

DEPARTMENT OF ANTHROPOLOGY  
THE STATE UNIVERSITY OF NEW YORK AT BUFFALO

GRADUATE STUDENT HANDBOOK

2022-2023

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## DEPARTMENT OF ANTHROPOLOGY UNIVERSITY AT BUFFALO - SUNY

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This Handbook outlines the policies and procedures of graduate degree programs in the Department of Anthropology. All graduate students are required to be familiar with these policies and procedures, and are required to abide by them. It is the responsibility of individual students to know and follow all such rules and policies, both of the Department and of the wider university. Consequently, we require that all graduate students entering the department certify that they have read this Handbook and will be responsible for conforming to its requirements. The student's advisor and the Director of Graduate Studies can help with questions about the program, and our experience suggests that information from these sources, in conjunction with this Handbook, is likely to be more accurate and authoritative than advice from fellow students. The availability of advice does not relieve the student of sole responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in his/her graduate studies, and generally for meeting all departmental and graduate school regulations. Students should therefore read carefully this Graduate Student Handbook, and the Graduate School Policies and Procedures (available on the Graduate School website at [www.grad.buffalo.edu](http://www.grad.buffalo.edu)).

### PROGRAM PLANNING AND ADVISEMENT

The Director of Graduate Studies (DGS) exercises overall administrative responsibility for the graduate program. Students should consult with the DGS as the need arises. However, advisement is chiefly the function of individual faculty members.

Full-time students must register for 12 credit hours (normally four courses) each semester; a full-time course load for students on Department assistantships is 9 credit hours (normally three courses) each semester. For Part-Time status requirements and implications, see below.

Students will elect a sub-discipline specialization upon entering the department and will be responsible for fulfilling its requirements. Students wishing to change sub-disciplines may do so with approval of two faculty members in the new sub-discipline.

All new students will be assigned a faculty advisor when they are admitted. They should consult with their advisors as soon as possible to plan their programs. Advisor assignments may be changed upon request of either the student or the advisor to the DGS. Change of advisors is quite normal as students become acquainted with faculty members and discover which one is most suitable, considering their particular purposes and interests. Students should notify the Graduate Program Coordinator of changes in advisor or committee members by filling out the Advisor Change form with appropriate signatures.

Each PhD student and MA Thesis track student must have a three-person faculty advisory committee. All other MA students will have a two-person committee. The student's graduate program committee **must** be formed by the end of the third semester through consultation between the student and the advisor. The advisor must be a member of the Department of Anthropology and a member of the Graduate Faculty, although a co-advisor from outside the department may be appropriate. **At least two members of the committee must hold "unqualified" professorial rank in the Department of Anthropology.** According to University rules, unqualified professorial ranks are limited to Assistant Professor, Associate Professor, Professor or Distinguished Professor. A form, available from the Graduate Program Coordinator, indicating the members of the committee, must be submitted.

Students and advisors should make sure that planned coursework will meet distribution and skill requirements, the total credit-hour requirement, and, in the case of doctoral students, that it will provide basic preparation for the advanced examinations. All plans made or understandings reached should be put in writing by the advisor and placed in the student's file.

The Department of Anthropology recognizes that many of its requirements and procedures may not apply to all graduate students, and that from time to time a graduate student has legitimate and reasonable cause to be exempted from a specific requirement, or to be allowed to fulfill a modified form of a requirement. Consequently, students have the opportunity to petition the Graduate Committee to grant exemptions or changes in requirements or procedures. All petitions to the Graduate Committee should state clearly what the nature of the petition is and offer compelling justification for the request. All petitions must be approved by the student's advisor before being submitted to the Graduate Committee. The decision of the Graduate Committee is generally final in all matters of Department of Anthropology policies, procedures, and requirements, including petitions.

## GENERAL POLICIES FOR COURSEWORK

### Undergraduate Courses

Graduate students may NOT take undergraduate courses for graduate credit (this includes undergraduate language courses) except certain 400 level courses by special Graduate School Petition (form available in department office). Graduate students may, however, find it desirable to audit selected undergraduate courses if their background in that area is weak.

### Non-Department Courses

Students may take courses in other departments as a part of the regular program. Such enrollments should be discussed with the Faculty Advisor. Enrollment in graduate seminars in other departments may require the advance permission of the instructor. See The Graduate Program Coordinator for the form that should be signed by the advisor and returned to the Graduate Program Coordinator for The Director of Graduate Studies to approve & sign.

### Independent Study/Readings Courses

The department has three course numbers (APY 601, 602 and 607) for independent or directed study courses.

An independent study course should be arranged with the instructor before registering: prepare a written statement of the topic to be covered, the methodology, and the expected results, including a bibliography and the form of evaluation of work. An "Independent Study" form (which is available on the department website) must be completed, signed by the instructor, and approved by the Director of Graduate Studies, and placed in the student's file by the end of the semester you are registered for an independent study/readings course. The Graduate School requires this statement to be submitted together with the M.A. or Ph.D. Application to Candidacy forms.

### Transfer Credits

**Students may transfer credits for graduate coursework completed elsewhere, with the agreement of their advisor and the Director of Graduate Studies, pursuant to the Policies and Procedures of the Graduate School. A maximum of 36 hours of transfer credit can be granted toward the Ph.D.; and a maximum of 6 hours of transfer credits can be granted toward the M.A. See the Graduate School website for detailed information on Transfer Credits.** Any transfer credits approved by the Director of Graduate Studies should be indicated on the "Transfer Credit" form available in the department graduate office and placed in the student's file. Only those graduate courses completed with grades of "B" or better are eligible for consideration as transferable credit. Courses with grades of "S" or "P" are not transferable unless the transcript specifically states they are equivalent to a "B" or better. Credits earned in correspondence courses may not be transferred.

### Coursework More Than 10 Years Old

By the policies of the Graduate School, courses more than 10 years old, whether transfer courses or UB courses, are normally not counted toward the requirement of 72 credits for the Ph.D. degree. For such courses to be included in a degree program, they must be petitioned at the time of the student's admission to the program or at the time the credits are considered by the department. An early decision is to the advantage of both student and program. If these credits have been included in an approved extension of time limit petition, they are valid only until the expiration date of that petition. Accordingly, any further extension of an approved time limit for degree completion will require, concurrently, a re-petition for approval of these older courses.

Requests for approval of courses more than 10 years old must be petitioned through the Graduate School Petition to Use Historical Coursework (More Than 10 Years Old) Toward a Current Graduate Degree Program School Petition form. Appropriate justification of how the courses relate to the student's program, and how the student has kept current with the subject matter of such courses, must be provided.

## GRADES AND EVALUATIONS OF STUDENT PERFORMANCE

### Incompletes

Students are expected to complete coursework on time. A grade of 'I' (i.e. Incomplete) may be given only in those instances in which the student has not been able to complete all of the assigned projects and/or examinations in a course due to illness or other unforeseeable and compelling circumstances. This should be discussed with the Instructor, not assumed. Incompletes are not available to students who have not satisfactorily completed the other academic requirements of the course.

A grade of Incomplete cannot be assigned for dissertation guidance, theses or projects (e.g. for APY 700 and APY 600) in which continuing registration is required by the University. Faculty should award the grade of "S" prior to completion of this work.

Whether Incompletes are given at all, and what the deadline is for finishing all coursework, is partly the prerogative of the instructor, but is also governed by university and department policy. Faculty members should indicate at the beginning of each course, preferably in the syllabus, what their policy will be with respect to assigning a grade of Incomplete.

University policy allows students two semesters (beyond the semester during which the seminar is taken) to remove the Incomplete. A Leave of Absence does not stop the clock on deadlines for Incompletes. If course requirements are not completed during that time period, the Incomplete will automatically be changed to an Unsatisfactory (U) grade. If there is a valid reason for waiving the deadline for removing an incomplete grade, the student may petition the Department's Graduate Committee prior to the deadline. (Appropriate petition for an incomplete grade extension of time is available from The Graduate School website: [www.grad.buffalo.edu](http://www.grad.buffalo.edu).) The petition should include: (1) Reason the grade cannot be removed within the specified time period; and (2) Permission of the instructor who originally gave the Incomplete and of the Chair of the instructing department. Once an Incomplete is changed to a "U" grade, the course, if offered again, may be repeated for credit.

**For students who are operating under the Tuition Assistance Program (TAP), financial support may be endangered if they do not complete coursework on time. For TAP regulations bearing on Incompletes, contact the Office of Financial Aid to Students.**

### Grades.

The grade of "B minus" is considered the minimal satisfactory grade in graduate courses. All graduate students must maintain at least a 3.0 GPA throughout their coursework and must have at least a 3.0 GPA both in Anthropology and in their overall program to receive the M.A. & PhD degrees.

## TRACKING FORMS

All graduate students (M.A. and Ph.D.) complete annual “Tracking Forms” that help chart their progress through the program and toward their degree. These forms are distributed by the Graduate Program Coordinator. Each subdiscipline uses a form tailored to their specific requirements.

## CONTINUOUS REGISTRATION & LEAVE OF ABSENCE

All graduate students must register each semester (excluding the summer) until they receive their degree, or must request and receive a leave of absence, prior to the semester for which the leave is sought. (Leave of Absence forms are available on The Graduate School website.) Such leaves are granted by the Department (DGS) and the Committee of Graduate Studies of the Graduate School for compelling reasons. A student cannot be formally on leave during the semester preceding the award of his degree.

## PART-TIME STUDENTS

Most students in our program are full-time students. In certain cases, students may be admitted on a part-time basis. Students admitted on a part-time basis must fulfill requirements as follow:

1. Completion of first-year requirements within first two years
2. Completion of second year research project within four years
3. The MA must be completed within four years
4. The PhD must be completed within seven years

The timing of completion of additional requirements will be handled by advisement by the student’s committee with the approval of the Anthropology Graduate Committee.

**Note:** Students should be aware of the implications of part-time status:

1. Part-time students are NOT eligible for student loans or TAP because they cannot be certified as full-time (12 credit hours a semester)
2. Part-time students are NOT eligible for department funding



## THE MASTER'S PROGRAM

The Department's requirements for the MA degree include 30 credit hours of anthropology courses, fulfillment of all first year requirements, and the Master's Project. The Master's degree must be completed in four years. Masters candidates must complete 24 credit hours (of the total 30 credit hours required) in residence at the University at Buffalo.

Students earning an Anthropology MA can choose the MA project or the MA Thesis. This should be determined by the end of the first year of study.

### MA Project Requirements:

At least 24 credits of formal coursework  
Up to 6 credits of independent study  
Student submits paper that is approved by advisor and 1 committee member

### MA Thesis Requirements:

At least 21 credits of formal coursework  
Up to 9 credits of independent study  
Committee consists of advisor and 2 members  
Thesis is defended in public defense  
Thesis is submitted to the ProQuest Dissertations & Theses Database (PQDT).

## FIRST YEAR REQUIREMENTS FOR M.A. STUDENTS

### Coursework

Students are required to complete satisfactorily six formal courses during the first year of graduate study, with at least one course in each sub-discipline chosen from among those designated by the sub-discipline's faculty as appropriate.

**APY 651- Graduate Survey-Physical Anthropology is required of first semester students in Biological Anthropology and Cultural Anthropology. Archaeology students may take APY651 or choices listed under Biological Anthropology below.**

**APY 652 – Graduate Survey Archaeology is required of all first semester students in Archaeology**

**APY 655 - Graduate Survey of Social and Cultural Anthropology I (Historical) is required of ALL first semester cultural students**

**APY 654 - Graduate Survey of Social and Cultural Anthropology II (Contemporary) is required of ALL second semester cultural students**

**APY508 – Qualitative Research Methods is required of all MA and PhD cultural students.**

The sub-disciplinary faculties have designated the following as the only courses that may be taken to meet the requirement for courses outside the student's elected sub-discipline. (You are only required to choose one course from each category outside your sub-discipline): **WARNING** – not every course is taught every semester or year. Check the schedule.

### **Archaeology**

APY 652 Graduate Survey of Archaeology

### **Biological Anthropology**

APY 628 Evolution of Human Diversity (Archaeology graduate students may take APY 628 in lieu of APY 651).

APY 614 Hominin Behavior (Archaeology graduate students may take APY 614 in lieu of APY 651).

APY 651 Graduate Survey of Physical Anthropology

**Note:** Biological anthropology students who have a good background in biological anthropology, including evolutionary theory, may take Primate Behavior (APY 518), Ethology Practicum (APY 547), or Evolutionary Biology of the Primates (APY 573) instead of the Survey of Physical Anthropology (APY 651). Students will need the approval of their advisor to substitute these courses for the survey course. The advisor's approval must be in writing, explaining the rationale for the substitution. This letter must be placed in the student's file no later than the first week of classes in Fall semester.

### **Cultural Anthropology**

APY 509 Classic Ethnographies

APY 580 Public Anthropology

APY 654 Graduate Survey of Social and Cultural Anthropology II (Contemporary)

APY 655 Graduate Survey of Social and Cultural Anthropology I (Historical)

In the sub-discipline courses outside a student's area, a grade of B-minus or better must be received to satisfy the requirement, as is the case with all courses that count toward the degree. **NOTE: FULL-TIME STATUS REQUIRES 12 CREDIT HOURS PER SEMESTER (or 9 credit hours per semester for students funded on an assistantship).** As many as two of the courses may be in disciplines other than anthropology. The courses will be selected in consultation with the advisor by the end of the first week of each semester.

### Qualifying Examination/Year End Assessments

**Archaeology:** Archaeology students do not take a formal qualifying exam in their first year. However, the Archaeology faculty will evaluate the performance of each first year Archaeology student at the end of their first year. Near the end of the spring semester, each student will submit a written statement of his/her academic achievements and impending plans along with a current academic/research CV. The statement should include articles published, scholarly meetings attended, grants obtained, participation in field and lab projects, and other scholarly activities.

Students admitted to the MA program in Archaeology MAY OPT OUT of the written qualifying examination at the second year.

**NOTE:** Opting out of the qualifying exam has consequences for future admission to our PhD program. An MA student who decides to opt out of this exam will be considered an MA - ONLY student. They MAY NOT take the qualifying exam at a later date and are NOT eligible to apply to our PhD program or for funding from our department.

Archaeology MA students will take a written take home examination, as part of the Qualifying Exam, at the end of their second year, in the middle of the spring semester. The Archaeology faculty in residence will determine the number and type of essay questions. Following the written examination, each second year Archaeology student will have an oral examination conducted by the Archaeology faculty. In preparation for this oral exam, each student will submit a written statement of his/her academic achievements and impending plans along with a current academic/research CV. The statement should include articles published, scholarly meetings attended, grants obtained, participation in field and lab projects, and other scholarly activities.

Each student will be assigned a grade or score based on their written and oral examinations: High Pass; Pass; Low Pass; Fail. Students must receive a "Pass" or "High Pass" to continue in the PhD program. Students receiving a "Low Pass" may retake the qualifying exam the following Spring semester, but only with the approval of the Archaeology faculty. Students must receive a "Pass" or "High Pass" on the second (retake) exam to continue in the Ph.D. program. Students receiving a "Fail" cannot retake the examination, and will be dropped from the program at the end of the that semester.

**Biological Anthropology:** The academic performance of each first and second year graduate MA student will be assessed for satisfactory progress at the end of the Spring semester. Those receiving unsatisfactory progress may be asked to leave the program. In some cases, students receiving unsatisfactory progress may be allowed to do remedial work as required by the faculty. Students receiving a Fail will be dropped from the program at the end of the current semester.

**Cultural/Medical Anthropology:** The academic performance of each first and second year graduate MA student will be assessed at the end of the Spring semester. The assessment will be conducted by the cultural anthropology faculty collectively. The assessment will include a review of the student's grades, oral statements of evaluation from instructors of all cultural anthropology courses in which the student has been or is currently enrolled, and a written statement from the student describing his/her progress and plans for completing the graduate program. The assessment may include any additional information, documentation, or evidence that could be useful to the cultural faculty in judging a student's performance. The student's advisor will present the student's materials to the group and also offer their own assessment of the student's progress.

Outcomes:

The Cultural Anthropology faculty will assign an overall evaluation to each student. This will be:

- Excellent (outstanding performance in courses and other work that might offer evidence of excellence, such as conference presentations, publications, grant proposals, etc.)
- Satisfactory (Good performance consistently in all courses and other work)
- Unsatisfactory (below average work, or mixed performance)
- Fail

Each student's advisor will prepare a written assessment report of the student's performance, highlighting notable excellence or unsatisfactory performance. The report will be submitted to the DGS for review, and then to the student. The overall evaluations may be translated into 'qualifying' scores if necessary: HP, P, LP, F.

Evaluations of Excellent and Satisfactory will allow graduate students to continue in the program without limitation.

An evaluation of Unsatisfactory will place the student on probation for one year. The student will be eligible to receive an M.A. degree, but will not be eligible to apply to the PhD program unless additional course work and other forms of academic performance are judged to be Satisfactory within the one year of academic probation.

An evaluation of Fail will require that the student leave the graduate program at the end of that Spring semester.

[See Doctoral Program requirements for more information on the qualifying exams]

### The Master's Project

Students admitted to the M.A. degree program must complete a Master's project. When writing an MA Project, students typically register for APY 600 – MA Project Research (major professor's section) for 3 credit hours for a project paper.

The Master's degree normally takes three semesters of full-time graduate study but must be completed within four years, unless a petition for an extension of time is approved in advance by the DGS and the Graduate School. (This form is available on the Graduate School website at: [www.grad.buffalo.edu](http://www.grad.buffalo.edu)). Enrollment at another university's graduate program counts as part of the four-year period.

The Master's Project Paper is written under the direction of, and must be approved by, the advisor and one faculty member. See page 4 for committee membership requirements. Students writing a Master's Research Project Paper should register for the appropriate Professor's section of APY 600 – MA Project Research. A copy of MA Project Paper is not required for the department library.

Optional Master's Thesis The Master's Thesis is written under the direction of, and must be approved by, the advisor and two faculty members. As appropriate, faculty members outside the Department may participate in the guidance of M.A. thesis. See page 4 for committee membership requirements. Students writing a Master's Thesis should register for the appropriate Professor's section of APY 600 – MA Project Research.

### M.A. to Ph.D.

Students who have been admitted to the M.A. program in Anthropology may subsequently wish to enter the doctoral program. Students who apply for the Ph.D. must have taken any required qualifying exams, and must have at least a 3.2 GPA in their graduate coursework. Acceptance into the Ph.D. program signifies mutual expectation that the student has the motivation and academic capabilities to earn the Ph.D. degree. For students in the Department's M.A. program, completion of the M.A. degree is not required for admission to the doctoral program, but **students are expected to have completed all requirements for the M.A., and will not be permitted to take the Ph.D. Advanced Exam until all requirements for the M.A. are completed.** According to Graduate School policy, **all requirements for the Ph.D. must be completed within 7 years of matriculation;** this 7-year period includes time spent in UB's M.A. program.

M.A. students in the UB Anthropology program wishing to gain admission to the Ph.D. program must apply on-line and request three letters of recommendation to be considered for admission to the PhD program. Please ask the Graduate Coordinator to submit a fee waiver to the Graduate School on your behalf.

## M.A. APPLICATION FOR GRADUATION

To obtain the degree, students must Apply for Graduation on The Graduate School website: [www.grad.buffalo.edu](http://www.grad.buffalo.edu)) by the following deadline dates. These dates are subject to change; if so, you will be notified by the department.

**Deadlines to Apply for Graduation in HUB**

Graduation Term	Application Deadline	Conferral Date
Fall	Oct. 15	Feb. 1
Spring	Feb. 22	June 1
Summer	July 15	Aug. 31

\*Since faculty members do not have departmental obligations during the summer or between semesters, students seeking September or February conferral should make sure that committee members are willing to evaluate their MA project/PhD dissertation by the deadlines.

+Graduate School deadline dates are subject to change so check The Graduate School website for deadline dates once you have selected a degree conferral date.

Students who wish to confer an MA degree should apply for Graduation in HUB AND are responsible for obtaining all necessary department signatures on the MA Project/Thesis Committee form and attaching an unofficial U.B. transcript, crossing out courses that are not applicable for the degree and all approved Independent Study forms for each Independent Study/Readings Courses taken before submitting it to the Department Graduate Office. Students *must* have at least a B (3.0 overall grade point average) to receive the MA in addition to fulfilling all other requirements in order to receive the degree.

## THE MASTER'S CONCENTRATION IN MEDICAL ANTHROPOLOGY

The department's requirements for the MA degree in Medical Anthropology include 30 credit hours of anthropology courses, including a Master's Project, and a research paper or thesis based on that project. This Master's degree will take at least 3 semesters to complete. Masters candidates must complete 24 credit hours (of the total 30 credit hours required) in residence at the University at Buffalo.

### REQUIREMENTS FOR MEDICAL ANTHROPOLOGY M.A. STUDENTS

#### Coursework

Students are required to complete the following formal courses:

**APY 651- Graduate Survey-Physical Anthropology or APY 654 - Graduate Survey of Social and Cultural Anthropology II (Contemporary). Students may choose to take both.**

**APY 508 – Qualitative Research Methods.**

**Medical Anthropology Coursework (9 credits) from the following course offerings:**

APY 545 Dental Anthropology

APY 546 Physical Anthropology Topics

APY 548 Human Genetics – Legal and Ethical Issues

APY 556 Religion and Society

APY 565 Gender & Healing in the Americas

APY 578 Ethnomedicine

APY 584 Transcultural Psychiatry

APY 594 Advanced Physical Anthropology

APY 603 Anthropology of Death and Trauma

APY 604 Culture and Disability

APY 606 Anthropology of Reproduction

APY 607 Individual Readings Physical Anthropology

APY 624 Topics in Medical Anthropology

APY 710 Geographic Medicine

(Other Medical Anthropology courses may be substituted with prior approval of the graduate director or chair of the Anthropology Department). Students should submit a course petition whenever taking alternate courses.

**Electives (9-12 credits) taken in consultation with advisor. All APY courses with the exception of APY600. Up to 6 credits may be taken from outside APY with prior approval.**

### **Master's Project/Thesis (3-6 credits): APY 600 MA Project/Thesis Guidance**

General requirements for the M.A. in Medical Anthropology are similar to those for the M.A. in other sub-fields: A grade of B- (B minus) or better must be received in all courses that count toward the degree, including courses taken outside of the department. **NOTE: FULL-TIME STATUS REQUIRES 12 CREDIT HOURS PER SEMESTER (or 9 credit hours per semester for students funded on an assistantship).** Up to two courses submitted for the M.A. degree may be in disciplines other than anthropology, selected in consultation with the advisor.

### **Qualifying Exams**

Students in the Medical Anthropology track WILL NOT take a qualifying exam. However, student performance will be evaluated at the end of the first and second year. Please see Qualifying Exams, Cultural/Medical Anthropology on page 11.

### **Application to the PhD Program**

Students in the Medical Anthropology concentration may apply to the PhD program in Anthropology, and will be subject to the same admissions criteria and procedures as other PhD program applicants. If admitted to the PHD program, students will be subject to the same requirements. [See Doctoral Program requirements for more information on the qualifying exams]

### **The Medical Anthropology Master's Project**

Students admitted to the M.A. degree program must complete a Master's project. When writing an MA Project, students typically register for APY 600 – MA Project Research (major professor's section) for 3 credit hours for a project paper.

The Master's degree normally takes three to four semesters of full-time graduate study but must be completed within four years, unless a petition for an extension of time is approved in advance by the D.G.S. and the Graduate School. (This form is available on the Graduate School website at: [www.grad.buffalo.edu](http://www.grad.buffalo.edu)). Enrollment at another university's graduate program counts as part of the four-year period.

The Master's Project Paper is written under the direction of, and must be approved by, the advisor and one additional faculty member, both of whom must hold unqualified professorial rank in the Department of Anthropology. Students writing a Master's Research Project Paper should register for the appropriate professor's section of APY 600 – MA Project Research.

A copy of MA Project Paper is not required for the department library.



## THE DOCTORAL PROGRAM

To attain the Ph.D. degree a student must be admitted to the doctoral program and complete all the academic requirements described below. The Ph.D. requires 72 credit hours of coursework.

### Time Limits and Continuous Registration

The Graduate School places a limit of seven years for completion of the PhD, counting from the time of initial registration. Students who cannot meet this should apply for a leave of absence or an extension of time limit to complete degree (forms may be obtained on the Graduate School website: [www.grad.buffalo.edu](http://www.grad.buffalo.edu)). The Ph.D. must be completed in seven years, excluding leaves of absence. Normally, a student who has already earned an M.A. degree in the Department or elsewhere will have five years to complete Ph.D. work. Students unable to meet these time limits may petition for an extension. Note: a Leave of Absence does not stop the clock on deadlines for Incompletes (see section on Incompletes below). See Part-time requirements.

Continuous registration for at least one hour of credit in APY 700 (Dissertation Guidance) is required during regular academic semesters until the dissertation is finished and defended. (Students cannot register for APY 700 until their Application to Candidacy has been approved by the Graduate School).

The American Anthropological Association has found that graduate students take an average of roughly ten years to complete a PhD in Anthropology; UB students approximate this time-to-degree closely. The Graduate School has indicated its willingness to grant time-to-degree extensions of 3 or 4 years without question, but students should anticipate that requests for additional time may require compelling justification, and may be denied. Moreover, the Graduate School is likely to grant only a single extension of the seven year time-limit, so Anthropology graduate students and advisors are encouraged to request extensions that will allow sufficient time for completion of the PhD, including research, writing, revision, and final submission of the dissertation. That is, and for example, a single extension of 3-4 years should be requested, rather than two requests of 2 years each.

### Annual Review

The Graduate School policy requires a formal evaluation of each Ph.D. student's academic progress. This is conducted after the first semester of enrollment and then annually thereafter. Anthropology PhD students should use the forms specific to our Program, and not the general forms available on the Graduate School website. Forms will be distributed to students from the department and an announcement/reminder of this requirement will be made each spring. There are two parts to the evaluation and review: The Timeline for Degree Completion (TDC) which will be completed by the end of the second or third semester. Each May students will submit a brief statement reflecting on the progress made during the year and any changes to the timeline.

## FIRST YEAR REQUIREMENTS FOR DOCTORAL STUDENTS

### Coursework

Students are required to complete satisfactorily six formal courses during the first year of graduate study, with at least one course in each sub-discipline chosen from among those designated by the sub-discipline's faculty as appropriate.

**APY 651- Graduate Survey-Physical Anthropology is required of first semester students in Biological Anthropology and Cultural Anthropology. Archaeology students may take APY651 or choices listed under Biological Anthropology below.**

**APY 652 – Graduate Survey Archaeology is required of first semester students.**

**APY 655 - Graduate Survey of Social and Cultural Anthropology I (Historical) is required of ALL first semester cultural students**

**APY 654 - Graduate Survey of Social and Cultural Anthropology II (Contemporary) is required of ALL second semester cultural students**

The sub-disciplinary faculties have designated the following as the only courses that may be taken to meet the requirement for courses outside the student's elected sub-discipline (You are only required to choose one course from each area outside your sub-discipline: **WARNING** – not every course is taught every semester or year. Check the schedule.

### **Archaeology**

APY 652 Graduate Survey of Archaeology

### **Biological Anthropology**

APY 628 Evolution of Human Diversity (Archaeology graduate students may take APY 628 in lieu of APY 651).

APY 614 Hominin Behavior (Archaeology graduate students may take APY 614 in lieu of APY 651).

APY 651 Graduate Survey of Physical Anthropology (Biological Anthropology and Cultural Anthropology PhD students must take APY 651).

\*Biological anthropology students who have a good background in biological anthropology, including evolutionary theory, may take Primate Behavior (APY 518), Ethology Practicum (APY 547), or Evolutionary Biology of the Primates (APY 573) instead of the Survey of Physical Anthropology (APY 651). Students will need the approval of their advisor to substitute these courses for the survey course. The advisor's approval must be in writing.

explaining the rationale for the substitution. This letter must be placed in the student's file no later than the first week of classes in Fall semester.

## Cultural Anthropology

APY 509 Classic Ethnographies

APY 580 Culture and History

APY 654 Graduate Survey of Social and Cultural Anthropology II (Contemporary)

APY 655 Graduate Survey of Social and Cultural Anthropology I (Historical)

In the sub-discipline courses outside a student's area, a grade of B minus or better must be received to satisfy the requirement, as is the case with all courses that count toward the degree. **NOTE: FULL-TIME STATUS REQUIRES 12 CREDIT HOURS PER SEMESTER (or 9 credit hours per semester for students funded on an assistantship).** As many as two of the courses may be in disciplines other than anthropology. The courses will be selected in consultation with the advisor by the end of the first week of each semester.

## Qualifying Exams

At the end of the first year, all PhD students are evaluated by their sub-discipline. The form of the evaluation varies depending upon the sub-field.

### Archaeology

Archaeology students do not take a formal qualifying exam in their first year. However, the Archaeology faculty will evaluate the performance of each first year Archaeology student at the end of their first year. Near the end of the spring semester, each student will submit a written statement of his/her academic achievements and impending plans along with a current academic/research CV. The statement should include articles published, scholarly meetings attended, grants obtained, participation in field and lab projects, and other scholarly activities.

Archaeology students will take a written take home examination, as part of the Qualifying Exam, at the end of their second year, in the middle of the spring semester. The Archaeology faculty in residence will determine the number and type of essay questions. Following the written examination, each second year Archaeology student will have an oral examination conducted by the Archaeology faculty in early March. In preparation for this oral exam, each student will submit a written statement of his/her academic achievements and impending plans along with a current academic/research CV. The statement should include articles published, scholarly meetings attended, grants obtained, participation in field and lab projects, and other scholarly activities.

Each student will be assigned a grade or score based on their written and oral examinations: High Pass; Pass; Low Pass; Fail. Students must receive a "Pass" or "High Pass" to continue in the PhD program. Students receiving a "Low Pass" may retake the qualifying exam the following Spring semester, but only with the

approval of the Archaeology faculty. Students must receive a “Pass” or “High Pass” on the second (retake) exam to continue in the Ph.D. program. Students receiving a “Fail” cannot retake the examination, and will be dropped from the program at the end of the semester.

### **Biological Anthropology**

Biological Anthropology students will be assessed for Satisfactory progress at the end of the spring semester. Students must receive a Pass or High Pass to continue in the PhD program. Those receiving Low Pass may be asked to leave the program. In some cases, students receiving a Low Pass may be allowed to do remedial work as required by the faculty. Students receiving a Fail will be dropped from the program at the end of the current semester.

### **Cultural Anthropology**

Cultural Anthropology graduate students will not take a written qualifying exam.

The academic performance of each first and second year graduate Ph.D. student will be assessed at the end of the Spring semester. The assessment will be conducted by the cultural anthropology faculty collectively. The assessment will include a review of the student’s grades, oral statements of evaluation from instructors of all cultural anthropology courses in which the student has been or is currently enrolled, and a written statement from the student describing his/her progress and plans for completing the graduate program. The assessment may include any additional information, documentation, or evidence that could be useful to the cultural faculty in judging a student’s performance. The student's advisor will present the student's materials to the group and also offer their own assessment of the student's progress.

Outcomes:

The Cultural Anthropology faculty will assign an overall evaluation to each student. This will be:

- Excellent (outstanding performance in courses and other work that might offer evidence of excellence, such as conference presentations, publications, grant proposals, etc.)
- Satisfactory (Good performance consistently in all courses and other work)
- Unsatisfactory (below average work, or mixed performance)
- Fail

Each student’s advisor will prepare a written assessment report of the student’s performance, highlighting notable excellence or unsatisfactory performance. The report will be submitted to the DGS for review, and then to the student. The overall evaluations may be translated into ‘qualifying’ scores if necessary: HP, P, LP, F.

Evaluations of Excellent and Satisfactory will allow graduate students to continue in the program without

limitation.

An evaluation of Unsatisfactory will place the student on probation for one year. The student will be eligible to receive an M.A. degree, but will not be able to continue on in the PhD program unless additional course work and other forms of academic performance are judged to be Satisfactory within the one year of academic probation. Students who are on academic probation for unsatisfactory performance will not be eligible to receive departmental funding.

An evaluation of Fail will require that the student leave the graduate program at the end of that Spring semester.

## SECOND YEAR REQUIREMENTS FOR DOCTORAL STUDENTS

Coursework. Second year Ph.D. students will select eight UB courses (six for students on an assistantship) in consultation with the advisor. Students may take independent study courses with the approval of their advisor. A formal record of the content and requirements of every independent study course must be submitted to the department graduate office; forms are available from the Graduate Program Coordinator, and must be completed by the student, and signed by the course instructor and the Director of Graduate Studies. There is no restriction on the number of independent study credits a Ph.D. student is allowed within the overall 72 credit hours.

Committee. Each student must select a three-person committee by the end of the third semester of graduate study, normally by the end of the fall semester of the second year. The Chair of that committee serves as the student's primary advisor, and must be a member of the Department of Anthropology and the Graduate Faculty. At least two members of the committee must hold unqualified professorial rank in the Department of Anthropology.

Research Paper. By the end of the second year, students should complete and have accepted a research paper. This paper will demonstrate research skills and could derive from a course paper. The paper must be evaluated and accepted by the advisor and two other member of the student's committee (second year research approval form available from the anthropology graduate Coordinator) for continuation in the Ph.D. program. A research paper not written in English cannot be used to obtain a degree in Anthropology at U.B.

Students who feel they may qualify for an exemption from any of these requirements must submit a petition signed by their advisor to the Department Graduate Committee. Petitions must be submitted early enough that all requirements can be fulfilled on time if they are denied.

## ADDITIONAL Ph.D. REQUIREMENTS

Credit Hour Requirement. A total of 72 credit hours are required for the Ph.D. Students cannot register for dissertation guidance (APY 700) until they have successfully defended their dissertation proposal and their Application to Candidacy has been approved by the Graduate School (see deadline dates for Ph.D. Application to Candidacy below).

Skill Requirements. World language, statistics, and linguistics requirements are set by the sub-disciplines (see below for more information). **These requirements must be completed prior to the advanced examination.** The World Language examiner should notify the Graduate Program Coordinator, in writing, of successful completion. Students must notify the Graduate Program Coordinator of their completion.

PhD Committee. When becoming a PhD candidate, a student must constitute a doctoral committee. This committee may be the same or differ regarding the earlier committee. See page 4 for committee membership requirements. Students must file an Application to Candidacy (ATC) form (available on the Graduate School website: [www.grad.buffalo.edu](http://www.grad.buffalo.edu)), have their committee members sign the form and bring it to the Anthropology graduate office for the DGS's approval.

### RCR Training Requirement

All PhD students are required to document successful completion of “Responsible Conduct of Research” (RCR) training when they submit their Application to Candidacy (A to C) for their Ph.D. degree. This training requirement may be fulfilled in either (1) enrolling in and passing LAI648, RPG504, BMS514 or RSC602 or (2) completing the Collaborative Institutional Training Initiative (CITI) online Responsible Conduct of Research (<http://www.citiprogram.org>) course with a score of 80% or higher. Students can also complete UB's Responsible Research Micro-Credential. Students opting to complete the CITI online course or the Micro-Credential must supply documentation of its successful completion with their Application to Candidacy.

## SPECIFIC SUBFIELD REQUIREMENTS FOR THE PhD

### Archaeology

1. Students are required to complete four formal graduate courses in archaeology during the first three semesters: APY 652 Graduate Survey Archaeology; APY 610 Method and Theory; APY 730 Advanced Problems in Areal Archaeology (Europe); APY 730 Advanced Problems in Areal Archaeology (New World).
2. Archaeology students must take one graduate course each in Biological/Physical and Cultural Anthropology from the approved list.

3. Until achieving PhD candidacy, students must enroll in at least two formal courses per semester. A student may seek waiver of this requirement with the approval of his/her committee.
4. Students must present satisfactory evidence of a reading knowledge of a scholarly language that is relevant to practical, theoretical, or methodological research in their area of specialization: French, German, Italian, Russian, Spanish and other scholarly languages are acceptable. Field language competency related directly to the student's area of study is also acceptable. Other languages may be substituted with the approval of the student's committee. Student's native language is not acceptable, nor are Latin or programming languages. Evidence of world language competence is usually demonstrated through an examination; other forms of evidence of language may be presented with the approval of the Graduate Committee.

The student's advisor, in consultation with their committee, will select an appropriate archaeological reading for the student's language exam. After administering the exam, the material and the translation will be forwarded to a Reader for assessment. Students may use a dictionary, and the time allotted should be deemed commensurate with the length of the material to be translated. A list of Readers of various languages within the Department of Anthropology is available from the Graduate Coordinator. If none are available, Readers elsewhere in the UB faculty can be contacted. If the field language has no qualified readers at UB, the student will need to find a reader who can grade the exam and secure committee approval for this grader.

5. Students must demonstrate competence in archaeological field methods. This requirement is met by participation in field research considered appropriate by the student's committee.
6. The dissertation committee will have three archaeologists from the Department of Anthropology, two of whom must hold unqualified appointments, who are appropriate for the student's area, time period and theoretical perspective.
7. Archaeology students should prepare a dissertation research proposal, and take Advanced Exams no later than the fourth year of graduate study. The policies and procedures for the proposal and the Advanced Exam are available from the Archaeology faculty.
8. The Advanced Exam consists of up to 2 informal pre-defense meetings and a formal proposal defense to the committee members. Before the pre-defense meeting, students will submit a dissertation proposal and bibliography, which will be informally discussed during the first meeting. After this meeting, a revised proposal will be submitted to the committee. If the revised proposal is not sufficient for defense, a second meeting is possible. Once the proposal is deemed ready to defend, a defense date will be set.

An NSF or other external funding proposal must be derived from the defense proposal and must be submitted. This is not part of the Advanced Exam itself, but is required for all students. While it is

hoped that the proposal be successful, an actual award is not necessary to fulfill this requirement..

### **Biological Anthropology**

1. Students will normally be enrolled in at least two formal courses each semester. Students who wish to enroll in fewer than two formal courses will need the approval of their committee.
2. The biological anthropology faculty will review the course background of incoming students. Those students whose background in biological anthropology is deemed incomplete will take the physical anthropology survey course (APY 651) in their first year. **Note:** Biological anthropology students who have a good background in biological anthropology, including evolutionary theory, may take Primate Behavior (APY 518), Ethology Practicum (APY 547), or Evolutionary Biology of the Primates (APY 573) instead of the Survey of Physical Anthropology (APY 651). Students will need the approval of their advisor to substitute these courses for the survey course. The advisor's approval must be in writing, explaining the rationale for the substitution. This letter must be placed in the student's file no later than the first week of classes in Fall semester.
3. During their first year, students will complete one course from at least two of the following areas: a) morphology; b) population biology or research methodology; and c) behavior.
4. By the end of their second year, students will have completed one course in each of the three above areas.
5. PhD Biological students will complete an advanced statistics course, i.e. a statistics course with an introductory or higher level statistics course as a prerequisite.

The following statistics courses have been taken by biological anthropology graduate students in the past. Before you take one or more of these courses, get approval from your advisor.

Biological SOC 607 Social Statistics 1: General Linear Model; SOC 607 Social Statistics 1: General Linear Model; SOC 608 Social Statistics 2: Causal Methods; PSY 607 Advanced Statistical Methods 1; PSY 608 Advanced Statistical Methods 2; PSC 508 Basic Statistics for Social Sciences; PSY 608 Advanced Statistics for Social Sciences.

### **Cultural Anthropology**

1. Until achieving Ph.D. candidacy, students must enroll in at least two formal courses per semester.
2. Ph.D. students are required to complete a minimum of nine formal graduate courses in cultural anthropology, i.e., those taught by the Anthropology Department's cultural anthropology faculty.



Courses taught by affiliated or adjunct faculty in other departments will not satisfy the requirement.

3. APY655 and APY654 are required of all first-year cultural students.
4. Cultural PhD students must take APY508 by the end of their third year.
5. Cultural Anthropology Ph.D. students must complete a linguistics course (in consultation with their advisor). APY521 Language, Culture and Power can fulfill the linguistic requirement. A Cultural Anthropology Linguistics form should be turned in for the student file once a course has been approved by the advisor.
6. Students must pass a world language exam. Scholarly languages as well as field languages are acceptable. Evidence of world language competence is usually demonstrated through an examination and the World Language examiner should notify the Graduate Program Coordinator, in writing, of successful completion. Other forms of evidence of language competence may be presented, with the approval of the Graduate Committee. See The Graduate Program Coordinator for a list of department faculty who can give exams in the relevant languages; the format of the exam will be set by the faculty member. Note that, although graduate students often take undergraduate language courses to develop competence toward meeting this requirement, undergraduate language courses cannot be applied as credit hours toward the Ph.D. The language exam must be completed before taking advanced oral examination.

## ADVANCED EXAMINATION

Doctoral students are encouraged to take the Advanced Examination no later than the end of the sixth semester of graduate study; Archaeology students may take the Advanced Exam in their fourth year. The Advanced Examination (Ph.D. Candidacy exam) certifies that they have acquired a professional level of knowledge of several areas of Anthropology relevant to their doctoral specialties. The content and format of the Advanced Exam are determined by the student's faculty committee in consultation with the student. The Department expects the entire faculty committee to participate in the development of the exam content and format, not just the advisor. Students are encouraged to start meeting with their committee as a whole by the end of their second year to start the process of identifying the topic and content of their advanced exam, planning for coursework, independent study and/or directed research to prepare for the advanced exam, and to discuss an appropriate format for the exam. The format may range from a sit-down, paper-and-pencil exam over a period of hours, to a series of essays written over a period of weeks. The content of the exam is expected to cover the student's major areas of focus and concentration. Normally there are a

minimum of three parts to the exam, covering, for example: research methods relevant to the student's proposed dissertation research; knowledge of issues in the general area of the student's work; and knowledge of special issues related to the student's dissertation research. The student's committee may change these areas, add additional areas, or propose alternative formats.

The format and schedule for each student's Advanced Exam must be submitted to the Department for consideration at least **ONE WEEK** prior to the start of the exam. Although formal approval of the format and schedule is not required, the Department may raise concerns about the format or content, and may require changes or modifications in the format or content. Normally the student's Advisor prepares and distributes a memo to the Department describing the proposed format and content of the exam, and announces to the Department the outcome of the Advanced Exam. It is the student's responsibility to get a copy of their answers to each member of their committee and to the Graduate Program Coordinator.

Students may receive one of three grades on the Advanced Exam: Fail, Pass, or Pass with Distinction. A student who fails the Advanced Exam may not continue in the doctoral program, unless the committee offers the student an opportunity to retake the exam. The student's committee may also require that the student re-take any portion of the exam that is found to be deficient, or may require that the student undertake other forms of remedial work as a condition of passing the Advanced Exam.

## Ph.D. APPLICATION TO CANDIDACY

Achievement of Candidacy. This is contingent upon meeting the following requirements:

- a) successful completion of fifteen courses, at least eight of which must be from the University at Buffalo, the first year qualifying assessment and the original research paper; the Advanced Exam;
- b) completion of other subfield requirements;
- c) RCR Training Completion.

To obtain the PhD degree, students must submit the Application to Candidacy (A to C) form available on The Graduate School website: [www.grad.buffalo.edu](http://www.grad.buffalo.edu).

Students are responsible for obtaining all necessary department signatures on the Application to Candidacy form and attaching an unofficial U.B. transcript and all approved Independent Study forms for each Independent Study/Readings Course taken before submitting it to the Department Graduate Office. **Students must have at least a 3.0 average in all coursework for the Ph.D. in order to receive the degree.** Students must have at least a B (3.0 overall grade point average) to receive the Ph.D. in addition to fulfilling all other requirements in order to receive the degree.

## DOCTORAL DISSERTATION

### Dissertation Committee

At the time the student completes the Application to Candidacy, the student should select a dissertation committee to supervise the research and writing of the dissertation and to conduct the oral exam on the completed work. It is strongly recommended that the PhD committee be constituted prior to writing the dissertation proposal. Though the Chair of the dissertation committee will usually work most closely with the student, other members should be kept fully informed as the dissertation progresses, and should have an opportunity to make their views known well before a final draft is done. Both the Chair and the student are responsible for involving other committee members.

The dissertation committee must have at least three members, with two from within the Department; all must be members of the Graduate Faculty.

### Dissertation Research Proposal

Each Ph.D. student must write and defend a research proposal of professional quality. The proposal should be modeled on proposals submitted to external funding agencies such as NSF, NEH, or the Wenner-Gren Foundation, and it is expected that students will ultimately submit their proposals to such agencies for funding. Each student must defend their proposal successfully before the student's committee; passage of the oral defense constitutes permission to proceed with the dissertation. Students who fail to meet this requirement will not be in good standing. Students will also submit their dissertation research proposals to the appropriate university Institutional Review Board for approval; note that such approval is often required by funding agencies. Finally, it is important to emphasize that a dissertation will not be accepted for a Ph.D. degree if the student has not written and defended a dissertation research proposal prior to initiating the research on which the dissertation is based.

Doctoral Dissertation. The doctoral dissertation is a substantial and original work of professional quality required of all Ph.D. students. The dissertation is expected to be an original contribution to knowledge, and to meet other criteria of professionalism and competence. A description of the general expectation of PhD dissertation may be found on the Graduate School website. Students should consult the Graduate School website for information on the dissertation format, and submission requirements of the university

After satisfactory defense and approval of the dissertation by committee members, all PhD students need to submit electronic copies of their dissertations. **It is the student's responsibility to ensure that the dissertation conforms to all format requirements of the Graduate School.** Go to: [www.grad.buffalo.edu](http://www.grad.buffalo.edu) Graduate School for the appropriate deadlines for submission of your dissertation and surveys. **The Department of Anthropology requires one bound copy of the final version of the dissertation, when it is completed and approved in its final form be deposited in the Anthropology Graduate Office.**

Dissertation Defense. Once the dissertation is completed in at least penultimate form, it must be defended in a public, oral defense. The oral defense of the dissertation may only be scheduled when Committee members agree the student is ready on the basis of the draft. The Graduate School and the Department of

Anthropology require that two weeks' notice be given for the dissertation defense, and the defense must be scheduled in a place and time that is accessible to the public. If, following the oral defense, the dissertation requires changes, the Committee must specify these clearly, and give its approval only after these alterations have been satisfactorily made.

\*Note: Since faculty members do not have departmental obligations during the summer, or between semesters, students seeking September or February conferral should make sure that committee members are willing to evaluate their MA project/PhD dissertation by the deadlines.

## DEPARTMENTAL ASSISTANTSHIPS FOR PHD STUDENTS

Only students admitted to the doctoral program are eligible for department funding. The Department of Anthropology has a small number of assistantships, both Teaching Assistantships and Graduate Assistantships, that are awarded on a competitive basis to incoming students.

Students who receive departmental assistantships will normally be appointed as Teaching Assistants or Graduate Assistants. Students receiving graduate assistantships must be full-time students and are expected to work 20 hrs/wk on their G.A./T.A duties. Students must be in residence at UB to receive assistantships; any exceptions to this policy must be approved by the Graduate Committee. Any graduate student appointed to an assistantship must be in good academic standing in a degree program and maintain full-time registration concurrent with their appointment, or be approved for full-time equivalency.

Graduate Teaching Assistants in the Department of Anthropology should always consult with the professor for whom they are serving as a TA in cases of absence from class or inability to perform other duties previously agreed upon. TAs that wish to take more than a week away from their duties during term time for any reason, including to attend professional meetings or do research, must seek the approval of the faculty member for whom they are TAing well in advance of leaving. This should be done prior to making any commitments related to the activity away. Arrangements should also be made with the faculty instructor to insure that there is no undue burden on the instructor or on other TAs. If the TA is unable to obtain the necessary approval, he/she may appeal to the Graduate Committee.

Funded students who have not already done so are **REQUIRED** to take the Teaching Assistantship Workshop in August prior to starting Anthropology graduate courses.

Some Anthropology students may qualify for assistantships outside the Department in certain specialized programs. Students are encouraged to apply for these positions.

It is the policy of the Graduate School that students holding assistantships at the University of Buffalo are not allowed to hold jobs outside of the university, on the assumption that they will not have sufficient time

for employment beyond the responsibilities required of an assistantship. The Department Chair may grant exceptions to this policy in cases of unusual economic necessity or other extraordinary circumstances.

Advanced graduate students are encouraged and expected to pursue opportunities for external grants and fellowships in aid of dissertation research, and to seek other means (e.g. internships) through which they may combine financial support for the latter stages of the program with activities useful in their dissertation research and appropriate to their longer term career interests. Numerous notices of such opportunities are posted or otherwise brought to students' attention; however, further initiatives normally lie with the individual student.

English Language Requirement. University policy requires that all international students whose first or dominant language is not English and who hold assistantships (including Presidential Fellowships) or who will be teaching courses must take the Speaking Proficiency English Assessment Kit (SPEAK) test upon arrival on campus. In order to ensure that students are prepared to accept a teaching assignment in a timely fashion and can contribute to discussions in their graduate seminars, **all international students from non-English speaking countries must pass the SPEAK Test no later than the end of their first year of study in the graduate program. Funded students who have not passed this requirement by April 30 of their first year of study will not have their funding renewed.** A student who does not pass the SPEAK test must enroll in appropriate courses in the English Language Institute (ESL 512 - Communication Skills for International Teaching Assistants and/or other ESL courses) as a condition of continuing registration in Anthropology courses. ESL 512 is the only English Language course that can be applied to either an MA or PhD degree. Hence, students are urged to take the SPEAK Test soon after their arrival at the university. Students who have not passed the SPEAK Test prior to the beginning of their second year of graduate study in the Department will not be allowed to register for Anthropology courses until they pass the Test.

## GOOD STANDING AND PROBATION

According to the Graduate School policy, “good academic standing” is defined “as a student who is making acceptable progress toward a graduate degree and who is eligible to register for and pursue academic coursework at this university for the current semester. All graduate students are expected to remain in good academic standing throughout the entire course of their study.” Students may be declared to be not in good standing by the Director of Graduate Studies if they fail to complete minimum academic requirements for their degree in the specified time frames, if their GPA falls below 3.0 or if they otherwise fail to make acceptable academic progress or comply with the policy, requirements and procedures of the Department and the Graduate School.

## ACADEMIC INTEGRITY

The Department will adhere to the Graduate School's policies regarding academic integrity, and following the Graduate School's procedures for handling suspected cases of academic dishonesty. According to Graduate School policy, academic dishonesty includes, but is not limited to: 1) submitting previously submitted work to fulfill an academic requirement, 2) plagiarism, 3) cheating on an exam or other assignment, 4) falsifying academic materials such as notes, lab materials, reports or submitting another person's work as one's own, 5) forgery, alteration or misuse of any University of official document, record of ID, 6) procuring, altering or accepting exams or other class materials without consent of the instructor, and 7) buying or selling of academic assignments, or inappropriate assistance in the preparation of any assignment. See details of definitions, procedures and possible sanctions in the Graduate School's Policy and Procedures <http://grad.buffalo.edu/succeed/current-students/policy-library.html>. In addition to these sanctions the Director of Graduate Studies or the Department Chair, in consultation with the Graduate Committee, may impose additional sanctions, including but not limited to dismissal from the Graduate Program.

## **GRIEVANCE PROCEDURES**

Under procedures established by the Department and the Graduate School, prompt and informal resolution of grievances of matriculated graduate students is sought. At the Department level, informal discussion between the disputants should resolve most issues; students may wish to seek prior advice from their Faculty Advisor, DGS, or the Chair. If a formal review is necessary, a written statement of the grievance and grounds for it should be given to the Chair, who will act upon it in accordance with the By-laws of the Department and the regulations of the Graduate School. For additional information consult the Policies and Procedures of the Graduate School.

## **DISCRIMINATION AND HARASSMENT:**

For the current U.B. policy go to:

<http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/discrimination-harassment.html>

## **NON-DISCRIMINATION**

The University at Buffalo (UB, university) is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, or criminal conviction status.

## Appendix 1

### Graduate Level Courses in Anthropology

Not all courses are offered on a regular basis  
(All courses are 3 credit hours except where noted at registration)

APY 501 Teaching & Research Resources  
APY 504 Designing Material Culture  
APY 508 Qualitative Research Methodologies  
APY 509 Classic Ethnographies  
APY 512 Kinship and Social Structure  
APY 513 Cultural Change  
APY 514 Museum Management  
APY 515 Cultural Anthropology Topics  
APY 521 Language, Culture and Power  
APY 536 Contemporary Europe  
APY 538 Archaeological Field Research  
APY 540 History of Archaeology  
APY 541 Anthropology Demography  
APY 543 Cognitive Anthropology  
APY 544 Animal Communication  
APY 545 Dental Anthropology  
APY 546 Physical Anthropology Topics  
APY 547 Behavioral Research Methods  
APY 548 Human Genetics – Legal and Ethical Issues  
APY 549 Mayan Civilization  
APY 550 Evolution Colloquium  
APY 554 Cultural Anthropology Topics  
APY 556 Religion and Society  
APY 561 Human Paleontology  
APY 565 Gender & Healing in the Americas  
APY 567 Advanced Areal Arch: Mesoamerica  
APY 572 Topics in Archaeology  
APY 573 Primate Evolutionary Biology  
APY 574 Urban Anthropology  
APY 575 Cultural Anthropology Topics  
APY 576 Health Care in U.S.  
APY 578 Ethnomedicine  
APY 580 Public Anthropology  
APY 584 Transcultural Psychiatry  
APY 586 Archaeological GIS  
APY 587 Special Topics in Archaeology  
APY 589 Complex Societies

APY 591 Nationalism and Global Culture  
APY 592 Political Anthropology  
APY 593 Cultural Anthropology Topics  
APY 594 Advanced Physical Anthropology  
APY 600 MA Project/Thesis Guidance  
APY 601 Individual Readings Archaeology  
APY 602 Individual Readings Cultural  
APY 603 Anthropology of Death and Trauma  
APY 604 Culture and Disability  
APY 606 Anthropology of Reproduction  
APY 607 Individual Readings Physical Anthropology  
APY 609 Women & Men in Prehistory  
APY 610 Method & Theory in Archaeology  
APY 611 Celt Anglo-Saxon Viking  
APY 613 Social Transmission and Cultural Evolutionary Approaches in Anthropology  
APY 614 A Science of Hominin Behavior  
APY 618 Cultural Heritage  
APY 619 Political Ecology  
APY 623 Memory and Commemoration  
APY 624 Topics in Medical Anthropology  
APY 628 Evolution of Human Diversity  
APY 629 Morphometrics  
APY 650 Professionalization and Professional Writing  
APY 651 Graduate Survey Physical Anthropology  
APY 652 Graduate Survey Archaeology  
APY 654 Graduate Survey Social Anthropology: Contemporary  
APY 655 Grad Survey Social Anthropology: Historical  
APY 710 Geographic Medicine  
APY 720 Adv. Research Physical Anthropology  
APY 729 Human Impacts on Ancient Environments  
APY 730 Advanced Problems in Areal Archaeology  
APY 731 Archeological Interpretation  
APY 733 Analytical Methods in Archaeology  
APY 736 Advanced Archeological Research



Appendix 2

## **Department Forms**

### **Advanced Examination Status Form**

Student should notify the Graduate Program Coordinator when a date has been selected for them to defend their advanced exam so the above form can be created. Advisor takes form to defense and gets committee signatures.

### **Advisor/Committee Change Form**

If you wish to change your advisor and any committee members, you should fill out this form, obtain the appropriate signatures and give the above form to the Graduate Program Coordinator.

### **Committee Formation Form**

By the end of the third semester, every graduate student must have a committee of at least three faculty members. This form should be filled out by the graduate student, who should then obtain the appropriate faculty committee signatures and give the form to the Graduate Program Coordinator.

### **Cultural Linguistics Advisor Approval Form**

The graduate student should obtain his/her advisor's signature and appropriate faculty committee signatures and give the form to the Graduate Program Coordinator.

### **Dissertation Proposal Defense Form**

Student should notify the Graduate Program Coordinator when a date has been selected for the oral defense of the dissertation prospectus so the above form can be created. Advisor takes form to defense and gets committee signatures.

### **General Petition Form**

Students should discuss any modifications to current procedures with their advisor. Any petitions should clearly state the petition and the justification for the request, and be signed by the student and their advisor prior to submitting to the Graduate Coordinator.

### **Informal Courses (Independent Study/Readings) Form**

A form must be filled out by the graduate student and signed by the faculty member for each informal course registered for by the end of the semester in which registration took place. Informal courses are variable credit hours so the number of credit hours you should register for should be discussed and agreed upon before registration. This form should be given to the Graduate Program Coordinator.

## **MA Project/Thesis Committee Form**

Students who intend to earn an MA must submit an MA Project/Thesis Committee form signed by all committee members. Once the submitted form has been approved by the DGS, an MA student will also

apply for graduation in HUB. For PhD students who wish to earn the MA along the way, once the form has been approved, the Department of Anthropology will request an MA track in the student HUB.

### **Outside the Department Course Request Form**

If you wish to take a course outside the department and receive credit for it toward your Anthropology degree, you should fill out this form, attach at least a course description and speak to your advisor. If your advisor approves this course to be part of your Anthropology degree credits then they should sign the form. The graduate student should give this form to the Graduate Program Coordinator.

### **Second Year Research Paper Form**

Every Ph.D. student must fill out this form, obtain the signature of his/her advisor and committee members by no later than the last day of classes of the second year, and give the completed form to the Graduate Program Coordinator. **Please note that this form is not available online - the Director of Graduate Studies sends this form, along with instructions out to the graduate student listserv.**

## **Graduate School Forms**

**Please note that the following forms are *only* available on UB's Graduate School website: [www.grad.buffalo.edu](http://www.grad.buffalo.edu) under "Succeed at UB".**

### **Certification of Full-Time Status Form**

When a student has completed all coursework and has filed an Application to Candidacy/Applied for Graduation, the student can fill out this form to be considered "full-time" by U.B. for the purpose of loan deferral or immigration purposes. The form must be signed by the graduate student's advisor and approved by the D.G.S. This form should be given to the Graduate Program Coordinator for D.G.S. approval.

### **Application to Candidacy and Petition to Amend an Application to Candidacy (A to C)**

The Application to Candidacy should be filed typically after completing advanced exams for PhD students. If after you file your A to C, there are any changes (such as change of advisor or committee members, change in conferral date addition or deletion of credit hour registration) then you must fill out this form, obtain your advisor's signature and bring it to the Graduate Program Coordinator for D.G.S. approval.

### **M Form (Multi Purpose Form)**

When a student has received approval from their advisor that his/her MA project is acceptable to be given to the rest of the student's committee members for approval, please ask the Graduate Coordinator to send you an MA Completion Form to be signed by your committee members and the DGS.

For PhD students, the Graduate Coordinator will prepare the M form for the public defense date.

### **Petition Extension of Deadline to Complete an Incomplete Grade**

(When an interim I grade has been assigned, the default grade shall become the grade of record if the I is

not replaced by a permanent grade within TWELVE (12) months after the close of the term for which the I is assigned according to the chart on the Graduate School website. The instructor may set an earlier deadline for completion of the course requirements. If an earlier date for completion is set, the instructor shall inform the student therefore in writing. If applicable, the graduate student should fill out this form, obtain the course instructor's signature and give the form to the Graduate Program Coordinator for D.G.S. approval.

### **Petition for An Extension of Time Limit to Complete Degree Program**

U.B. gives MA students four years from the first registration date in that degree program to complete a Master's degree and seven years (including MA coursework) to complete a PhD degree. Student must attach a written statement documenting the following: a. the cause of delay in completion; b. detailed description of work completed thus far; c. detailed month-to-month plan of work to be completed from now until new anticipated completion date and d. written endorsement from the Major Advisor regarding work completed thus far and feasibility of student's completion plan. The student should have the Major Advisor sign the form. The graduate student should bring the form and all attachments to the Graduate Program Coordinator for D.G.S. approval.

### **Petition for a Leave of Absence**

If applicable this form must be filled out and signed by the graduate student's Major Advisor and brought to the Graduate Program Coordinator for D.G.S. approval at least two weeks prior to the last day of the semester in which the leave is to begin. Normally, leaves are granted for a maximum of one year, but may be extended for up to one additional year if circumstances warrant.

## Appendix 3

The Sample Plans of Study, presented in the following pages, are meant to serve as guides students can use to meet degree requirements and to plan the completion of the PhD program in a timely fashion. The semester-by-semester format provides a suggested framework for each student's customized plan. Students are strongly encouraged to consult with their advisors at any time.

The following apply to all graduate students in Archaeology, Biological Anthropology, and Cultural Anthropology:

- Students will have to complete a Timeline for Degree Completion (TDC) plan, together with their advisor, by the end of Semester 2 or Semester 3 depending on the specific circumstances of each student. The advisor must sign the TDC before students submit it to the DGS.
- All students must submit by May 1 of each year a brief statement reflecting on the progress made during the year and on any changes to their timeline. The statement will be submitted to the DGS. Any discrepancies will be discussed with the advisor and the DGS.
- 2nd year APY students will have the opportunity to present their 2nd year papers/work-in-progress to Anthropology faculty and students in March. The 2nd year paper must be related to a student's dissertation topic.
- Students are encouraged to apply for external funding (doctoral field research and/or dissertation write-up).
- Students who are not making progress toward the completion of their doctoral degree, will be strongly encouraged to take a Leave of Absence.

## SAMPLE PLAN OF STUDY: ARCHAEOLOGY (72 credits total)

funded students register for 9 credits per semester before they become ABD

unfunded students register for 12 credits per semester before they become ABD

This Sample Plan, if followed in essence (if not exact detail), will lead to the quickest path through graduate school and into your career. The first year includes the Departmental requirement to take 3 Core Courses in the first year, and the Archaeology Division's 4 required courses are also included in both year 1 and year 2 with a suggested order. All plans should be in consultation with your Advisor. In terms of summer activities, the plan will vary according to experience and research goals. In consultation with your Advisor, make sure your plan is designed to reach the 72 credits needed for conferral in a timely way.

### Year 1

#### Fall

1. APY 652 - Graduate Core Course in Old World Archaeology
2. APY 651 (students may take APY 614 or APY 628 instead) or 654/55
3. APY Elective
4. Elective (for students who are required to take 12 credits)

#### Spring

1. APY 610 - Archaeological Method & Theory
2. APY 651 (students may take APY 614 or APY 628 instead) or 654/55
3. APY Elective
4. Elective (for students who are required to take 12 credits)

- By the end of semester 2, students will write a self-evaluation of achievements, and meet with faculty for an evaluation of progress.

### Summer 1 \*

- Archaeology students without prior field experience should spend 4-5 weeks minimum in a field program.

- If the student already has field experience, they should aim for accelerated fieldwork in the region where they plan to perform doctoral work.

## Year 2

### Fall

1. APY 730 - Advanced Areal Archaeology: Neolithic and Bronze Age Europe
2. APY 601 - Directed reading on area/time period of research interest.
3. Elective
4. Elective (for students who are required to take 12 credits)

### Spring

1. APY 730 - New World Archaeology
2. APY 601 - Directed Reading on method/theory of research interest
3. Elective
4. Elective (for students who are required to take 12 credits)

- By the end of semester 4, students will write a self-evaluation of achievements, and meet with faculty for an evaluation of progress.

- Toward the middle of semester 4, students will take the Archaeology Qualifying Exam.

- Students will take their world language exam by the end of semester 4.

- Students will submit a Second-year Paper before the end of semester 4 and are encouraged to format this as an MA paper for partial fulfillment for the MA, in consultation with the Advisor.

### Summer 2 \*

- In the second summer, students should be in the field in the region where they plan doctoral work.

- If possible, they, should begin to develop a network of mentors in the region of interest, if necessary explore how to secure permits in conformity with regulations, and collect data for any necessary pilot project.

### Year 3

#### Fall

1. APY 601 - Directed Reading on a topics cogent to dissertation interests
2. APY 601 - Construction of dissertation proposal draft, to be reviewed and revised with advisor.
3. Elective
4. Elective (for students who are required to take 12 credits)

#### Spring

1. APY 601 - Directed Reading on topic cogent to dissertation interests
2. APY 601 - Final Drafting of Dissertation Proposal (or further directed reading)
3. Elective
4. Elective (for students who are required to take 12 credits)

- By the end of semester 6, students should be planning doctoral field or laboratory work, identifying collaborators and mentors.
- If student needs to, and has, collected enough data to pilot their project, they should aim for semester 6 Advanced Exams.
- Upon passing advanced exams, students will submit a modified proposal to the National Science Foundation or other external funding organization.
- After passing advanced exams, dissertation guidance can be taken for 1 to 8 credits per semester.

#### Summer 3 \*

- In the third summer of graduate school, students should be laying the groundwork for, or beginning their field research, depending on progress.

- If students have not yet done so and need to, they should collect enough data to pilot their project for a semester 7 Advanced Exam.
  - Upon passing advanced exams, students will submit a modified proposal to the National Science Foundation or other external funding organization.
- \* If students wish to obtain credit in the Summer Session or Wintermester, they may choose to register for APY 538 - Archaeological Field Research, 6 credits or APY 735 - Advanced Archaeological Techniques and Methods, 3 credits.

Electives for Archaeology. Typical electives available in various semesters:

APY 514 Museum Management

APY 540 History of Archaeology

APY 579 Complex Societies

APY 587 Archaeology of Sacred Places

APY 611 Celts, Anglo-Saxons & Vikings

APY 618 Cultural Heritage

APY 650 Professionalization

APY 729 Human Impacts on Ancient Environments

APY 733 Analytical Methods in Archaeology

APY 731 Landscape Archaeology

APY 730 - variable topics

Any relevant elective course in Cultural or Biological anthropology

After year 1, students may take graduate courses in other departments (geography, classics, history or other relevant disciplines)



## SAMPLE PLAN OF STUDY: BIOLOGICAL ANTHROPOLOGY (72 credits total)

funded students register for 9 credits per semester before they become ABD

unfunded students register for 12 credits per semester before they become ABD

Please note: The following is just a broad and general guide. Specifics will vary from student to student. In particular, it should be noted that almost all Biological Anthropology candidates will be engaged in their project design, research design, methodology development/training, and data collection from an early stage in this schedule. Many Advanced Exams will include analysis of pilot data and a demonstration of competence in specific methods. Your advisor will provide details on research expectations that are additional to the class requirements listed below.

### Year 1

#### Semester #1 (Fall)

1. APY 651 — Graduate Survey of Physical Anthropology
2. APY 654/55 — Graduate Survey in Social Anthropology
3. APY 652 — Graduate Survey Archaeology
4. Elective (for students who are required to take 12 credits)

#### Semester #2 (Spring)

1. APY 654/55 Graduate Survey in Social Anthropology
2. Required course\*
3. Required course\*
4. Elective (for students who are required to take 12 credits)

\* During their first year, students will complete one course from at least two of the following areas: a) morphology; b) population biology or research methodology; and c) behavior. Students should determine together with their advisor the courses to take.

· Biological Anthropology students (first and second year) are assessed for satisfactory progress at the end of the Spring semester.

### Year 2

### Semester #3 (Fall)

1. Required course \*
2. Elective
3. Elective
4. Elective (for students who are required to take 12 credits)

### Semester #4 (Spring)

1. Advanced Statistics course
2. Elective
3. Elective
4. Elective (for students who are required to take 12 credits)

\* By the end of the second year, students must have taken all three required courses from the following areas: a) morphology; b) population biology or research methodology; and c) behavior.

· Biological Anthropology students (first and second year) are assessed for satisfactory progress at the end of the Spring semester.

· All students must complete a second-year research paper by the end of semester 4 and are encouraged to use this as partial fulfillment for the MA.

· Students that have completed the necessary components, may begin to make plans for their Advanced Exam. This must be discussed with the advisor.

### Year 3

#### Semester # 5 (Fall)

1. Elective
2. Elective
3. Elective
4. Elective (for students who are required to take 12 credits)

## Semester #6 (Spring)

1. Elective

2. Elective

3. Elective

4. Elective (for students who are required to take 12 credits)

- Students are encouraged to take the Advanced Exam no later than the end of the sixth semester of graduate study.

- Shortly before undertaking their Advanced Exam, funded students will discuss with their advisor the most appropriate year to take their Fellowship Year. Frequently, this will be the year that students are undertaking their main data collection (fieldwork, museum visits, undertaking experiments, etc.). However, this may be flexible depending on individual circumstances and, in some cases, alternative timelines may be more appropriate (e.g., taking the Fellowship Year during the dissertation writing phase). The main point is that this needs to be discussed fully with your advisor so that it forms part of the planning stage incorporated into the Advanced Exam.

Year 4

Advanced Dissertation Data Collection & Analysis

Year 5

Dissertation Writing

- Cultural faculty will plan graduate courses for 2 years
- An independent study course with the dissertation advisor can count as 1 toward the 9 course requirements (courses taught by cultural faculty) cultural anthropology students have to take.
- All students must complete a Second-Year Paper before the end of semester #4, and are encouraged to use this as partial fulfillment for the MA, in consultation with the Advisor.
- Cultural anthropology students must take their advanced exam no later than the sixth semester (Spring semester of 3rd year) in order to remain in good academic standing. Students must petition the DGS and the Graduate Committee for permission to postpone the advanced exam, if extenuating circumstances arise. Students who are not making satisfactory progress will be placed on academic probation.

**SAMPLE PLAN OF STUDY: CULTURAL ANTHROPOLOGY** (72 credits total)

funded students register for 9 credits per semester before they become ABD

unfunded students register for 12 credits per semester before they become ABD

**YEAR 1**

Semester # 1 (Fall):

1. APY 655 - Graduate Survey of Social and Cultural Anthropology I (3 credits)
2. APY 651 - Graduate Survey of Physical Anthropology (3 credits)
3. APY 652-Graduate Survey of Archaeology (3 credits)
4. If the student is unfunded: Elective (3 credits)

Semester # 2 (Spring):

1. APY 654 - Graduate Survey of Social and Cultural Anthropology II (3 credits)
2. Elective (3 credits)
3. Elective (3 credits)
4. If the student is unfunded: Elective (3 credits)

**YEAR 2**

Semester # 3 (Fall):

1. APY 508 Qualitative Research Methods (3 credits)
2. Linguistic requirement, with strong preference for courses taught in the department, such as APY 521 Language, Culture, and Power (3 credits)
3. Elective (3 credits)

4. If the student is unfunded: Elective (3 credits)

Semester # 4 (Spring):

1. Independent Study for 2nd year paper (3 credits)/ If a student plans to earn an MA,

they can register for APY 600 MA Guidance (3 credits)\*

2. Elective (3 credits)

3. Elective (3 credits)

4. If the student is unfunded: Elective (3 credits)

### **YEAR 3**

2

Semester # 5 (Fall):

1. APY 602 Independent study for advanced exam coming up in the Spring (3 credits)\*

2. Elective (3 credits)

3. Elective (3 credits)

4. If the student is unfunded: Elective (3 credits)

Semester # 6 (Spring):

1. APY 602 Independent study for Advanced exam this semester (3 credits)\*

2. Elective (3 credits)

3. Elective (3 credits)

4. If the student is unfunded: Elective (3 credits)

**YEAR 4:** Fieldwork

**YEAR 5:** Dissertation Writing

Register for APY 700 Dissertation Guidance (variable credit hours)\*

### **\* Nota Bene:**

APY600 MA Guidance is 1 - 6 credits

APY602 Independent Study is 1 - 8 credits

APY700 Dissertation Guidance is 1 - 8 credits

August 2022

TO: Incoming graduate student  
FROM: Jaume Franquesa, Department Chair  
SUBJECT: Receipt & Acknowledgement of 2022-2023 Graduate Student Handbook in Anthropology

I acknowledge receipt of the above document and understand that it is my responsibility to know and understand the requirements within.

The availability of advice does not relieve the student of sole responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in his/her graduate studies, and generally for meeting all departmental and graduate school regulations. Students should therefore read carefully the 2022 Graduate Student Handbook in Anthropology (available on the Anthropology Department website: [www.buffalo.edu/cas/anthropology](http://www.buffalo.edu/cas/anthropology) and the Graduate School Policies and Procedures (available on the Graduate School website at: [www.grad.buffalo.edu](http://www.grad.buffalo.edu)).

Please sign below signifying that you acknowledge reading and that you understand that you are responsible for all requirements in the 2022-2023 Graduate Student Handbook in Anthropology.

**Please return this form to [mportera@buffalo.edu](mailto:mportera@buffalo.edu) prior to attendance at the Anthropology Department Graduate Student Orientation Session on Thursday, August 25, 2022.**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature and Date

JF/mp