to address current issues.

The department recognizes that transparency in financial decision-making, where appropriate, is important to cultivate trust, to assist students in their financial planning, and to introduce students to the complicated structure of a university system. To this end, this section of the handbook provides an overview of the Anthropology Department's current philosophy, rationale, and practices for managing and allocating support.

Please note that these are general practices, not policies, and are subject to change. For the most up-to-date and individualized information, please contact the Graduate Program Coordinator.

### *Means of Support Are Communal*

The department has two sources of support for graduate students: a block allocation provided by the Graduate Division, and a Teaching Assistant allocation determined by both Graduate Division and the Social Sciences Division. These sources are allocated to students based on their year in the program, financial need, and are conditional on satisfactory academic progress.

The department dedicates resources to aid students in their applications for fellowships/grants and training to become outstanding teaching assistants. The primary purpose of these resources is to develop graduate students professionally, intellectually, and academically. However, there is an added advantage as this enables students to secure extramural financial support.

Students who earn fellowships obviously benefit from the prestige and financial security, but they also enable departmental resources to be reallocated to other students. For example, the teaching assistantships a fellowship recipient may have needed can now be assigned to another student who has no other means of support. Thus, students who are awarded fellowships have lowest priority for department support in the form of employment or fellowships.

All students are expected to apply for TAships outside the department. With the Anthropology New TA Mentorship Program (ANTAMP), anthropology students are trained and mentored in pedagogy. Besides providing professionalization to students, ANTAMP also gives students a competitive edge in applying for outside TAships. Again, students who are able to find employment outside the department enable the department to reallocate resources for other anthropology students in need.

A communal approach to means of support maximizes the availability of resources, thus benefiting a higher number of students. In times of support scarcity, the department



encourages students to partner with the department in finding and utilizing support sources effectively. Each successful effort can make a difference in every student's academic career.

### *Junior Students Receive Priority*

Students who are early in the program, primarily first through third years, are less likely to have the means of securing outside support due to their junior stature. Students who have not advanced to candidacy also have limited employment options. For example, they typically cannot hold Teaching Fellow positions. Furthermore, first through third year students are required to enroll and complete specific course requirements, and they are not allowed to utilize cost-saving enrollment statuses such as *in absentia* or *part time enrollment*. As these junior students have less flexibility and less support options, the department prioritizes them in support allocation.

### *Post-QE Students' Support Factors*

The department acknowledges that students mid-program, such as those in the field or just returning from the field, are also in a precarious position when it comes to support. Reintegrating from the field is a challenge, and it is difficult for students to actively seek means of support at a distance. For these reasons, the department is working towards integrating support allocation for these students.

Currently, the department typically covers *in absentia* fees, including health insurance, for students while in the field. The availability of these fees depends on a myriad of factors, and thus this support is not guaranteed. It is important for students to notify the Graduate Program Coordinator of their plans to be in the field, and their need for *in absentia* fee coverage, as early as possible (preferably in the preceding winter quarter). The Graduate Program Coordinator will do his/her best to budget for *in absentia* fees when notified by the preceding winter quarter.

Priority for support steadily declines as students advance through the program. Thus, students in their fourth year typically have priority over fifth year students, and so on. Other factors, such as academic merit or, conversely, failure to maintain good academic standing, also impact priority considerations.

### *Students beyond Normative Time*

Normative time for a Ph.D. is seven years from the admit year. The department acknowledges that students beyond normative time may still be making satisfactory academic progress. Pending faculty endorsement, students in their 8<sup>th</sup> year and beyond may be considered for support resources. However, support is very limited and these students have lowest priority.

For students beyond their seventh year but in good academic standing, Teaching Fellowships (GSIs) may be an option, if available. In the event, albeit unlikely, that there is an excess of TA or GSR positions, students in their 8<sup>th</sup> year and beyond are eligible to be

hired. The department cannot provide support in the form of *in absentia* fees, fellowships/grants, etc.

#### *Students Who Are Not in Good Academic Standing*

In all cases, students must be in good academic standing to be eligible for support.

## Campus Employment

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For more information about Graduate Student Academic Appointments, please visit this page: <https://graddiv.ucsc.edu/current-students/grad-student-employment/index.html>

### Teaching Assistantships

#### *Anthropology Department Expectations*

Lower Division Teaching:

At some point in your graduate career, you will act as a Teaching Assistant for one or more lower division Anthropology courses. Anthropology 1 (Intro to Biological Anthropology), Anthropology 2 (Intro to Cultural Anthropology), and Anthropology 3 (Intro to Archaeology) series all have multiple discussion sections run by TAs.

We strongly encourage students in the graduate program in cultural anthropology to act as TAs in all three basic introductory courses. Many, if not most, of our graduates who pursue teaching careers can expect to find employment in anthropology programs which emphasize the “four-field” approach to anthropology. Background as a Teaching Assistant for archeology and biological/physical anthropology is an excellent foundation for working in this context, as well as for participating in interdisciplinary seminars here at UCSC.

The Division of Social Sciences provides a set number of TAs for the entire year.

#### *Employment Information*

TAs are assigned by the Graduate Division, with consideration given to recommendations made by the Anthropology Curriculum Committee.

The Graduate Program Coordinator will solicit TA requests at the end of Spring Quarter for TAs within the department.

First, second, and third year students will receive priority for TA assignments within the department. However, we expect *all students* to apply for any TA opportunities outside the department to maximize available support.

Students fill out employment paperwork at the Social Sciences Business Services Office at the beginning of the first quarter in which they teach.

TAs in the UC System are represented by the ASE/UAW. Please consult with your union rep about your rights as a bargaining unit member.

### *Writing*

Undergraduate courses in Anthropology emphasize writing rather than standardized tests, and much of the pedagogical work of both instructors and Teaching Assistants involves coaching students in their writing skills.

### *Training*

The department takes teaching seriously. We offer new TAs a comprehensive workshop on teaching, and we encourage ongoing consultation about pedagogy, practical matters, and ethics. Our new TA advising is conducted by a faculty member with the cooperation of experienced graduate students who act as mentors. Furthermore, Graduate Division holds a campus-wide TA training in conjunction with Orientation.

All Teaching Assistants are strongly encouraged to participate in these sessions.

Students are encouraged to take seminars offered on campus on the teaching of writing skills.

### *Workload*

Teaching Assistants are expected to work closely with instructors during the course, to attend all lectures, hold regular office hours, and to meet weekly with instructors.

TAs in the introductory courses hold two to three discussion sections per week to review materials presented in lecture and readings.

TAs read exams (normally essays) and other work submitted by students in their sections, assist the faculty member in grading homework and exams and in preparation of course work materials. They are expected to hold regular office hours each week during the quarter for individual consultations with students.

The Anthropology Department and the Graduate Division expect Teaching Assistants to work an average of 20 hours a week. TAs who find themselves working more than this average should discuss this matter with the instructor and with the Graduate Director.

### *TA Pay*

Most recently, TAs received \$6,684 per quarter. In addition, the majority of the registration fees and all of the UCSC health insurance fee are paid for the quarter of service. The department covers the remaining student fees (~\$402 per quarter) when the budget allows. Please be aware that other departments may not follow this practice.

If you are employed as a TA for the full academic year, your first paycheck will be issued on November 1, and on the first of the month thereafter. The final Spring quarter check is

issued on July 1. When you sign your employment papers, you will fill out a payroll check disposition form to let Payroll know where to send your check. The Payroll Calendar may be viewed here: [https://financial.ucsc.edu/Pages/Payroll\\_Schedules\\_Calendars.aspx](https://financial.ucsc.edu/Pages/Payroll_Schedules_Calendars.aspx)

## Teaching Fellowships

A Teaching Fellow is a registered graduate student in full-time residence who has Advanced to Candidacy for the doctorate, has at least two years/six quarters of teaching experience (including that of a Teaching Assistant in or outside the University) or otherwise has achieved appropriate professional maturity, and who has been chosen because of competence to conduct the entire instruction of a group of students in a course under the general supervision of a regular faculty member.

Subject to the general supervision of a faculty member designated in catalogues and published schedules as in charge of the course, a Teaching Fellow should be competent to provide the entire instruction of a course to a group of students, and normally should be given such assignments. Assignment to instruction may not be made except with the approval of the Committee on Educational Policy.

The Department Manager will send out a call for course proposals in Fall Quarter for Summer Session and Winter Quarter for the following academic year.

### *Application Packet*

Students are encouraged to consult with their faculty advisor prior to assembling their packet. Please compile a packet consisting of the following:

#### Letter of Application

- Brief description of dissertation research
- Brief description of courses you would like to teach
- Preferred quarter
- Scheduling limitations (ie. Tu/Th schedule for commuters. We cannot guarantee preferred schedule)

#### CV

- Should include prior teaching experience
- Please include course number & title when listing courses

#### Syllabus for each course you are proposing

- Learning Outcomes - see [Program Learning Outcomes](#)  
The course is not expected to meet all learning outcomes, but you should provide a statement on how this course will contribute to program learning outcomes
- A list of discussion topics by week with associated assigned readings
- Summary of assignments to be completed
- Basis for student evaluation
- If you are proposing an ANTH 110 course, your syllabus should address the

questions on the Undergraduate Supplemental Form (including the section for the appropriate GE requirement under Guidelines for General Education Courses.

The Department office has [copies of course syllabi](#). You are encouraged to consult these resources when preparing your proposal.

## Graduate Student Researchers (GSR)

Graduate student researchers are provided a salary, which ranges depending on your academic level and department. Typically, pre-QE students are hired at step 6, which pays a salary of \$6,573 per quarter at 50% time. Advanced (post-QE) students are hired at step 8, which pays a salary of \$7,665 per quarter at 50% time.

GSRs are obtained by the faculty, and faculty make all hiring decisions. Students are encouraged to do the following to obtain a GSR:

- 1) Offer to write the grant for funding GSRs
- 2) Check with faculty from other departments; not all departments have graduate students
- 3) Look into research units such as CLRC, UC Mexus, CA Studies

## Summer Session Instructors

Students who would like to work during the summer while gaining teaching experience may elect to apply for summer teaching positions.

The Summer Sessions Office will send out a call for course proposals in Fall Quarter. Submissions should be sent to the Anthropology Department, and the Department Manager and Chair will make suggestions to the Summer Sessions Office.

Priority will be given to those who have passed their QEs, are writing their dissertations and have not taught summer session in the past. Students may submit up to two course proposals.

Department policy states:

- 1) Students must be eligible, meaning that they have passed their QE, are in good academic standing, and have approval of their advisor.
- 2) Teaching record and quality of the syllabus will be strongly considered in ranking.
- 3) Anthropology 1, 2, 3, 150, and 110 courses will receive highest priority.
- 4) Every attempt will be made to ensure equity, to spread around the opportunity to teach in summer session.

### *Application Packet*

Students are encouraged to consult with their faculty advisor prior to assembling their

packet. Please compile a packet consisting of the following:

#### Letter of Application

- Brief description of dissertation research
- Brief description of courses you would like to teach
- Preferred quarter
- Scheduling limitations (ie. Tu/Th schedule for commuters...we cannot guarantee preferred schedule)

#### CV

- Should include prior teaching experience
- Please include course number & title when listing courses

#### Syllabus for each course you are proposing

- Learning Outcomes - see [Program Learning Outcomes](#)  
The course is not expected to meet all learning outcomes, but you should provide a statement on how this course will contribute to program learning outcomes
- A list of discussion topics by week with associated assigned readings
- Summary of assignments to be completed
- Basis for student evaluation
- If you are proposing an ANTH 110 course, your syllabus should address the questions on the Undergraduate Supplemental Form (including the section for the appropriate GE requirement under Guidelines for General Education Courses.

The Department office has [copies of course syllabi](#). You are encouraged to consult these resources when preparing your proposal.

## Summer TAs

Summer courses with a high enough enrollment may warrant a TA allocation. The Summer Sessions Office is responsible for the hiring of summer TAs with consultation on assignments from the Department. The call for summer TA requests typically occurs in early June.

Summer session TAs pay \$3,038 per 5 week session and are subject to higher tax withholdings as well as contributions to the DC Plan Safe Harbor.

## Financial Aid

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### Financial Aid Office

### *Application*

The Financial Aid Office awards need-based financial aid to UCSC students. To apply, file the Free Application for Federal Student Aid (FAFSA) available in December for the following year. An otherwise eligible graduate student must also be in good standing, be enrolled in five credits or more, and be making satisfactory academic progress to receive financial aid. Students who have not filed a FAFSA form are ineligible for fellowships.

### *Check Disbursements*

Graduate student financial aid checks and fellowship checks are disbursed quarterly at the Office of Accounts Receivable, 203 Hahn Student Services, from 9:00 am to 4:00 pm, Monday through Friday. In order to pick up your check, you must have a picture ID and your Enrollment Verification Validation (EVV).

## **Extramural Fellowships**

The advantages of obtaining support from national foundations and federal agencies, both for the recipient and for UCSC, are numerous. For the recipient, a major award can mean greater freedom to pursue his or her own studies, relieved of the time-consuming responsibilities involved in graduate student research and teaching assistantships. The prestige attendant upon winning a national fellowship competition should not be overlooked. Having a national organization's stamp of approval can make a difference in the competition for attractive research and teaching positions later on, not to mention crucial postdoctoral appointments.

The campus also benefits when one of its students wins an outside fellowship. Each award constitutes recognition both of the institution and the particular program and may smooth the way for future applicants from that school or program.

The [Community of Science \(COS\)](#) is a web-based publisher of services that support and advance scholarly research in all disciplines. COS links researchers with collaborating colleagues and funding opportunities worldwide.

COS Funding Opportunities ([http://pivot.cos.com/funding\\_main](http://pivot.cos.com/funding_main)) is the largest source of funding information on the web and contains more than 17,500 funding awards from around the world, including 3,100 awards for graduate students. Although it is primarily intended for research funding at the faculty and professional research (e.g., postdoctoral, research specialist) level, it is a valuable resource for doctoral graduate students as well.

There is no cost to you as a registered UCSC student to use COS. For more information, contact UCSC's COS liaison in the Office of Sponsored Projects (831-459-5014).

## **Fellowship/Grant Information**



Students can find funding opportunities at:

<http://www.grad.illinois.edu/fellowships>

<http://funding.yale.edu/>

#### *Regents Fellowships*

A limited number of these fellowships are awarded to first-year graduate students in master's and doctoral programs.

#### *Chancellor's Fellowships*

A limited number of these fellowships are awarded to first-year graduate students in doctoral programs. These nine-month awards provide a stipend plus payment of all university fees and nonresident tuition.

#### *Eugene Cota-Robles Fellowships*

These state-funded, merit-based fellowships are awarded on a competitive basis to first-year graduate students who have overcome significant social or educational obstacles to achieve a college education, and whose backgrounds equip them to contribute to intellectual diversity among the graduate student population. These awards provide a stipend plus payment of all university fees except nonresident tuition.

Contingent on satisfactory academic progress, these awards provide five years of funding through the form of fellowships and academic student employment.

#### *Dissertation-Year Fellowships*

These state-funded, merit-based fellowships are awarded on a competitive basis to doctoral graduate students who have overcome significant social or educational obstacles to achieve a college education, and whose backgrounds equip them to contribute to intellectual diversity among the graduate student population. Fellows receive a stipend plus payment of in-state fees.

#### *Dissertation Quarter Fellowships*

Dissertation Quarter Fellowships provide students with a stipend comparable to a TA salary plus in-state tuition remission and health insurance fees for one or two quarters.

## **Richard Randolph Award**

The Richard Randolph Award is an essay competition based on field research. It has been named after Emeritus Professor Richard Randolph in recognition of his invaluable role as a founding member of the UCSC Anthropology Department and his leadership in starting the UCSC Anthropology Graduate Program. Open to all anthropology graduate students. Typically, the department awards one student ~\$1,000.

This essay should be of publishable quality and follow the [\*American Anthropologist\*](#) guidelines. The award will be based on the overall quality, rigor, and originality of the work

and on demonstration of effective field practice. Essays will be peer-reviewed by the Richard Randolph Award Committee.

## Research and Travel Grants

Anthropology graduate students may request funds for travel, fees and/or research related expenses for pre-dissertation field research, language learning, or other activity which substantially contributes to completion of the ethnographic writing requirement or language requirement, or otherwise to prepare for the QE or dissertation research. Funding normally is for projects carried out during the summer.

Applications should consist of a 1-2 page proposal with a detailed budget explaining how the proposed project will contribute to the development of the dissertation project. The department will not award grants for conference spectatorship.

Applications for research and travel grants must receive a written endorsement by the faculty advisor.

Details regarding the application process will be announced during fall and spring quarters.

## Campus Policies

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### Sexual Harassment

The University of California defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any University activity
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive university environment

For more information visit:

<https://titleix.ucsc.edu/> - Title IX Office

<https://care.ucsc.edu/> - CARE Office with confidential advocates

If you are being harassed or have concerns about what constitutes harassment, contact the Title IX officer, Tracey Tsugawa, at 105 Clark Kerr Hall, 831-459-2462. For a confidential

advocate, contact the CARE Office at 831-502-2273 or [care@ucsc.edu](mailto:care@ucsc.edu).

Note: Advances and comments by students towards graduate students or teaching assistants also constitutes sexual harassment and is outlawed under Title IX as well as State and Federal Law.

## Discrimination

State and federal law as well as university policy prohibits discrimination on the basis of race, color, national origin, religion, sex, physical or mental disability, citizenship, or sexual orientation. For more information about policies, resources, and topics related to this issue, please visit <https://diversity.ucsc.edu/>

If you need assistance, advice, or wish to file a grievance about discrimination based on color, nationality, or race, contact:

The Assistant Director of Equal Employment Opportunity, Ciel Benedetto (831-459-3676, [cbene@ucsc.edu](mailto:cbene@ucsc.edu)) or Judicial Affairs/Student Conduct (831-459-1738).

If you need assistance, advice, or wish to file a grievance about discrimination based on disability, contact: [The Disability Resource Center](#) (831-459-2089).

## Human Subjects Protocol

If the proposed research will involve human subjects, you must submit a Human Subjects Protocol or a Request for Exemption. The protocol must be reviewed and approved by the UCSC IRB before the research begins.

Failure to comply with these rules may have serious consequences, including the suspension or termination of research, allegations of research misconduct, and personal civil and criminal liability.

PLEASE NOTE THERE ARE NO PROVISIONS FOR RETROACTIVE APPROVAL OF RESEARCH PROTOCOLS. If research is begun without UCSC IRB approval, upon discovery of the error, the researcher should stop the research and notify the UCSC IRB immediately. The researcher must then submit a protocol to the UCSC IRB along with an explanation as to why the protocol was not submitted at the appropriate time. If the researcher is a student, a detailed letter from his or her faculty advisor must accompany the materials submitted to the UCSC IRB. NOTE: If the above situation occurs, conducting further research, spending research funds, using data already collected, or filing a thesis may be disallowed.

The process of approval has several steps:

- 1) Contact the Office of Sponsored Projects at 831-459-4114 and discuss your intent to apply for external funding that requires human subjects approval.
1. Download the forms and application for human subjects review from [https://officeofresearch.ucsc.edu/compliance/services/irb07\\_forms.html](https://officeofresearch.ucsc.edu/compliance/services/irb07_forms.html).
2. Ascertain your faculty advisor's willingness to act as Primary Investigator (PI) for your research proposal.
3. Wait for confirmation.

Note: Most funding agencies will not require you to have approval in-hand at the time of application. You will need to assure them that you have begun the process, but you do not need to necessarily budget time for the actual approval. Be sure to confirm this with the Office of Sponsored Projects for each individual grant as rules vary.

## Graduate Student Association

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UCSC has a Graduate Student Association, which serves as a resource for graduate student issues and hosts graduate student events throughout the year. For current events and more information visit <https://gsa.ucsc.edu/>

Currently, Anthropology does not have a GSA representative. A GSA rep can get \$25 each quarter for social events. In addition, you can copy up to 10 pages a day for free at the center, which is near the bookstore. If you are interested in becoming a GSA representative, please visit the GSA website for information on how to apply.

## Commencement

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The Division of Graduate Studies holds a commencement ceremony each year on the Friday following the last day of spring quarter.

More information about the Graduate Commencement Ceremony may be found at: <https://graddiv.ucsc.edu/events/commencement/>.

### *Graduation Regalia*

The Bay Tree Bookstore offers services for Ph.D. candidates through their annual Graduate Center, which is available mid-April until the beginning of June.

The Bay Tree Graduate Center offers:

- Master Gown, Hood and Tassel Rental
- Ph.D. Gown, Hood and Tassel Rental
- Graduation Announcements

- Class Rings
- Graduation Portraits and Photographs

Custom cap and gown purchase must be ordered before the end of April.

#### *Anthropology Undergraduate Graduation Reception*

Each year, the department hosts a reception recognizing the achievements of undergraduate students. The reception is held on the Friday after the last day of the quarter in the morning before the graduate commencement.

Graduate students are welcome to attend. The department will announce the event during spring quarter.

#### *Dissertation Presentations*

Usually held on Thursday afternoons, the graduates of the year give brief presentations on their dissertation research to the department community. Faculty, continuing graduate students, staff, family and friends are welcome to attend. This is a celebratory occasion, giving the members and friends of the Anthropology Department a chance to learn about and discuss graduating students' work.

#### *End of the Year Party*

This party, hosted by the Graduate Director, celebrates graduate students' achievements for the past year. The event is typically held in the evening after the Dissertation Presentations. Students, faculty, staff, and friends of Anthropology are all welcome to attend.