



Anthropology
UNIVERSITY OF COLORADO **BOULDER**

Handbook for Graduate Study 2026-27

Major in Being Human

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INTRODUCTION

Welcome to the Department of Anthropology at the University of Colorado Boulder. We are pleased to have you join us. In this handbook, we offer information that will help your journey through our graduate program and to keep you on track with your goals. This handbook is supplementary to the [Graduate School Rules](#). Most of the forms you will need can be accessed from this web page, along with Graduate School research policies and other critical information. There are some forms specific to the Department of Anthropology that you will need to request from the graduate program assistant. We have provided a few samples below.

The following standards for graduate training are expected of all graduate students in our department:

Students who acquire an advanced degree are equipped to transmit to others the knowledge, central principles, theories and research methods that have been developed in the discipline of anthropology. The faculty expects students to obtain knowledge of these principles, theories, and methods as they pertain to the fields of archaeology, biological anthropology, and cultural anthropology. Successful candidates will have a reasonable knowledge of the historical development of general anthropological concepts and theory, and of directly relevant concepts and knowledge from related disciplines.

In addition, successful candidates for the doctoral degree are expected to carry out and report original anthropological research within a circumscribed area of specialization. They are also expected to be capable of teaching the precepts of their specialty and of guiding future candidates for the doctoral degree through a program of research training.

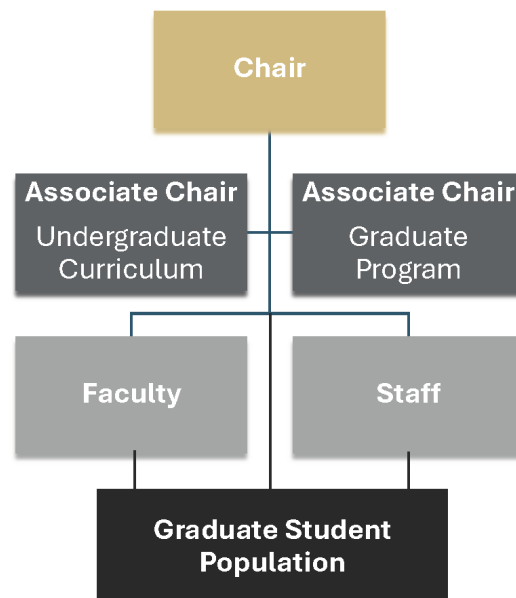
GENERAL GUIDELINES FROM THE UNIVERSITY OF COLORADO GRADUATE SCHOOL

The Graduate School oversees all graduate programs at the University and sets standards that must be met by all graduate students in all programs at CU. Policies stated in this handbook for completing an advanced degree in the Department of Anthropology conform to the [rules of the Graduate School](#), which are informed by state law and the Regents of the State of Colorado.

In addition to the Graduate School Rules above, the University's requirements for graduate study are iterated in the [University Catalog](#). Students are responsible for adherence to the rules stated there, as well as the rules of the department outlined in this document.

DEPARTMENT ORGANIZATION

The Department of Anthropology is committed to training graduate students to be innovative researchers and scholars who will be leaders in understanding and appreciating the diversity and complexity of the human experience culturally, biologically, and historically. Together, our community of faculty, staff, and students comprise the department. And together we seek to maintain a respectful, collegial environment for all. In terms of organization, the department formally has a hierarchical structure, summarized in Figure 1. The Department Chair is elected by the faculty to run the department and is ultimately responsible for how the department functions in terms of finances, curriculum, and other matters. Two Associate Chairs, also elected by the faculty, work alongside the Chair to carry out work within their respective domains of authority. The departmental leadership is supported by the staff, who use their skills and knowledge to support the faculty and graduate students.



DEPARTMENTAL PROCEDURES AND POLICIES

Admissions Deferrals

The Department of Anthropology is unable to defer admissions.

Advisor and Core PhD Committee

Upon acceptance into the PhD program, each doctoral student is assigned an advisor in his/her general area of specialization. A student's advisor should provide guidance in completing degree requirements, including the dissertation. Students should meet with their advisors on a regular basis, and keep their advisors informed of their progress. The advisor and student, with the advice and approval of the Graduate Committee, will then select two more departmental faculty members to serve as the student's core PhD Committee. The student should have formed a core PhD committee no later than the end of the first year of study. For students entering with an MA in Anthropology, the core PhD committee should be formed by the end of the first semester. The core PhD Committee is chosen to provide expertise in the student's area of special interest. It is the responsibility of the PhD committee to actively guide the student by giving timely advice as to coursework and research direction. The student's advisor usually is the chair of the PhD committee.

Advisors should provide students with guidance appropriate to their interests, and students should keep their advisors apprised on their progress. At minimum, a student is expected to meet with his/her advisor once each semester to assess progress toward the degree. Although we expect one faculty member will serve as each student's primary advisor, students are urged to consult with other faculty members as relevant.

Advisor and Terminal MA Committee

Advising and committee procedures for students in the Terminal MA programs in cultural anthropology and archaeology vary by subdiscipline. Please refer to subdisciplinary sections for information about procedures and expectations.

Change of Advisor or Committee Composition

Our department understands that students' interests may shift as they progress through the graduate program. If their project changes sufficiently as to warrant a change in advising, students may change advisors or the composition of their advising committee to optimally facilitate their graduate training. Ideally, these changes should be discussed in advance with the faculty members involved and once agreed upon, should be registered in writing. Students should notify the Director of Graduate Studies, the faculty members involved, and the Graduate Program Assistant.

A template for a sample letter to the Director of Graduate Studies requesting a change in advising can be found [here](#).

A template for a sample letter to the Director of Graduate Studies requesting a change in committee member(s) can be found [here](#).

If the advisor-student relationship becomes strained for any reason, we encourage students to access the array of campus resources available for mediation, including the departmental Community Committee and the University Ombuds Office. The Ombuds Office provides a confidential source for

productively dealing with conflicts to facilitate positive solutions. [The Ombuds Office](#) is located in the Center for Community (C4C), Suite S484, 2249 Willard Loop Drive, phone 303-492-5077. If a change of advisor or other committee members is the result of conflict or other problems, please refer to the sections below regarding the grievance process and reporting problems.

Change of Subfield

Once a student has been admitted to the Anthropology Graduate Program, any proposed changes of subfield must be addressed by way of petition to the Graduate Committee and be approved by a majority of faculty in the appropriate subfield. Such approval may entail significant remedial coursework before graduate examinations or a thesis can be undertaken.

Full-time Status and Minimum Registration Requirements

I. For Academic Purposes: For purposes of deciding full-time registration status under graduate school rules, a student must meet one of the following criteria:

Master's students

- one who is carrying a minimum of 5 credits of graduate level coursework
- 8 credits of combined undergraduate and graduate course work
- at least 1 master's thesis hour (optional)
- at least 1 hour of "Master's Candidate for Degree" [zero credit course, charged at 3 hrs.]

Doctoral students

- one who is carrying a minimum of 5 credits of graduate level coursework prior to passing the comprehensive exam [Prospectus Defense]
- 8 credits of combined undergraduate and graduate coursework prior to passing the comprehensive exam [Undergrad hours do NOT count toward the PhD]
- at least one doctoral dissertation credit prior to passing the comprehensive exam
- a minimum of 5 dissertation hours after passing the comprehensive exam

II. For Financial Aid purposes graduate students must be registered at least HALF TIME. "Half-time" registration is defined by Financial Aid as 4 credit hours, any term. (Exception: ANTH 6940 does not count toward degree, so = zero credit hours by financial aid's definition.)

Be aware that financial aid is prorated according to the number of credit hours on your schedule, so for complete details from the source, visit the [Office of Financial Aid](#). A detailed chart can be found [here](#).

Students whose scholarships require them to be enrolled "full time" will need to enroll for 6 credit hours, in accordance with federal guidelines.

Annual Plan of Study

Students will prepare a Plan of Study annually in consultation with their advisor. The Plan of Study will clarify expectations on the part of both the student and advisor about the direction the student is taking, the specific courses and other training necessary to get there, and the timeline. Course planning must conform to the degree guidelines listed in the Handbook. All Plans of Study must include a [Pre-Candidacy Worksheet](#) and be endorsed by the student's advisor. Plans are due for Graduate Committee review by the **March 15 deadline**. The Annual Plan of Study is completed via an online Qualtrics survey.

Allocation of Department Funds

The department strives to guarantee five years of guaranteed funding (ten semesters) to each incoming doctoral student. Students must remain in good standing, be making adequate progress towards completing the department's requirements for their degree, and be adequately performing the duties required by their appointment to continue to receive funding. Department criteria comply with the Graduate School's [guidelines](#) on [academic progress](#) and the student's record of teaching. The Graduate School guidelines also honor the [guidelines](#) for student conduct that are posted on the Office of Student Conduct and Conflict Resolution.

The ten semesters of teaching assistant employment can be used over a period of 13 semesters (14 for students needing to take family leave, inclusively construed).

Students who accept employment in other units on campus will have those semesters count in the total of ten semesters.

A recommended timeline for any incoming student would be to use six semesters of funding for the first three years of their program, to seek external research funding for the fourth year, and to retain the final four semesters of departmental funding for their final two years of writing. Students who need additional support beyond ten semesters will be eligible for employment through the *Continuing Education* program, provided they have advanced to candidacy.

Students should confer with their advisor on how best to apply their funding in line with the recommended subdisciplinary timelines. For archaeology students this is found on pages 28, for biological anthropology students on page 33, and for cultural anthropology students on page 41.

Department funds are limited almost entirely to teaching assistants (TAs) who assist faculty in classes and/or teach recitation sections or labs, and a few research assistants. Students who accept TA positions should be aware that these positions require substantial time and effort. We expect that any student who is qualified to enter our graduate program is qualified to fill any of these positions, and available positions within the department (with the exception of the classes noted below) will not necessarily be awarded to students in the subdiscipline in which a class is taught. The classes that require special technical or other knowledge are:

Anthropology 2030 and 2040 (Laboratory in Biological Anthropology)

Anthropology 2100 (Introduction to Cultural Anthropology) TA should also have completed Core I.

Anthropology 2210 (Laboratory in Archaeology)
Anthropology 4000/5000 (Quantitative Methods in Anthropology)
Anthropology 5350 (Archaeological Field and Laboratory Research)

The faculty who are responsible for these classes will specify a series of steps which graduate students can take in order to demonstrate that they are qualified to teach these classes.

Students admitted to the terminal MA program are not guaranteed funding. MA students may receive offers to TA only after all PhD students have received awards or declined an offer. Exceptions to this policy may be made occasionally, in order to ensure that TAs in certain classes have the special knowledge required to teach those classes or if there are too few funded doctoral students in residence in a particular semester to fill all of our positions.

The allocation of TA positions is made by the Department Chair with input from the faculty in the subdisciplines. The factors taken into consideration in the allocation of funds include:

- 1) Status in the program (advanced PhD students are given preference, assuming they have not depleted their guaranteed funding package).
- 2) Special knowledge requirements of certain classes.
- 3) Overall quality of graduate work and progress toward degree (see below).
- 4) Faculty evaluations of performance in previous TA positions (written evaluations are completed each semester).
- 5) The maximum number of TA appointments is **10** semesters for students entering the PhD program. This limit excludes summer classes (including the Archaeological Field School). Doctoral students who have exhausted their 10 semesters are eligible to apply for teaching positions in Continuing Education (see below).
- 6) Participation in the Center for Teaching and Learning workshops (see below).
- 7) Student preferences as specified on their TA application forms.

To apply for TA positions, students should complete an application form. The department normally requests applications twice a year, in the late spring and late fall terms. However, applications for TA positions in the summer Archaeological Field School and summer classes may be requested earlier in the academic year. Students interested in TA positions in the courses requiring special knowledge listed above should provide evidence of their qualifications to the faculty member responsible for the course, either on the application form or in a letter to the graduate director.

All students who accept TA appointments are encouraged to participate in programs offered by the Center for Teaching & Learning, which, among other things, can provide formal certification in teaching to interested graduate students. Further information can be obtained through their [website](#). Departmental requirements and standards of TA performance are listed in the attached Manual of Best Practices.

The department has a formal arrangement with Continuing Education (CE) designed to offer online classes that make it possible for undergraduate students to complete their degrees at a distance and to

support recent CU PhDs and advanced doctoral students who have exhausted their 10 semesters of TA appointments. CE appointments are 25% and include tuition, fees, and benefits. CE offers assistance in designing online classes through its department liaison. The department solicits applications for CE positions early in the Fall Semester.

In addition to TA appointments, we have more limited sources of funding available for specific purposes. The Graduate School provides us with small amounts of fellowship funds, which the department's Graduate Committee generally divides (in consultation with subdisciplinary faculty) in equal portions as one-time awards to entering doctoral students. We also have a small number of named awards supported by endowments and ongoing gifts that are available to specific categories of students. Our ability to award these and the sizes of the awards we can give vary from year to year depending on the status of these endowments. Students who wish to be considered for these awards can indicate this in the relevant field in their Annual Plan of Study. The Breternitz Award and the Ferris Award offer field research funds to graduate students of Southwestern archaeology and biological anthropology, respectively. These funds are awarded by the relevant subdisciplinary faculty. Endowed scholarships (Cartwright, Haskell-Houghtelin, and Quintana) are available to students from all subdisciplines and are awarded by the Graduate Committee, consistent with the requirements of the donors. Scholarships are applied directly to students' campus accounts and are not distributed in any other way. Individual faculty members occasionally have external funding and may be able to award RA positions at their discretion through this funding on a case-by-case basis.

The department also receives funds from the university commensurate with the enrollments in its Summer School and Continuing Education classes, and we use much of this funding to support our graduate students. Because these funds vary from year to year, the level of our support does as well. However, we provide **Professional Development Funds** to all graduate students each year, so long as we have sufficient funds to do so. Each enrolled student making adequate progress toward their degree is eligible to access the department's Professional Development Funds. You must be in active student status to receive this award. If you are in that status for only one semester in an academic year, the award is half. These funds are available for research expenses, short courses, or conference travel related to your growth as a scholar, in accordance with the University of Colorado's financial policies. Please note the following:

- Professional Development funds cannot be spent on material goods.
- They are not available as scholarship funds.
- They do not roll over, so please use them prior to the end of the summer semester. The only exception to this is if you plan to attend a conference the following academic year. In this case it is permissible to use this year's funds to pay in advance for registration as long as those payments are made prior to the last day of the summer semester.
- If the conference is in September of next AY, you may also purchase flights using the current AY's funds as long as they are booked prior to the last day of the summer semester.
- Future funds cannot be accessed early.

We also offer pre-dissertation research funds on a competitive basis each year. The size of these awards depends on available funding and on the number of applications we receive, but generally ranges between \$1000 and \$2000 per award. We announce competitions for these in the Fall semester and, if funds are available, in the Spring.

The department encourages its students to also seek grant support from outside agencies, including fellowships and research funds. You should discuss potential sources of such support with your advisor. In addition, the Graduate School offers support for conference travel, as well as small research grants and other funds, including emergency financial support. The Anthropology Department does not control these grants. See this link for details and application procedures, including deadlines:

<https://www.colorado.edu/graduateschool/funding/awards-grants>

The university requires documentation of all expenditures of campus funds, including department funds and funds obtained from outside grants processed through the university. This includes expenditures for fieldwork, for other research costs, and for professional activities like conference travel. Consult with the department Office Manager *in advance of your expenditures* regarding the procedures and paperwork required to use such funds and to document expenditures consistent with university policy.

Be aware that if you receive federal financial aid and a tuition waiver as part of a graduate assistantship or research assistantship, your tuition waiver will be considered an award or scholarship and will be applied to [your financial aid package](#).

Note that the department defines “unfunded” students as those who do not hold a TA or RA position funded by the university (i.e., no stipend, tuition, health insurance, or university fees paid by the university). Unfunded students are able to request departmental Professional Development Funds, apply for university funding (adhering to relevant university regulations and procedures), and apply to teach through Continuing Education. Unfunded students are also eligible to be nominated for university awards and fellowships.

Coursework Outside of the Anthropology Department

Anthropology is an extraordinarily diverse field that contributes to and draws on many other academic disciplines, including disciplines represented by other departments on our campus. Many anthropology students will find courses in other departments with the potential to make important methodological, theoretical, or substantive contributions to their training. We encourage this where it is necessary. However, students seeking to take classes outside of our department must obtain the approval of their primary advisor prior to registering for those classes.

Quality of Graduate Work

The Graduate School requires a minimum grade point average of 3.00 in all courses, whether or not they carry graduate credit. For the PhD, a course grade below B- is unsatisfactory and will not be counted toward fulfilling the minimum requirements for the degree. All coursework for the PhD must be at the graduate level. For the Terminal MA, a maximum of 6 credit hours may be completed at the 3000 or 4000 level if they are approved in writing, before taking the course, by the student's advisor and the department chair.

All courses must be taken for credit in order to count toward a graduate degree (i.e., no pass/fail or audit). In addition, the Graduate School expects the skillful use of good English in all oral and written work. Ability to use the language with precision and distinction should be cultivated, and the department may require that students take steps (possibly including classes in expository writing) to develop this ability.

Adequate Progress toward Degree and Minimum Registration

In order to hold a TA or GPTI appointment, the department requires that a student be making "adequate progress toward degree." PhD students are expected to complete their doctoral work within six years of admission under Graduate School Rules (and, by extension, Financial Aid loan officers). For Terminal MA students, "adequate progress toward degree" is met by the completion of 5 hours of graduate level coursework each semester. For PhD students who have not yet been admitted to candidacy, "adequate progress toward degree" is met by the completion of 5 hours of graduate level course work each semester. After admission to candidacy, "adequate progress toward degree" is met by registration for 5 dissertation hours and compliance with Time Limit restrictions. See the [Graduate School Rules](#) and [Graduate Student Appointment Information](#).

Student Performance Evaluations

In addition to grading students in their classes, faculty will evaluate graduate students in two ways.

First, at the end of the semester, faculty members will complete a short evaluation form (Graduate Student Performance Evaluation) for each graduate student enrolled in their classes and for each of their advisees. Mid-semester, supervising faculty are asked to observe or otherwise evaluate each student working under them as a TA. (Note: GPTIs are not defined as faculty and should not evaluate their peers.) The completed forms will be placed in each student's file and used in considering future appointments. TA evaluations are open-record documents.

Second, formal meetings of the faculty to evaluate graduate students are held midway through the academic year (to evaluate first-year students and other students whose performance has raised faculty concerns) and at the end of the Spring semester to evaluate all students. This evaluation will take into account both the written course evaluations and overall faculty perceptions of each student's progress, accomplishments, and promise. To help faculty members in this evaluation, each student will be asked to provide an annual Plan of Study in consultation with his/her advisor on his/her activities during the academic year. The outcome of the year-end evaluation will be a letter from the department to each student summarizing his or her overall performance during the academic year. This letter may also recommend steps (for example, general topical areas where a student needs additional work or specific

classes he or she should take) which the faculty feel are important to a student's progress through the program.

However, faculty should proactively identify and address concerns regarding graduate students as soon as they become aware of them, and particularly should discuss these concerns with students as explicitly as possible. Where such discussions do not resolve the concerns, or in other cases as necessary or appropriate, individual faculty members may bring up their concerns at any faculty meeting.

Academic Probation and Dismissal

Faculty concerns can arise in the context of classroom performance, overall scholarly abilities, performance in teaching appointments, and other areas. Classroom concerns can include, but are not limited to, failure to participate in discussions, non-attendance, and disruptive or disrespectful behavior directed at either faculty or other students. Disruptive or disrespectful behavior includes activities such as use of laptops for non-classroom activities. Scholarly concerns can include, but are not limited to, writing or analytic skills, academic dishonesty (including plagiarism), and work ethic. Teaching concerns can include, but are not limited to, problems in assigning grades, failure to complete required duties, failure to attend meetings with either other TAs or supervising faculty, and failure to attend recitations or, in the case of GPTIs, scheduled classes without reasonable excuse.

In cases where the faculty agree that the concerns being raised are relatively minor, the student's advisor will meet with the student, identify the problem(s) at issue, and generate a specific written plan for resolving them. This plan will be part of the student's file. At the next formal review meeting, or earlier if necessary or appropriate, the advisor will notify the faculty of progress made towards fulfilling the terms of the plan. When the problem is resolved, the successful resolution will be noted in the student's end of the year evaluation letter.

When the student does not make adequate progress towards resolving a specified problem, or where the faculty agree that the problem is major, the graduate director will notify the student of the nature of the concerns and will convene a meeting with the student, the graduate director, the student's advisor, and relevant members of the faculty. In the case of classroom problems, relevant faculty will include the faculty member teaching the class in which problems arose. In the case of overall scholarly problems, the relevant faculty will include the Graduate Committee representative from the student's subdiscipline (unless that person is the advisor, in which case it will include another representative of the subdiscipline). In the case of teaching problems, the relevant faculty will include the faculty member supervising the student, or, in the case of TA problems, the department chair or, if the chair is the student's advisor, ideally another tenured member of the relevant subdiscipline

Recommendations resulting from this meeting will be forwarded to the Graduate Committee for ratification. These recommendations will depend on the specific circumstances of the individual student. In the case of failure to fulfill the terms of a previously specified plan, they may involve, but are not limited to, modifications of that plan. Solutions to teaching problems can involve, but are not limited to, withdrawing a student from consideration for TA appointments for a specified term or indefinitely, while the student takes steps to address the problems, or requiring additional involvement

in the Graduate Teacher Program. Solutions to academic concerns can involve, but are not limited to, specific required additional coursework, or probation. The student may also be suspended from the graduate program per Graduate School regulations. Any of the outcomes of this meeting will be assessed at the next regularly scheduled graduate student review, or earlier if necessary or appropriate. A letter specifying the problem and the proposed resolution to it will be added to the student's file. When the faculty judge that the problem has been solved, a letter to this effect will be added to the file as well.

Problems in any of these areas may also result in termination of a student from the graduate program. In cases where student behavior is severely deficient or places any member of the university community in danger, the participants at the meeting may recommend to the Graduate Committee that the student be dismissed from the program immediately. The Graduate Committee will consider this recommendation at its next regularly scheduled meeting, or at a meeting called for this purpose, and will forward its recommendation to the Anthropology faculty for a final decision at the next regularly scheduled faculty meeting, or at a meeting called for this purpose. In less severe cases, a recommendation to terminate a student from the program will be considered only after the faculty have met to assess progress towards resolving the problem, either during a regularly scheduled evaluation meeting, or earlier as specified. Per the laws of the Regents, the Dean of the Graduate School makes final decisions regarding dismissal, based on the department's recommendation. At any point during this disciplinary action, the student may appeal the outcome of the action using the Graduate School Grievance Policy (see below.)

Appeal Process

Every graduate student has the right to appeal actions taken by faculty, committees of the faculty, or administrative staff of the department. Letters of appeal should be addressed to the chair of the department, should explicitly state the reasons for the appeal, and should provide corroborative documentation.

Academic Grievance Policy

The [Graduate School Grievance Process and Procedure](#) ("the Grievance P&P") is the process through which graduate students can communicate concerns related to academic issues or academic conflicts. The Grievance P&P covers problems related to academic issues, such as arbitrary, inconsistent, or capricious actions taken against a graduate student; deviations from stated grading and examination policies as they appear on syllabi, on assignments, or in departmental guidelines for graduate study; failure to provide in writing reasons behind termination or dismissal, either from the program or from employment or other support; unfair treatment related to graduate student appointments; unfairness in the application of graduate requirements or regulations; and in general any actions taken by a program that relate to graduate students and that hinder the student's ability to make normal progress toward the degree. Individuals named in a grievance must be teaching or research faculty directly involved in the student's program of study. Refer to the [Grievance P&P](#) for a list of matters that are not covered and alternate mechanisms for seeking resolution of those matters.

Whenever possible, graduate students and faculty in graduate programs should seek informal resolution of the issues covered in the Grievance P&P. In cases where an informal resolution has not been achieved, graduate students may submit a grievance, but they must first do so with their graduate program.

For more details about matters covered and not covered, and the full list of procedures for the submission and evaluation and resolution of a grievance, see the [Graduate School Grievance Process and Procedures](#) website (the text of which is also provided as an appendix to this Handbook).

Reporting Problems (discrimination, harassment, micro-aggressions, etc.)

Please note that the [Graduate School Grievance Process and Procedures](#) supersede all informal departmental procedures. We strive to maintain a supportive community for all of our graduate students, but we cannot guarantee that no conflicts will arise. Should students experience conflict of any kind, our program and our campus have informal and formal mechanisms for mediating and resolving them. If a student experiences a problem with another student, a faculty member, or another university affiliate, they should feel able to speak with their advisor, the Director of Graduate Studies, or the Department Chair about the issue. If a student has a concern about or conflict with the Director of Graduate Studies, they should speak about it with the Department Chair; if a student has a concern about or conflict with the Department Chair, they should speak about it with the Director of Graduate Studies. Students can also ask that a representative from the Anthropology Graduate Student Association present their issue on their behalf to the Director of Graduate Studies or Department Chair, or at a departmental faculty meeting, depending on the nature of the concern. Students may also report their concerns anonymously using the [Anthropology Feedback Form](#) available on the department website. We aim to resolve most problems informally at the level of our Department, but in the rare instance when that is not possible, the faculty liaison (advisor, Director of Graduate Studies, or Department Chair) will help determine whether or which other units on campus can provide resolution. For example, Title IX violations should be addressed to the Office of Institutional Equity and Compliance, while other problems might involve mediation through the Ombuds Office or the services of the Office of Victim's Assistance or the counseling center in Center For Community. Students should bear in mind that all faculty at the University of Colorado are mandatory reporters, which means that they are required to report the most serious violations (for example, assault, sexual or otherwise). Victims retain the right to decide whether to request formal investigation.

Students may also go directly to the [Office of Institutional Equity and Compliance](#) (OIEC) if they believe they have experienced harassment. OIEC has a specific link with information on [sexual assault](#).

Other university resources for reporting issues can be found on the Reporting at CU Boulder [website](#).

Guided Study – ANTH 5840 (AKA Independent Study / Directed Readings)

Graduate students may, under certain circumstances, acquire course credit for work that is not specifically described in the catalog. Students must first gain the approval of a departmental faculty member who is willing and competent to supervise the work to be done, and second, secure the

written approval of the graduate director and the department chair. Instructions and an application form can be found below in the [paperwork section](#). Students cannot take more than six total hours of ANTH 5840.

Independent Research—ANTH 7840

The terminal MA is a non-thesis degree, but it does require that students take a 3-credit independent research course (ANTH 7840) and write a paper as part of that course, which will require an oral defense. Instructions and an application form can be found below in the [paperwork section](#). Please note that **ANTH 7840 is not to be confused with ANTH 5840** or dissertation or thesis research. For PhD students who are seeking an MA in passing, the MA degree cannot be awarded until after the paper for 7840 has been successfully defended.

Prior Approval for Use of Human and Animal Research Subjects

Please be advised that any research involving the use of live animals or human subjects must have the approval of the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) before such research can be undertaken. A thesis involving live human and/or animal subjects that has not been reviewed by the appropriate committee(s) may be disallowed; approval is not granted retroactively. The approval process is lengthy and ample time should be allowed.

For guidelines and procedures for submitting research proposals to the appropriate committee, see these web sites:

- [Institutional Review Board](#)
- [Institutional Animal Care and Use Committee](#)

Leave of Absence

Students wishing to take a leave of absence must first consult with their advisor and the Graduate Program Assistant to ensure compliance with the current procedures. Students who plan to not enroll for a semester must formalize their [leave of absence](#), or they will be disenrolled from the university. All such applications require the signature of the faculty advisor, ISSS (if an international student), and the Graduate School. Applications for a Leave of Absence should go to the Graduate Student Services office for review and signature by the dean. Per an agreement with the Graduate School Dean, no petition is necessary for Anthropology graduate students. Please notify the department when it has been approved.

Transfer of Credit

The faculty will allow up to 21 semester hours of credit for high quality graduate work completed elsewhere to be transferred to this university, subject to approval from the student's advisor, the Graduate Director, and the Dean of the Graduate School. Transfer credits from accredited institutions are accepted by CU Boulder only after approval by the department chair/program director and the dean

of the Graduate School and under conditions outlined on page 2 of the application. See the Graduate School [guidance](#) for more details.

Transfer credit is defined as any credit earned at another accredited institution, credits earned on another campus of the CU system, or credits earned as a nondegree student within the CU system. Students seeking a degree from CU-Boulder must complete the majority of their coursework while enrolled as degree-seeking students. A Request for Transfer of Credit form can be submitted after a student has completed at least six credits of graduate level coursework as a degree-seeking student on the CU Boulder campus and has a GPA of at least 3.0. Approval by the student's advisor and the Graduate Director is required, and the form is then submitted to the Graduate School for final approval.

If graduate-level courses taken at other institutions are to be credited toward the PhD from the University of Colorado at Boulder, an official transfer of credit must be obtained. Any proposed substitutions for required coursework should be addressed by petition to the graduate committee.

Banking Credits and Documenting Your Training

Banking credits: In order to earn a doctoral degree from the University of Colorado, the Graduate School requires 30 credit hours of coursework on your UCB transcript (plus 30 dissertation hours). While the Graduate School allows a maximum of 21 transfer credit hours from other institutions, Department of Anthropology policy requires at least 21 doctoral-level course credits be taken at UCB by students with an external MA degree, and 12 credits beyond the MA for those with a degree in Anthropology from UCB.

Documenting your training: The department judges whether coursework taken elsewhere meets the standards of training for a doctoral degree in the specific academic discipline. Evaluations and approval of transfer credits is undertaken by the Anthropology Graduate Committee. To initiate this process, please follow the following three steps:

Transfer of Credit Step-by-Step

- 1) Submit a formal letter detailing the request for transfer of credit to the Graduate Committee. Have your advisor write a letter of support for the transfer. A syllabus and a transcript must accompany the request. (An unofficial transcript is acceptable at this stage.)
- 2) The Graduate Committee will evaluate the syllabus to determine whether courses indicated are consistent with program requirements. If approved, the Committee signs the approval form.
- 3) The Graduate Program Assistant then sends the signed [Transfer of Credit Application](#) to the Graduate School, with original transcripts attached, per Graduate School requirements.

Petitions: Requesting Exceptions

Graduate students may occasionally feel the need to petition for an exception to a departmental requirement. If a request is to be made for a course substitution, the request should be submitted (and approval received) before the relevant course is taken. Such requests should be made to the Graduate Director in the form of a letter explaining the exception sought, as well as the reasons justifying an

exception from the requirement. A letter from the student's advisor must also accompany the petition in addition to appropriate documentation.

The Graduate Director will, if appropriate, consult with the student's advisor and other members of the student's subdiscipline before taking the petition to the Graduate Committee for a decision. The Graduate Committee will carefully consider the merits of the request and communicate their decision to approve or disapprove. This communication will be in the form of a letter to the student. In cases in which members of the Graduate Committee do not agree on whether to approve or deny the petition, the Graduate Director will present the case to the entire faculty for a formal vote. A template for this petition can be found below under [Paperwork and Petitions](#).

Plagiarism Policy

The department of anthropology takes plagiarism and copyright issues extremely seriously. All graduate students are expected to abide by the [University of Colorado Honor Code](#) and professional standards in their research and coursework. Repercussions for a case of suspected plagiarism are at the discretion of the professor/instructor and will vary depending on the severity of the offense.

DOCTORAL REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY

Doctoral students are expected to demonstrate an ability to independently carry out original field or laboratory research, to acquire original data, make appropriate analyses, and prepare reports of publishable caliber. Students must demonstrate proficiency in a broad subject of learning and the ability to critically evaluate work in anthropology.

Minimum Requirements

A minimum of 42 semester hours of courses numbered 5000 or above is required for the degree, but the number of hours of formal courses can exceed this minimum.

A student must also register for a total of 30 hours of doctoral dissertation credit, with not more than 10 hours of dissertation credit in any one semester. Coursework and work on the dissertation may proceed concurrently in any combination throughout the doctoral program.

PhD students are also required to pass a PhD qualifying examination, comprehensive examination (dissertation prospectus), and a defense of the doctoral dissertation. These examinations are taken in that order. When they are taken will vary according to the subdiscipline and the student's training prior to entering the program (see below).

DOCTORAL EXAMS

Qualifying→

Prospectus & Candidacy App.→

Diss. Defense & Diploma App. & Final Grade

PhD Qualifying Examination and Award of the MA

All PhD students must pass a qualifying examination. The timing and specific requirements for the qualifying examination vary as detailed below in subdisciplinary sections. PhD students wishing to receive a MA in passing must register to do so in the first two weeks of the semester directly following successful completion of 30 course credits. Please see the Grad Program Assistant for specific details. For PhD students who are seeking an MA in passing, the MA degree cannot be awarded until after the paper for 7840 has been successfully defended.

Language Requirement

Beginning graduate students in the PhD program must clarify foreign language expectations with their advisor during their first year. There are two possibilities.

1. Students do not need foreign language training for their project if they are already a fluent (or native) speaker of the proposed area of study. In addition, some projects may not need foreign language training, (e.g. laboratory based studies, or fieldwork is carried out in an English speaking country). A letter signed by the advisor stating no language training is necessary must be provided for the student

file. It must also be stated in the student's plan of study including, in the case of prior language training and fluency, how fluency in a language was acquired. **No petition is necessary.**

2. Students do need foreign language training for their specific project. If language training is determined necessary for the student's specific project, the student must demonstrate proficiency in the language(s) necessary prior to filing candidacy paperwork with the Graduate School. An exception would be if the necessary language could only be learned in the field, in which case a course for acquiring language proficiency must be clearly articulated in the Plan of Study.

If foreign language training is needed, then the following should take place:

- 1) Meet with their advisor and develop a detailed plan. (See below.)
- 2) Include the detailed plan and timetable for meeting the language training in their plan of study for the first year.

Working with their advisors, the student should discuss the means, type (verbal, written, both) and level (e.g. intermediate, advanced, superior) of proficiency that best fits the needs of the student's study and research program. The appropriate means, type and level of language assessment must be agreed upon, in writing—along with a timetable for fulfilling the foreign language requirement— by the student and the advisor and included in the detailed study plan, preferably during the first year of doctoral study.

Language proficiency may be demonstrated in a variety of ways, including (a.) completion of a 4th semester college language course, or an equivalent intensive 2nd year language training program, with a grade of C or better; (b.) passing a special language examination administered by a language testing facility approved by the Graduate Committee; (c.) a documented assessment of language proficiency conducted by a member of the anthropology faculty who is fluent in the language; or (d.) a documented assessment of language proficiency by other appropriate means agreed upon by advisor and the Graduate Committee. A copy of the signed agreement should be attached to the student's first Annual Plan of Study. Admission to candidacy for the PhD requires formalization of the means by which this requirement will be met.

Doctoral Comprehensive Exam (Prospectus Defense)

Students must pass a comprehensive examination in the field of concentration and related fields before being admitted to candidacy for the doctoral degree. In the Anthropology Department, the comprehensive examination is referred to as the prospectus defense, since the doctoral dissertation prospectus forms the basis of the examination.

The doctoral dissertation prospectus consists of a written proposal of the student's dissertation project. The format of the Prospectus typically follows the guidelines of a major external grant proposal to programs such as the NSF Dissertation Improvement Grant program, Wenner-Gren, Social Science Research Council, and Leakey Foundation. It should include a statement of problem, justification of problem, proposed research methodology and techniques, data sources, proposed field or laboratory work, a survey of relevant literature, and a bibliography.

Copies of the prospectus should be submitted to the student's five-member dissertation committee at least two weeks in advance of the scheduled examination. The written prospectus is followed by an oral examination, which includes an examination of the proposal and the student's broader competency within the specialized research area represented by the dissertation. The chair and all committee members must participate in the examination, with the mode of participation (e.g. in person, remotely) defined by the committee and approved by the department. If one or two members cannot be physically present, they may take part via video or telephone conference call. Successful candidates must receive affirmative votes from a majority of the members of their PhD committee. A candidate who fails the examination may attempt it once more after a period of time determined by the examination board. Per Graduate School rules, during the semester of the comprehensive exam for the doctoral degree, students must be registered for at least one course credit of course hours or dissertation hours.

[See paperwork section below for required documents and further instructions.](#)

Dissertation Committee

The comprehensive examination (dissertation prospectus defense) is administered by the PhD committee. The PhD committee, which consists of at least five people, is appointed by the chair of the major department and approved by the Dean of the Graduate School. At least three, and not more than four, members of the PhD committee must be faculty from the Department of Anthropology, and one member must be from outside the student's major department. Generally, the student's advisor will be the chair of the dissertation committee through the time of the PhD Final Examination (see below). Three of the members must be CU Boulder Graduate Faculty. The chair must have a regular Graduate Faculty appointment. The other committee members must have either regular or special Graduate Faculty appointments. The outside member must either have a regular Graduate Faculty appointment in a different department at CU Boulder or hold a special Graduate Faculty appointment with approval to serve as outside member. The primary role of the outside member is to provide quality assurance that our department's graduate program requirements are consistent with campus wide standards. Appointments to the CU Graduate Faculty are made by the Dean of the Graduate School and are not necessarily tied to teaching appointments. The graduate program assistant can petition for special appointment of proposed committee members who do not hold a regular appointment. A committee member from outside CU can act as the sole "outside" committee member, if need be. In this case, the graduate program assistant should place a request with the Grad School for a Special Graduate Faculty appointment for that person and specify that they will act as the outside member on the committee.

The Graduate School allows multimodal formats for dissertations, as appropriate to the discipline and subdiscipline. Students considering multimodal formats for crafting and submitting a dissertation for examination should consult with their advisor and committee regarding the best combination of accommodations and modalities for their project and then propose that combination to the faculty for approval, ideally at the prospectus phase.

Graduate School Rules for the Comprehensive Exam (PhD Prospectus)

From the [Graduate School Rules](#)

- Students must be registered (P/F or for credit) on the Boulder campus as regular degree-seeking students when they pass the comprehensive examination.
- Notice of the examination must be filed by the major department with the Graduate School at least two weeks prior to the examination.
- The examination is conducted by an examining board appointed by the chair of the major department and approved by the Dean of the Graduate School. The board shall consist of the student's core PhD committee and two additional members, including at least one from outside the department. The chair must have a regular Graduate Faculty appointment. Other committee members must have regular or special Graduate Faculty appointments. Successful candidates must receive affirmative votes from a majority of the members of their examination board. A candidate who fails the examination may attempt it once more after a period of time determined by the examination board.
- The examination, which may be oral, written, or both, tests mastery of a broad field of knowledge, not merely formal course work.
- If one or two members cannot be physically present, they may take part remotely.
- A student who fails the exam may attempt it once more after a period of time determined by the committee.

[See paperwork section below for required documents and further instructions.](#)

Admission to Candidacy

A student who wishes to become a candidate for the PhD degree must file a Candidacy Application form to the Graduate School at the time of the PhD Prospectus Defense (See below for tips.) It must be signed by the student's advisor and submitted to the graduate program assistant, who will verify that curriculum requirements on the Anthropology Pre-Candidacy Worksheet have been met.

This application must include the completion date of the language requirement (unless exempted) as well as the means by which it was/will be completed. The Graduate School will not approve any dissertation involving research with human or live animal subjects without prior approval. The IRB or IACUC approval number (if needed) should be reported on this application.

Please note the following guidelines from the Graduate School when filling out your Candidacy Application:

Doctoral Degree: The minimum requirements for the PhD or D.M.A. degree are 30 credit hours of coursework at the 5000 level or above [Application page 2]. Those students pursuing the PhD shall complete a minimum of 30 credit hours of dissertation work beyond the minimum course work requirement [Application page 3]

See [Entering Candidacy](#) below for more tips on how to fill out this application form and a sample Pre-Candidacy Worksheet.

Please note that although the Graduate School requires a minimum of 30 credit hours of coursework, the Department of Anthropology requires a total of 42 hours of coursework, including transfer credits (see above). The student must be registered on the Boulder Campus for coursework or dissertation hours during the semester that the Comprehensive Examination is taken. Upon passing the Comprehensive Examination, the student is admitted into candidacy for the PhD degree, provided that all other Graduate School and department requirements are met, including earning at least four semesters of residence, having the PhD qualifying examination approved by the core PhD Committee, and indicating how/when the language requirement will be certified, if applicable.

Dissertation Requirements

The dissertation will usually be based on original field or laboratory research. If it is not, adequate knowledge of field or laboratory methods must be otherwise demonstrated. The dissertation must meet the general requirements of the Graduate School and is judged by the standards used to evaluate research for publication by leading professional journals and presses in anthropology. The expectation is that the dissertation, with little modification, will be publishable as a monograph or a series of journal articles. The Graduate School has a number of rules and deadlines for submission of a dissertation and scheduling of the Final Oral Examination. Please consult the Graduate School for more information.

PhD Final Examination (Oral Defense of Dissertation)

Copies of the dissertation must be distributed to the dissertation committee at least 14 days in advance of the scheduled examination. A Final Oral Examination of the dissertation and related topics will be conducted by the dissertation committee. (See **Dissertation Committee**, above, for rules applying to committee membership). More than one dissenting vote disqualifies the candidate in the final examination. Upon the recommendation of the examination committee, a doctoral student who fails the examination may retake the examination once. A student in the program may not take more than two final examinations. The committee chair and a majority of the committee must be present on the Boulder campus for the examination.

All doctoral defenses within our department will include a formal public presentation and Q&A prior to the defense along with the formal dissertation defense. The defense will be widely advertised, which includes providing an announcement of the public presentation to the CU Graduate School for their calendar. There will be a formal public presentation—time limited to 30 minutes—of the results of the dissertation prior to the actual defense. The public presentation will include a Q&A for the public—also time limited to 30 minutes—after the public presentation and this will be moderated by the dissertation advisor. The dissertation defense will be open only to the defending student and his/her committee for the actual defense. A formal reception may be held following the defense, depending on the wishes of the defending student (please note this reception is not intended to take the place of the formal graduation ceremony at the end of the academic year).

Graduate School Rules for the Doctoral Final Exam (Dissertation Defense)

- Ph.D. students must be registered as full time degree-seeking students at CU Boulder for a minimum of 5 dissertation hours during the semester in which they pass the final examination.

- Students must notify the Graduate School of their final oral examination at least two weeks before their scheduled examination date. The examination must be scheduled not later than the posted deadline for the semester in which the degree is to be conferred.
- The examination is conducted by a committee appointed by the chair of the major department and approved by the Dean of the Graduate School, which consists of at least five people, one of whom must be from outside the student's major department. Three members must be CU Boulder Graduate Faculty. Department policy is that the core PhD committee must be graduate faculty from the CU anthropology department. The chair and outside member of the committee must have regular Graduate Faculty appointments. The other committee members must have either regular or special Graduate Faculty appointments. The outside member must either have a regular Graduate Faculty appointment in a different department at CU Boulder or hold a special Graduate Faculty appointment with approval to serve as outside member. More than one dissenting vote disqualifies the candidate in the final examination. The chair and all committee members must participate in the examination, with the mode of participation (e.g. in person, remotely) defined by the committee and approved by the department.
- The dissertation examination is wholly or partly oral. Typically, the committee invites the public to attend the student's public presentation and a portion of the question period, and then shifts to a closed examination with the committee and student. Other configurations vary according to subdiscipline.
- A student who fails the examination may attempt it once more after a period of time determined by the examining committee.

Time Limit

The Graduate School expects students to complete all requirements for the PhD degree within six years of commencing work in the doctoral program. Students who wish to request an additional year must submit a [Request for Extension of Time Limit](#). Such applications need to include a detailed timeline of completion and must be endorsed by the student's major advisor and the Director of Graduate Studies and may be granted for up to one year. Completion of requirements includes defending the dissertation and submitting it to the Graduate School.

Deadlines for PhD Degree Candidates

In order to graduate in a given semester, students must meet the Graduate School deadlines for specific requirements. These deadlines are published every year and include Application for Diploma, Title of Dissertation, Dissertation Defense (Final Examination) and submission of final copy of dissertation. All students should be aware of these deadlines and take personal responsibility for meeting them. Students should submit paperwork to the department two weeks prior to the Graduate School deadlines to allow time for gathering signatures and any approval contingencies.

GRADUATE CURRICULA BY SUBDISCIPLINE

Doctoral Degree in Anthropology with an ARCHAEOLOGY focus

Level of Entry into the Doctoral Program

The PhD-track in archaeology is for students wishing to earn a PhD who enter the program with a Bachelor's, Master's, or non-anthropology PhD degrees.

Core Requirements:

- Two graduate level Anthropology courses not in the student's sub-discipline (=any non-split-level graduate seminar, including Bridging Seminars) 6 hours
- ANTH 5000 Quantitative methods 3 hours

Other required courses:

- ANTH 5345 Archaeological Theory 3 hours
- ANTH 5000 Any archaeology course that requires analysis of materials using laboratory methods (ANTH 5245 Ceramics; ANTH 5380 Lithic Analysis; ANTH 5919 Collections Research Practicum) or advanced training in a technical area relevant to our field (for example, materials analysis or Geographic Information Systems). Students will choose a relevant class in consultation with their advisor and subject to the approval of the archaeology faculty. 3 hours
- ANTH 5400 Research Methods and Design (Philosophy of Science & Proposal Writing) 3 hours
- ANTH 5460 Archaeology and Contemporary Society 3 hours
- At least three 7000 level seminars in archaeology 9 hours
- ANTH 7840 Independent Research (publishable paper) 3 hours
- Other courses determined with the advisor (5000 level or above) 9 hours

Total course credit hours: 42 hours

- ANTH 8990 Doctoral Dissertation 30 hours

Students entering the program with a Master's degree

Students Entering with an MA can transfer up to 21 hours of work from another institution. Transfer credits can substitute for the required courses listed above with the exception of ANTH 5345 and ANTH 5400. Students entering with an MA are exempt from ANTH 7840. Students entering with an MA in Anthropology from the University of Colorado, Boulder can transfer up to 30 credits including any of the required courses listed above.

Recommended coursework:

The faculty strongly recommends that students take one or more additional classes beyond the required minimum, particularly classes in regional culture histories, general anthropology, and relevant topics in other departments (such as Geology and Geography). Other classes can include any that are relevant to a student's program of study, including archaeological area and topical classes, ethnographic theory and area classes, and classes in related departments (such as Geology, Geography, Biology, etc.). Elective classes should be chosen in consultation with each student's advisor.

Students should be aware that required courses may not always be offered within the first two years of their program. Because of this, students should take required courses at their first opportunity and should arrange their program of study in ways that take such situations into account. Students may be admitted to candidacy prior to completing all required courses, but they must still complete 30 course credit hours (5000-level and above) by the end of the semester in which they defend their PhD Prospectus to satisfy Graduate School requirements.

ANTH 7840 Independent Research Paper and award of MA:

At the end of year two, students will take ANTH 7840 independent research, and will write an approximately 30-page paper as part of that independent study. The independent research paper will be evaluated by the student's committee members. MA degree will be awarded following successful completion of coursework and passing the independent research paper. Once the requisite credit hours have been completed (or simultaneously) and the student has submitted the independent research paper, a committee of three faculty will evaluate the independent research paper. A one-hour defense of the paper with committee members present will take place. The committee members will have the opportunity to read a late draft and comment prior to the student final submission.

Students who receive a failing evaluation on the independent research paper will be given the chance to revise and resubmit one time only, either during the semester they originally submitted or in the following semester (spring or fall). If they do not pass the second time, they will be asked to leave the program and will not earn an MA degree. Students who receive an evaluation of "low pass" on the independent research paper will receive the MA degree, but not be able to continue in the PhD program. Students who receive an evaluation of "high pass" on the independent research paper will receive the MA degree and will continue to advance toward the PhD degree.

To register for ANTH 7840 independent research, at the beginning of the semester fill out the [ANTH 7840 Application Form](#), including advisor signature, and submit for approval to the Graduate Program Assistant, who will register the course.

Please note:

It is important to follow the [curriculum requirements for the Terminal MA](#), in order to be in compliance with the Master's requirements for the successful award of the MA in Passing. For more details, contact the Graduate Program Assistant.

Students entering the program with an MA in anthropology are exempt from ANTH 7840. Students entering the program with a non-anthropology graduate degree can apply for exemption from ANTH 7840 by petition to the graduate committee.

Please refer to [Final Steps & Paperwork for the Master's Degree](#) for directions on how to enter candidacy and have the MA degree awarded, and work with the Graduate Program Assistant for assistance.

Qualifying Examination Guidelines for Archaeology

To pass from the PhD track to the PhD program students in archaeology must pass a qualifying examination. Students entering the PhD track with a BA, BS, or non-anthropology MA or PhD degrees will take the exam in the semester in which they will complete 30 credits (fourth or fifth semester). Students entering the PhD track with an MA in anthropology will take the qualifying exam during their second semester of year two. To qualify for the PhD program the student must also have three members of the anthropology graduate faculty willing to serve on their core PhD committee by the end of his or her first semester. The core PhD committee must certify in a short written report that the student has made adequate progress based on an evaluation of their scholarship including coursework, fieldwork, publications, conference presentations and any other measures of scholarship deemed relevant along with the successful completion of the qualifying examination.

The qualifying examination will consist of a take-home, open-book written exam with questions posed by the core PhD Committee that cover the general areas of theory, the culture history of their geographical area of research, and the research topic they plan to pursue for their dissertation. A student must be registered during the semester that the examination is taken and must register for the exam using the [PhD Qualifying Examination Registration form](#). The exam registration form must be received within the first three weeks of the semester in which the student plans to submit the examination. Students must notify the Grad Program Assistant regarding the scheduled date of their exam by the end of the fourth week of the semester in which they plan to submit the examination. At the beginning of the semester in which the exam will be taken, the student will submit to the core PhD committee a reading list that covers pertinent material for each topic (approximately 20 sources per topic). They will have one week to complete the exam, followed by an oral examination by the core PhD committee. The written portion of the exam must be no more than 10 double-spaced pages (12 point font) per topic (i.e. 30 pages total for the exam). With the approval of their core PhD committee, students can petition the graduate committee for an extension of the deadline for qualifying.

Students who fail to pass the qualifying exam will have one additional opportunity to take it in the summer or fall following their first attempt; offer of a retake is dependent on an assessment of the student's overall progress through the program by the core PhD committee. Students who fail to pass the qualifying exam will receive an MA degree as long as they have completed the requirements for the MA. Results of this exam are recorded in the department; they are not formally reported to the Graduate School.

PhD Prospectus (Comprehensive Exam)

PhD students in archaeology are required to complete a prospectus and pass an oral exam of the prospectus prior to being advanced to candidacy. The prospectus consists of the proposal for their dissertation research written in the format of proposals to the NSF Doctoral Dissertation Improvement Grant program (see above).

PhD Dissertation Defense

The PhD track will culminate in the PhD dissertation and oral defense, which are required (see above).

Scheduling defenses:

Scheduling for all defenses, the Qualifying Exam Oral Examination, the PhD Prospectus, and the Final Dissertation Defense (as outlined in the main department student handbook), need to be booked on working days only (no weekends or holidays). In addition, defenses scheduled should be scheduled during active semesters, excluding the last week of each semester (Finals Week). Students must notify the Grad Program Assistant regarding the scheduled date of their exams by the end of the fourth week of the semester in which they plan to submit the examination.

Hypothetical PhD-track trajectory

(for students entering with a BA/BS or non-Anthropology MA or PhD)

- Year 1:** Subdisciplinary core courses and other graduate courses (15 course credits)
If language training is needed, begin if available locally, otherwise begin in summer between year one and two.
- Year 2:** Subdisciplinary core courses and other graduate courses (15 course credits)
Formation of PhD committee; Continue language training if needed. In the fourth semester (or the semester in which students complete 30 credit hours), students will take ANTH 7840 independent research, and will write an approximately 30-page paper as part of that independent study. This will culminate in the award of the MA in Passing.
- Year 3:** Additional grad courses to complete coursework requirements. (12 course credits).
1st semester - student applies for fieldwork grants and develops reading lists for qualifying exams together with their committee.
2nd semester – student writes qualifying exams, writes and defends prospectus (dissertation proposal), and achieves candidacy.
- Year 4:** Fieldwork. Dissertation research credits.
- Year 5:** PhD research & writeup; dissertation research credits
- Year 6:** Dissertation writeup and defense, dissertation research credits

Hypothetical PhD-track trajectory

(for students entering with an MA in anthropology, assuming transfer of MA course credits)

- Year 1:** Subdisciplinary core courses and other graduate courses (15 course credits);
Formation of PhD committee; If language training is needed, begin if available locally,
otherwise begin in summer between year one and two.
- Year 2:** Subdisciplinary core courses and other graduate courses (6 course credits);
1st semester - student applies for fieldwork grants and develops reading lists for
qualifying exams together with their committee.
2nd semester – student writes qualifying exams, writes and defends prospectus
(dissertation proposal), and achieves candidacy.
- Year 3:** Fieldwork (dissertation research credits)
- Year 4:** PhD research & writeup (dissertation research credits)
- Year 5:** Dissertation writeup and defense (dissertation research credits)

Assuming transfer of 21 coursework credits from previous anthropology MA.

In years 1-2, students must complete 21 coursework credits.

In years 3-5, students must complete 30 dissertation credits.

Total = 72 credits

Doctoral Degree in Anthropology with a BIOLOGICAL focus

Graduate Curriculum for the PhD Degree

The Department of Anthropology offers graduate training at the PhD level in the area of biological anthropology. Biological anthropology students holding a Bachelor's Degree are eligible for direct admission to the PhD program. Students holding a Master's of Arts (MA) Degree (or other advanced degree such as MS or MD) are also eligible for the program.

The PhD degree in Anthropology requires at least 42 hours of coursework (including graduate transfer credits), along with a minimum of 30 dissertation research hours. Applicants holding an advanced degree may transfer up to 21 hours of previous coursework credits, to be determined on a case-by-case basis. Degree plans will also be individualized according to students' prior training and professional activities. The goal of the program is to train students to pursue academic and allied careers with an emphasis on research.

Course Requirements

Students must complete core requirements, as well as elective credits. Additional requirements include successful completion of the PhD qualifying examination, dissertation prospectus, and completion and defense of the dissertation:

Core Requirements:

Students must complete a core statistics class. This requirement may be fulfilled by taking ANTH 5000 Quantitative methods, or a comparable 3 hour statistics course offered by other academic units, such as EBIO 5410 Biological Statistics.

Other elective course work:

Students beginning advanced training in Biological Anthropology are advised to take at least one class with each of the Biological Anthropology faculty or at least as many of Biological Anthropology faculty members as possible. This plan should include 24 (or more) hours from the following set of courses (or courses of the same level instructed by Biological Anthropology faculty):

ANTH 5120 Hormones and Behavior	3 hours
ANTH 5120 Evolutionary Medicine	3 hours
ANTH 5120 Maternal and Child Nutrition	3 hours
ANTH 5120 Ancient DNA	3 hours
ANTH 5120 Social Bioarchaeology	3 hours
ANTH 5120 History of Human Evolution	3 hours
ANTH 5125 Evolution and the Human Life Cycle: Primate Life History	3 hours
ANTH 5130 Advanced Osteology	3 hours
ANTH 5160 Hominin Paleoecology	3 hours

ANTH 5070 Methods in Biological Anthropology	3 hours
ANTH 5110 Human Evolutionary Biology	3 hours
ANTH 7020 Seminar: Professionalism in Biological Anthropology	3 hours
ANTH 7020 Seminar: Extinction!	3 hours
ANTH 7020 Seminar: Primate Evolutionary Ecology	3 hours
ANTH 7020 Seminar: Computational Methods	3 hours
ANTH 7020 Seminar: Human Growth and Development	3 hours
ANTH 7020 Seminar: Biological Anthropology Methods and Theory	3 hours
ANTH 7020 Seminar: Bioarchaeology	3 hours
Total course credit hours:	24 hours
Credit hours from other disciplines*:	18 hours
ANTH 8990 Doctoral Dissertation	30 hours

*Students are expected to select other classes in anthropology and related disciplines in consultation with their advisor. This includes relevant courses in Cultural Anthropology or Archaeology, Bridging Seminars, or classes from other departments in the Biological Sciences, etc. A student will normally have 12-18 such elective credit hours. Courses delivered at 4000/5000 levels (split courses) must be used to meet 5000-level requirements. Potential courses in other departments should be determined with the student's advisor and committee.

Students entering the program with a Master's degree

Applicants with an MA in anthropology or an MA or MS in a closely related field who are accepted into the PhD program are eligible for transferring up to 21 coursework credits, to be determined on a case-by-case basis. Coursework must include a minimum of 18 hours at CU Boulder. Students entering the PhD program with an MA from another institution are expected to take the Core Seminar in Quantitative methods (ANTH 5000), at their earliest opportunity, unless they demonstrate they have taken equivalent courses elsewhere (by petition to the graduate committee with advisor's endorsement). Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See "Requesting Exceptions" in Department Policies and Procedures above.

PhD Qualifying Examination and Dissertation Prospectus for Biological Anthropology

Qualifying Examination

Students in the PhD program in Biological Anthropology must pass a Qualifying Examination. Students entering the PhD track with a BA, BS, or non-anthropology MA or PhD degrees will take the exam in the semester in which they will complete 30 credits (fourth or fifth semester). Students entering the PhD track with an MA in anthropology will take the qualifying exam during their second semester of year two. To qualify for the PhD program the student must also have three members of the anthropology graduate faculty willing to serve on their core PhD committee by the end of their first year. The core

PhD committee must certify in a short, written report that the student has made adequate progress based on an evaluation of their scholarship including coursework, fieldwork, publications, conference presentations and any other measures of scholarship deemed relevant along with the successful completion of the qualifying examination.

Successful completion of the Qualifying Examination requires the capacity to understand, synthesize, and interpret ideas and data within the theoretical framework of the field. The examination has two specific goals. First, it serves as a basis for assessing the student's comprehension of broad research areas in biological anthropology. Second, the exam should illustrate capabilities and potential in a more specialized area that will serve as a basis for successful dissertation research. The examination is a key element of professional preparation.

A student must be registered during the semester that the examination is taken and must register for the exam using the [PhD Qualifying Examination Registration form](#). The exam registration form must be received within the first three weeks of the semester in which the student plans to submit the examination. Students must notify the Grad Program Assistant regarding the scheduled date of their exam by the end of the fourth week of the semester in which they plan to submit the examination. Concurrently, the student will submit to the core PhD committee a reading list that covers pertinent material for each topic (approximately 20 sources per topic). They will have two weeks (14 calendar days) to complete the exam, followed by an oral examination by the core PhD committee. The written portion of the exam must be no more than 10 double-spaced pages (12 point font) per general topic, and no more than 20 double-spaced pages for the specialized topic section.

With the approval of their core PhD committee, students can petition to the graduate committee for an extension of the deadline for qualifying beyond their fifth semester. Students who fail to pass the qualifying exam will have one additional opportunity to take it in the summer or fall following their first attempt; offer of a retake is dependent on an assessment of the student's overall progress through the program by the core PhD committee. Students who fail to pass the qualifying exam will receive an MA degree as long as they have completed the requirements for the MA. Results of this exam are recorded in the department; they are not formally reported to the Graduate School.

Qualifying Examination Format

The qualifying examination consists of two written components and an oral segment. The written components include two sets of documents to be submitted to the department graduate assistant. The examination will be administered by the student's core Ph.D. committee and other relevant faculty. Essays will be conceived in consultation with the Biological Anthropology faculty, who will evaluate the examination. The oral examination follows submission and evaluation of written components.

Document one: This part of the examination consists of three essays in which the student discusses, in depth, a subject of their choice in each of three core competency areas that align with research areas of existing Biological Anthropology faculty. Three areas may be chosen from Human Variation and Adaptation, Primatology, Paleoanthropology and Human Evolution, Anthropological Genetics, Bioarchaeology, and Forensics. Depending on the current composition of the department's faculty, a

different area can be selected such that reflects the expertise of a Biological Anthropology faculty member not listed above, as agreed upon by the student's core Ph.D. committee. It is expected that essays will demonstrate a clear understanding of relevant theory, methods, and data, and include references to foundational papers as well as recent literature that reveals new directions in the field. Moreover, the essays should clearly explain the relevance of the chosen areas to contemporary Biological Anthropology. This segment of the examination should total approximately 20-30pp of text (~10 pages per question, double-spaced, 12-point font, 1" margins). The text should be accompanied by references and works cited in the format of a primary field journal (e.g. American Journal of Physical Anthropology).

Document two: This portion of the examination focuses on the student's area of research interest within Biological Anthropology. The goal of this document is to serve as the basis for the introductory chapter of the student's dissertation, and should be written with goal of publication as a review article. This section will address one or two main topics as agreed upon by the student's dissertation committee, that cover more specialized topics in the expected area of dissertation research. Following the format of a review article, the first half of the essay requires a discussion of broad theory, methods, and data in the chosen field (e.g., anthropoid origins) and should include a discussion of the quantitative methods applicable to their research area.

For the second part of the essay, students should select a more focused research area. This portion will explore a question or questions directly relevant to the dissertation, developed in consultation with each student's advisor. This information must be included in the written examination Registration Form. This segment of the examination should total approximately 10- 20pp of text (~20 pages, double-spaced, 12-point font, 1" margins). The text should be accompanied by references and works cited in the format of a primary field journal (e.g. American Journal of Physical Anthropology). As is the norm with review articles, the reference section should be expansive (50-100+ citations).

Oral examination: The oral examination will be administered at least 10 calendar days following submission of written sections. This part of the examination will enable the students to expand on questions from the written section and for faculty to request answers on other relevant topics. The dissertation committee as well as relevant faculty members will conduct the oral examination.

Evaluation

The entire examination (all sections) will be assigned a grade of "pass with distinction," "pass," or "fail." Grading will be done by members of the faculty in Biological Anthropology. For the oral examination, up to two committee members unable to be physically present may participate electronically. Students who fail the exam will be entitled to retake the entire examination (or portions thereof to be determined by the faculty) one time during the following semester. No student may retake the exam more than once.

PhD Prospectus (Dissertation proposal)

PhD students are required to complete a prospectus and pass an oral exam of the prospectus prior to

being advanced to candidacy. Students entering with a BA, BS, or non-anthropology MA, MS, or PhD degree should write and defend their prospectus no later than their sixth semester, while those holding an advanced degree in anthropology may complete and defend the prospectus earlier (fourth or fifth semester). The prospectus consists of the proposal for dissertation research written in the format of proposals to the NSF Doctoral Dissertation Improvement Grant program, translatable to the Wenner-Gren Foundation, Leakey Foundation, or other granting agency.

Scheduling defenses:

Scheduling for all defenses, the Qualifying Exam Oral Examination, the PhD Prospectus, and the Final Dissertation Defense (as outlined in the main department student handbook), need to be booked on working days only (no weekends or holidays). In addition, defenses scheduled should be scheduled during active semesters, excluding the last week of each semester (Finals Week). Students must notify the Grad Program Assistant regarding the scheduled date of their exams by the end of the fourth week of the semester in which they plan to submit the examination.

Language requirement:

As a second language proficiency is not commonly needed for Biological Anthropology dissertation research, incoming graduate students in biological anthropology may waive their second language requirement (to be assessed in consultation with the student's advisor).

Hypothetical PhD-track trajectory (for students entering with a BA/BS or non-Anthropology MA or PhD)

Year 1: Statistics core requirement and other graduate courses (15 credits = 5 courses - 3 course/2 course split over the two semesters). Establish a core PhD Committee. Complete and submit a Plan of Study, including exemption from the Language Requirement. If language training is needed, begin if available locally, otherwise begin in summer between year one and two.

Year 2: Graduate courses including a Bridging Seminar, or other subdisciplinary course, and graduate courses in other academic units (5000 or higher level) in an area relevant to the student's planned research. Continue language training if needed. (15 credits = 5 courses. 3 course/2 course split over the two semesters).

Year 3: Additional graduate courses to complete coursework requirements. (12 credits = 4 courses). 1st semester - student applies for fieldwork grants and develops reading lists for qualifying exams together with their committee. 2nd semester – student writes qualifying exams, writes and defends prospectus (dissertation proposal), and achieves candidacy.

Year 4: Fieldwork. Dissertation research credits.

Year 5: Dissertation research credits. Dissertation completion and defense.

In years 1-3, students must complete 42 coursework credits. In years 4-6, students must complete 30 dissertation credits.

Total = 72 credits

**Hypothetical PhD-track trajectory
(for students entering with an MA in anthropology)**

Year 1: ANTH 5000 Quantitative methods and other graduate courses (15 credits = 5 courses - 3 course/2 course split over the two semesters). Establish a core PhD Committee. Complete and submit a Plan of Study, including exemption from, the Language Requirement. If language training is needed, begin if available locally, otherwise begin in summer between year one and two.

Year 2: Additional graduate courses to complete coursework requirements. (6 credits = 2 courses). 1st semester - student applies for fieldwork grants and develops reading lists for qualifying exams together with their committee. 2nd semester – student writes qualifying exams, writes and defends prospectus (dissertation proposal), and achieves candidacy.

Year 3: Fieldwork. Dissertation research credits.

Year 4: Dissertation research credits.

Year 5: Dissertation research credits. Dissertation completion and defense.

Assuming transfer of 21 coursework credits from previous anthropology MA: In years 1-2, students must complete 21 coursework credits. In years 3-5, students must complete 30 dissertation credits.

Total = 72 credits

Doctoral Degree in Anthropology with a CULTURAL Focus

An MA in anthropology is not required for applicants to the cultural anthropology PhD program. Applicants with a BA or BS can apply for admission to the PhD program, as can applicants with an MA in anthropology or an MA, MS, or PhD degree in another field. Applicants to the PhD program in cultural anthropology will automatically also be considered for the Terminal MA in cultural anthropology.

Applicants with an MA in anthropology or an MA or MS in a closely related field who are accepted into the PhD program are eligible for transferring up to 21 coursework credits, to be determined on a case-by-case basis. Coursework must include a minimum of 18 hours at CU Boulder. Students entering the PhD program with an MA from another institution are expected to take the Core Seminar in Cultural Anthropology (ANTH 5780), the Advanced Seminar in Cultural Anthropology (ANTH 5785), and Research Methods (ANTH 7300) at their earliest opportunity. ANTH 5780 and 5785 cannot be substituted with transfer courses. See "Transfer of Credit" in PhD requirements below.

Applicants into the PhD program who have earned a terminal MA in anthropology from CU Boulder will be able to transfer up to 30 coursework credits, including required courses. The PhD degree requires at least 42 credits of coursework along with 30 credits of dissertation research. Students entering with a BA or BS are required to take ANTH 7840, a 3-credit independent research course, in the semester in which they will complete 30 credit hours of coursework. Students entering the program with an MA in anthropology are exempt from ANTH 7840. Students entering the program with a non-anthropology graduate degree can apply for exemption from ANTH 7840 by petition to the graduate committee. ANTH 7840 includes the completion of an approximately 30-page paper that will be evaluated by the student's committee. After the successful completion of 30 credits of coursework and receiving a passing evaluation of the ANTH 7840 independent research paper and oral defense, students will earn an MA degree (see hypothetical PhD trajectory below).

Required coursework:

● ANTH 5780 Core seminar in cultural anthropology (Core 1):	3 hours
● ANTH 5785 Advanced seminar in cultural anthropology (Core 2):	3 hours
● ANTH 7300 Research methods in cultural anthropology:	3 hours
● ANTH 7840 Independent research (with 30-page paper):	3 hours
● Cross-disciplinary seminar – one non-split-level graduate anthropology seminar not in the student's subdiscipline or a bridging seminar:	3 hours
● Five 7000-level seminars in cultural anthropology (7000-level courses offered in the Department of Linguistics count as cultural anthropology 7000-level seminars):	15 hours
● Four or more graduate courses at 5000-level or above, to be selected in consultation with advisor, including ANTH 5840 guided study/directed readings:	12 hours
Total course credit hours:	42 hours

- ANTH 8990 Doctoral Dissertation

30 hours

Total = 72 credits

Please note:

6 maximum credit hours for ANTH 5840 guided study/directed readings.

Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See "Requesting Exceptions" in Department Policies and Procedures section.

Hypothetical PhD-track trajectory

(for students entering with a BA/BS or non-Anthropology MA or PhD)

- Year 1:** Core I and Core II and other grad courses. If language training is needed, begin if available locally, otherwise begin in summer between year one and two. (15 credits = 5 courses. 3 course/2 course split over the two semesters). 5000-level or above courses can be completed in the first two years or at the top of the third year.
- Year 2:** Methods, bridging seminar, or other subdisciplinary course, and other grad courses, such as ANTH 5000 or higher that can be either an area reading or some other critical area that has to do with student's planned research. Continue language training if needed. (15 credits = 5 courses. 3 course/2 course split over the two semesters). In the fourth semester (or the semester in which students complete 30 credit hours), students will take ANTH 7840 independent research, and will write an approximately 30-page paper as part of that independent study. This will culminate in the award of the MA in Passing.
- Year 3:** Additional grad courses to complete coursework requirements. (12 credits = 4 courses). 1st semester - student applies for fieldwork grants and develops reading lists for qualifying exams together with their committee. 2nd semester – student writes qualifying exams, writes and defends prospectus (dissertation proposal), and achieves candidacy.
- Year 4:** Fieldwork. Dissertation research credits.
- Year 5:** Dissertation research credits.
- Year 6:** Dissertation research credits. Dissertation completion and defense.

In years 1-3, students must complete 42 coursework credits.

In years 4-6, students must complete 30 dissertation credits.

Total = 72 credits

Hypothetical PhD-track trajectory (for students entering with an MA in anthropology)

- Year 1:** Core I, Core II, bridging seminar or other subdisciplinary course, other required grad courses. If language training is needed, begin if available locally, otherwise begin in summer between year one and two. (15 credits = 5 courses. 3 course/2 course split over the two semesters).
- Year 2:** Methods, other required grad courses. Continue language training if needed. (6 credits = 2 courses.). 1st semester - student applies for fieldwork grants and develops reading lists for qualifying exams together with their committee. 2nd semester – student writes qualifying exams, writes and defends prospectus (dissertation proposal), and achieves candidacy.
- Year 3:** Fieldwork. Dissertation research credits.
- Year 4:** Dissertation research credits.
- Year 5:** Dissertation research credits. Dissertation completion and defense.

Assuming transfer of 21 coursework credits from previous anthropology MA: In years 1-2, students must complete 21 coursework credits.

In years 3-5, students must complete 30 dissertation credits.

Total = 72 credits

Language requirement:

Because language proficiency is essential to research in cultural anthropology, incoming graduate students in cultural anthropology who will need additional language skills (to be assessed in consultation with the student's advisor) to complete their dissertation research are expected to identify and begin study of a foreign research language as soon as possible, preferably no later than the first year. For languages not available at the University of Colorado, students are encouraged to begin or advance their language proficiency during the summer following their first year.

ANTH 7840 Independent Research Paper and award of MA:

At the end of year two, students will take ANTH 7840 independent research, and will write an approximately 30-page paper as part of that independent study. The independent research paper will be evaluated by the student's committee members. MA degree will be awarded following successful completion of coursework and passing the independent research paper. Once the requisite credit hours have been completed (or simultaneously) and the student has submitted the independent research paper, a committee of three faculty will evaluate the independent research paper. A one-hour defense of the paper with committee members present will take place. The committee members will have the opportunity to read a late draft and comment prior to the student final submission.

Students who receive a failing evaluation on the independent research paper will be given the chance to revise and resubmit one time only, either during the semester they originally submitted or in the following semester (spring or fall). If they do not pass the second time, they will be asked to leave the program and will not earn an MA degree. Students who receive an evaluation of “low pass” on the independent research paper will receive the MA degree, but not be able to continue in the PhD program. Students who receive an evaluation of “high pass” on the independent research paper will receive the MA degree and will continue to advance toward the PhD degree.

To register for ANTH 7840 independent research, at the beginning of the semester fill out the [ANTH 7840 Application Form](#), including advisor signature, and submit for approval to the Graduate Program Assistant, who will register the course.

Please note:

It is important to follow the [curriculum requirements for the Terminal MA](#), in order to be in compliance with the Master’s requirements for the successful award of the MA in Passing. For more details, contact the Graduate Program Assistant.

Students entering the program with an MA in anthropology are exempt from ANTH 7840. Students entering the program with a non-anthropology graduate degree can apply for exemption from ANTH 7840 by petition to the graduate committee.

Please refer to [Final Steps & Paperwork for the Master’s Degree](#) for directions on how to enter candidacy and have the MA degree awarded, and work with the Graduate Program Assistant for assistance.

PhD Qualifying Exams:

All students in the PhD program in cultural anthropology must pass a qualifying examination. The purpose of the PhD qualifying exam is to demonstrate mastery of three key fields of anthropological scholarship that the student will draw on for their proposed dissertation research, including anthropological theory, topical, and geographical areas. While each student’s exam is specific to the proposed dissertation research, it is expected that students will demonstrate a comprehensive understanding (showing historical depth and a broad overview) of the relevant anthropological theory, topical, and geographical areas.

The qualifying exam format is subject to revision according to the consensus of the cultural anthropology faculty. Students will follow the qualifying exam format that is in place during the academic year in which the exam is taken, not from the year when students started the program, which may mean the format could differ slightly from what is described in the handbook.

Timing of the Qualifying Exam

The qualifying exam should be taken in the semester in which the student completes 36 PhD course credits (including any graduate credits that have been transferred), or the following semester

thereafter. To qualify, the student must have three members of the anthropology graduate faculty willing to serve on their PhD committee.

Preparing for and scheduling the Exam – the semester before the exam

Developing reading lists and exam topics/areas

Leading up to the exam, the student will meet regularly with their three committee members to help develop three discrete **exam areas or topics** covering theory and topical or geographical areas relevant for their proposed dissertation research. This is an ideal time to make sure that the student has appropriate coursework to complete the proposed dissertation theme.

The student will work with committee members to develop reading lists for each exam area. Each committee member will work closely with the student on one exam area and reading list. Each of the three **reading lists** will have a minimum of 25 references (lists may and often will be longer than 25 references).

Final approval of reading lists and exam topics/areas

The areas and lists must be completed and approved by committee members and the student's advisor *no later than* two months before the first day of the exam. However, it is recommended that students have all three exam areas and reading lists completed and approved by the committee members and their advisor by the end of the semester prior to the exam. This is all to ensure that the student has enough time to read the agreed-upon materials prior to the exam.

Preparing for the Exam

Once the reading lists and exam areas are finalized and approved, the student must prepare by closely reading all of the materials on each of the three reading lists. (Having the reading lists and exam areas finalized as early as possible will maximize the amount of time the student has to read and prepare). It is crucial that the student meet regularly with committee members to discuss the reading lists, potential exam questions, and expectations about how the student will demonstrate mastery of the literature covered by the exam. It is the student's responsibility to ensure that they understand the expectations of the committee members and advisor prior to taking the exam.

Scheduling the Exam

A student must be registered during the semester that the examination is taken and must register for the exam using the [PhD Qualifying Examination Registration form](#). The exam registration form must be received within the first three weeks of the semester in which the student plans to submit the examination. Students must notify the Grad Program Assistant regarding the scheduled date of their exam by the end of the fourth week of the semester in which they plan to submit the examination.

Exam Questions

At least two weeks prior to the scheduled exam date, the student will consult with each committee member regarding expectations for the exam. This may take the shape of brainstorming questions the student will prepare to answer. The advisor and committee members are the final arbiters of the

examination questions; the goal is to demonstrate the student's ability to write and speak as an expert in anthropology and the areas/topics under analysis.

The Qualifying Exam

The qualifying exam consists of two parts: a written response and an oral defense.

After receiving the final three questions approved by the committee from the graduate assistant, the student will begin a scheduled period of seven days for writing the responses. The student must carefully respond to all parts of all three approved questions, demonstrating their mastery of the literature covered in all three reading lists and sophisticated understanding of how the questions relate to the literature. The student will respond in the form of three 15-page papers (double-spaced, Times New Roman 12 point font, 1" margins on all sides), one for each question, written as an open-book, take-home exam. All three responses must be completed and submitted to all committee members and the graduate assistant by midnight on the seventh day of the exam.

The student is not permitted to discuss the exam or consult with anyone about the questions or responses during the exam period. The responses must be written by the student without any assistance from others, including advice, drafting, proofreading, editing, typing, formatting, etc. As this is a take-home and open-book exam, the student is free to consult standard reference works (Chicago Manual, OED, etc.) and scholarly literature during the writing period.

Oral Defense and Qualifying Exam Evaluation

The written component of the qualifying exam is followed two weeks later by a one-hour oral defense and examination by the three PhD committee members who worked on the exam with the student. During the oral defense, the student must be prepared to explain and elaborate on the written responses to the committee's questions and to demonstrate mastery of the exam areas, which may include any of the literature on the three reading lists by answering additional questions posed by the PhD committee during the defense to test his or her knowledge and comprehension of the questions and exam areas. The PhD committee will evaluate the written responses and the student's performance in the oral defense to determine whether the student has passed or failed. Students must effectively demonstrate mastery of the exam areas and literature in their written responses and oral defense in order to pass the exam.

Students who fail to pass the qualifying exam will have one additional opportunity to take it in the semester following their first attempt. Offer of a retake is dependent on an assessment of the student's overall progress through the program by the PhD committee. Results of the qualifying exam will be recorded in the department; they are not formally reported to the Grad School. A second failure will result in the student's termination from the program with a terminal M.A.

PhD Prospectus (Dissertation Proposal):

PhD students are required to complete a prospectus (dissertation proposal) and pass an oral exam of the prospectus (dissertation proposal) prior to being advanced to candidacy. Students entering with a BA, BS, or non-anthropology MA, MS, or PhD degree should write and defend their prospectus in the semester in which they will complete 42 credit hours or the semester following. The prospectus consists

of the proposal for dissertation research written in the format of proposals to the NSF Doctoral Dissertation Improvement Grant program, the Wenner-Gren program, or the Social Sciences Research Council program. Ideally, this occurs in the early fall of the third year, in time for the deadlines for these applications.

Scheduling defenses:

Scheduling for all defenses, the Qualifying Exam Oral Examination, the PhD Prospectus, and the Final Dissertation Defense (as outlined in the main department student handbook), need to be booked on working days only (no weekends or holidays). In addition, defenses scheduled should be scheduled during active semesters, excluding the last week of each semester (Finals Week). Students must notify the Grad Program Assistant regarding the scheduled date of their exams by the end of the fourth week of the semester in which they plan to submit the examination.

Tips on Entering Candidacy for the PhD

Your **Anthropology Department Pre-Candidacy Worksheet** is a record of how you met your curriculum requirements in the Department of Anthropology; it remains in your file in Hale. The information on it can be used to fill out your [Candidacy Application](#) to the Grad School. Once you and your advisor agree that requirements have been met and you are ready to defend a prospectus, you can **apply to the Graduate School** to formally enter candidacy for your PhD.

Students must be registered for at least one course credit or one dissertation hour during the semester that they defend their Prospectus. (Grad School Rule)

PhD Comprehensive Examination (Prospectus Defense) and Admission to Candidacy Students doing research using live subjects must have a Human Research Committee IRB or Institutional Animal Care and Use Committee approval number on file (as appropriate) prior to undertaking research. The Graduate School will not approve any dissertation involving research with human or live animal subjects without prior approval by either the:

- [Institutional Review Board](#)
- [Animal Research Committee](#)

The IRB or IACUC approval number (if needed) should be reported on this application.

The application must be approved by your advisor and reviewed by both the Graduate Director and Grad Program Assistant **at least one week** prior to your Prospectus Defense. If you have not yet completed the language requirement, the Graduate School will note it as a deficiency toward your PhD until it is documented. Please note the following guidelines from the Graduate School when filling out your Candidacy Application:

Doctoral Degree: The minimum requirements for the PhD or DMA degree are 30 credit hours of coursework at the 5000 level or above. [Application page 2] Those students pursuing the PhD shall complete a minimum of 30 credit hours of dissertation work beyond the minimum course work requirement. [Application page 3]

List 30 hours of coursework (no more, no less, no pass/fail or audit). If you received your MA at another institution, please discuss Transfer of Credit (see) with your advisor, so you have at least 30 hours on record **at least 18 of which are from UCB.**

NOTE: All dissertation hours are listed with a grade of IP (In-Progress) until you defend your

dissertation.

ANTH 7000: If you took more than one section of this Current Research Topics seminar, please give the title/topic of each to eliminate confusion.

LANGUAGE REQUIREMENT: Please notify graduate program assistant at this time as to how you have fulfilled/will fulfill your language requirement, if applicable, and how that will be documented.

TO-DO LIST for the PhD Degree

Semester of Prospectus Defense (Graduate School refers to this as “**PhD Comprehensive Exam**”)

- **Select target date for Prospectus Defense.**
- **Select examining committee** (core PhD Committee plus two additional members, all of whom should be appointed to the CU Graduate Faculty*, and one of whom should be from outside the department).

1) _____ 2) _____ 3) _____
Advisor core PhD Committee members

1) _____ 2) _____
ANTH faculty or appointee outside appointee

- **Notify graduate program assistant with names of members on your committee and provide contact information for each member.** Provide current CV of outside member, if needed for appointment to Graduate Faculty*.
- **Schedule time and place for Prospectus Defense.** Set a time agreeable to all members and inform the graduate program assistant, who will reserve a room for you. Committee membership must be pre-approved by Grad School **at least two weeks prior to defense, so advise graduate program assistant of your committee membership and exam date three weeks prior.**
- Graduate program assistant checks *ANTH Pre-Candidacy Worksheet (in Plan of Study)* for completion of ANTH requirements including how Language Requirement will be fulfilled.
- **Complete Candidacy Application for an Advanced Degree.**
[Available online](#) at the graduate school website:
- Graduate program assistant and Graduate Director review *Candidacy Application* for completion of Grad School requirements. Graduate Director and Chair sign. Graduate program assistant submits *Candidacy Application* to Graduate School for approval. NOTE: Your completed, signed application must be submitted to the Graduate School with the outcome report of your Prospectus Defense. **Please submit the application- with your advisor's signature--to the graduate program assistant at least one week prior to defense, to allow time for any approval contingencies.**
- Day of defense, graduate program assistant gives advisor *Doctoral Examination Report* for signatures at exam. Graduate assistant submits signed *Doctoral Examination Report* to Grad School.

Semester of Dissertation Defense

- **Submit Graduation Application online in the myCUinfo Student Portal and notify the Graduate School of the dissertation title.**
 - Student selects 5-member dissertation committee (advisor + 2 from core PhD Committee + 1 other + 1 outside) and provides names and contact information to dept. plus current CV of outside member, if needed for appointment to Graduate Faculty.
- Student schedules time and place for Dissertation Defense (allow 2 hours) with examiners.
 - Set a time agreeable to all members. Inform Graduate Program Assistant, who will reserve a room for you and any A/V equipment you might need. Committee membership must be pre-approved by Graduate School **at least two weeks prior to defense, so advise graduate assistant of your committee membership and exam date three weeks prior, so all members can be approved by Grad School to sit on your exam committee.**
- Student schedules a Dissertation Pre-check appointment with Graduate School (link above).
 - FYI: Day of defense, graduate assistant gives advisor *Doctoral Examination Report* for signatures at exam.
 - Graduate assistant submits signed *Doctoral Examination Report* and Final Grade Card to the Graduate School.
- **Candidate initiates [Thesis Approval Form](#) TAF (formerly Signature Page) and arranges for advisor and one other member to sign after approving final draft.**

DEAL DIRECTLY WITH THE GRADUATE SCHOOL FROM THIS POINT FORWARD.

Submitting Your Dissertation to the Graduate School

- **Final draft of dissertation may NOT be submitted to the Graduate School for posting on ProQuest until the advisor has formally approved it with signature on the TAF.**
- Student schedules final check of dissertation with Graduate School. [Submits electronically](#): Congratulations!

TERMINAL MASTER'S DEGREES

TERMINAL MASTER'S DEGREES

Overview

Our program offers terminal master's degrees in archaeology and cultural anthropology. The minimum number of credit hours for the MA is 30. At least 24 credit hours of this work must be at the 5000 level or above. A maximum of 6 credit hours may be completed at the 3000 or 4000 level if they are approved in writing, before taking the course, by the student's advisor and the department chair.

Transfer of Credit

A Request for Transfer of Credit form can be obtained from the Graduate School website after a student has been in residence for one semester and has a GPA of at least 3.00. Approval by the student's advisor and the Graduate Director is required, and the form is then submitted to the Graduate School for final approval. Any proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See Departmental Procedures and Policies section above for 'Petitions: Requesting Exceptions' and 'Transfer of Credit' step-by-step instructions.

The maximum number of semester hours that may be transferred towards a Master's Degree is nine; this is defined as credit earned either at another accredited institution or on another campus of the CU system, or credits not needed for a degree in the CU system. Please consult the University Catalog for further rules and requirements for [transferring credit under Credit Policies](#)

Advisor

The Terminal MA student's advisor or advisors should provide guidance in completing degree requirements. Students should meet with their advisors on a regular basis, and keep their advisors informed of their progress.

Annual Plan of Study

Students will prepare a plan of study annually in consultation with their advisor or advisors. The plan of study will clarify expectations on the part of both the student and advisor about the direction the student is taking, the specific courses and other training necessary to get there, and the timeline. Course planning must conform to the degree guidelines listed in the Handbook, and all Plans of Study must be submitted to the Graduate Committee for review and approval before March 15. See guidelines in section above.

Terminal Master's Degree in Anthropology with an ARCHAEOLOGY focus

See Departmental Procedures and Policies above.
These apply to all graduate students in Anthropology.

Graduate Curriculum for the Terminal Master's Degree in ARCHAEOLOGY

The terminal MA-track in archaeology is for students intending to earn only an MA degree who enter the program with Bachelor's degree in Anthropology or non-anthropology Master's or Doctoral degrees. The degree is designed for students who wish to pursue careers outside of academia (e.g., Cultural Resource Management, government service, etc.). The terminal MA is a non-thesis degree, but does require that students take a 3-credit independent research course (ANTH 7840) that will include the completion of a publishable paper based on the use of archaeological data and passing an oral defense of that paper before their MA committee. Students should form their 3-member MA committee no later than the semester before they take ANTH 7840.

All entering graduate students in Archaeology must have had the equivalent of Quantitative Methods (ANTH 5000) or take it during their first three semesters in residence.

Core Requirements:

- One graduate level Anthropology course not in the student's sub-discipline (=any non-split-level graduate seminar, including Bridging Seminars) 3 hours
- ANTH 5000 Quantitative methods 3 hours

Other required courses:

- ANTH 5345 Archaeology Theory 3 hours
- ANTH 5000 Any archaeology course that requires analysis of materials using laboratory methods (ANTH 5245 Ceramics; ANTH 5380 Lithic Analysis; ANTH 5919 Collections Research Practicum) or advanced training in a technical area relevant to our field (for example, materials analysis or Geographic Information Systems). Students will choose a relevant class in consultation with their advisor and subject to the approval of the archaeology faculty. 3 hours
- ANTH 5400 Research Methods and Design 3 hours
- ANTH 5460 Arch and Contemporary Society 3 hours
- ANTH 7840 Independent Research (publishable paper) 3 hours
- Three elective graduate courses chosen with the advisor, one of which must be a 7000 level seminar in archaeology 9 hours

Total course credit hours: 30 hours

NOTE: Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Requesting Exceptions' in Department Policies and Procedures above.

Recommended course work:

Classes beyond required ones can include any relevant to a student's program of study, including archaeological area and topical classes, ethnographic theory and area classes, and classes in related departments (such as Geology, Geography, Biology, etc.). Elective classes should be chosen in consultation with each student's advisor. Note that, although graduate students carrying only five credits are considered to be full-time at the University of Colorado, making timely progress through our program and taking elective classes in the first year generally requires students to carry three classes, or nine credits.

Hypothetical terminal MA-track trajectory in Archaeology

Year 1: Subdisciplinary core courses and other graduate courses (15 credits)

Year 2: Subdisciplinary core courses, other graduate courses, including ANTH 7840 (15 credits)

Time Limit

All Master's degree students have a maximum of four years from matriculation to complete all degree requirements, including Graduate School requirements. We expect most students to complete their MA requirements in two years. A student in Archaeology who does not complete all degree requirements within the specified period of time must validate, by special examination(s), any course work taken more than five years prior to presenting their final research paper.

Deadlines for MA Degree Candidates

In order to graduate in a given semester, students must meet the Graduate School deadlines for certain requirements. These deadlines are published every year and include Candidacy Application for an Advanced Degree and the Application for Diploma. All students should be aware of these deadlines and take personal responsibility for meeting them. Students should submit paperwork to the graduate program assistant two weeks prior to the Graduate School deadlines to allow time for gathering signatures and any approval contingencies. See Graduation Kit and To-Do List for the MA.

Terminal Master's Degree in Anthropology with a CULTURAL Focus

See [Departmental Procedures and Policies](#) above.
These apply to all graduate students in Anthropology.

The terminal MA track in cultural anthropology is for students intending to earn only an MA degree and who enter the program with a BA, BS, MS, or non-anthropology MA or PhD degrees. The terminal MA is a non-thesis degree, but does require that students take ANTH 7840, a 3-credit independent research course (in the semester in which they will complete 30 credits of course work) that will include the completion of an approximately 30-page paper with an oral defense, which will be evaluated by the student's committee.

Required coursework:

- ANTH 5780 Core seminar in cultural anthropology (Core 1): 3 hours
- ANTH 5785 Advanced seminar in cultural anthropology (Core 2): 3 hours
- ANTH 7300 Research methods in cultural anthropology: 3 hours
- ANTH 7840 Independent research (with 30-page paper): 3 hours
- Cross-disciplinary seminar – one non-split-level graduate anthropology seminar not in the student's subdiscipline or a bridging seminar: 3 hours
- Three 7000-level seminars in cultural anthropology: 9 hours
- Two additional graduate courses at 5000-level or above, to be selected in consultation with advisor, including ANTH 5840 guided study/directed readings 6 hours

Total course credit hours: 30 hours

Please note:

6 maximum credit hours for ANTH 5840 guided study/directed readings.

Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the graduate committee. See "Requesting Exceptions" in the Department Policies and Procedures section.

Hypothetical terminal MA-track trajectory in Cultural

- Year 1:** Core I and Core II and other required courses. (15 credits = 5 courses. 3 course/2 course split over the two semesters).
- Year 2:** Methods, bridging seminar or other subdisciplinary course, independent research course (ANTH 7840), and other required courses. (15 credits = 5 courses. 3 course/2 course split over the two semesters). In the fourth semester (or semester in which the student will complete 30 credits of coursework), the student will write an approximately 30-page paper as part of ANTH 7840. The independent research paper will be evaluated by the student's committee. An MA degree will be awarded after the successful completion of coursework and the student's receiving a passing evaluation on the independent research paper. Students who receive a failing evaluation on the independent research paper will be given the chance to revise and resubmit one time only, either during the semester (spring or fall). If they do not pass the second time they will not earn an MA degree.

Independent Research Paper and award of MA:

At the end of year two, students will take ANTH 7840 independent research, and will write an approximately 30-page paper as part of that independent study. The independent research paper will be evaluated by the student's committee members. MA degree will be awarded following successful completion of coursework and passing the independent research paper. Once the requisite credit hours have been completed (or simultaneously) and the student has submitted the independent research paper, a committee of three faculty will evaluate the independent research paper. A one-hour defense of the paper with committee members present will take place. The committee members will have the opportunity to read a late draft and comment prior to the student final submission.

Students who receive a failing evaluation on the independent research paper will be given the chance to revise and resubmit one time only, either during the semester they originally submitted or in the following semester (spring or fall). If they do not pass the second time, they will be asked to leave the program and will not earn an MA degree.

To register for ANTH 7840 independent research, at the beginning of the semester fill out the [ANTH 7840 Application Form](#), including advisor signature, and submit for approval to the Graduate Program Assistant, who will register the course.

Please refer to [Final Steps & Paperwork for the Master's Degree](#) for directions on how to enter candidacy and have the MA degree awarded, and work with the Graduate Program Assistant for assistance.

Funding

Students in the Terminal MA Program in Cultural Anthropology are not guaranteed funding. Most departmental funding will be allocated to the PhD program, however in some cases funding may be made available for Terminal MA students and applicants. Each semester, if any departmental TA positions become available after PhD TA assignments, students in the Terminal MA Program may apply to be considered for these positions. Terminal MA students may also apply for TA positions outside of the anthropology department.

Terminal MA students are eligible to apply for a number of campus-wide fellowships and awards, including the following:

[Graduate School Student Travel Grant](#) - supports travel to domestic or international conferences. Please see website for eligibility criteria and application deadlines.

[United Government of Graduate Students Individual Travel Grant](#) - supports travel to conferences in the US, Canada, and Mexico. Please see website for eligibility criteria and application deadlines.

[Center to Advance Research and Teaching in the Social Sciences Graduate Student Award](#) - supports research and fieldwork travel costs relating to successful completion of MA degree. Please see the website for eligibility criteria and application deadlines.

[Beverly Sears Graduate Student Research Grant](#) – supports research, scholarship, and creative work of graduate students. Please see the website for eligibility criteria and application deadlines.

[Hazel Anderson Gilman Scholarship](#) – annual scholarship for undergraduate and graduate students with academic promise and demonstrated financial need. Please see the website for eligibility criteria and application deadlines.

[Hoffman-Binger Student Support Fund](#) - for undergraduate or graduate students with an excellent academic record and high financial need. Please see the website for eligibility criteria and application deadlines.

[Martin Luther King Scholarship](#) - available to continuing undergraduate, graduate or teacher's certification students whose academic and community endeavors exemplify the life and work of Dr. Martin Luther King, Jr. The intent of this scholarship is to provide the opportunity for educational and economically disadvantaged students to attend CU-Boulder. Please see website for eligibility criteria and application deadlines.

[Otis and Elsie Purchase Teets Family Scholarship](#) - awarded to one undergraduate and one graduate student in the College of Arts and Sciences based on academic merit with

financial need considered among equally qualified applicants. Please see the website for eligibility criteria and application deadlines.

Time Limit

All Master's degree students have a maximum of four years from matriculation to complete all degree requirements, including Graduate School requirements. We expect most students to complete their MA requirements in two years. A student in Cultural Anthropology who does not complete all degree requirements within the specified period of time must validate, by special examination(s), any course work taken more than five years prior to presenting their final research paper.

Deadlines for MA Degree Candidates

In order to graduate in a given semester, students must meet the Graduate School deadlines for certain requirements. These deadlines are published every year and include Candidacy Application for an Advanced Degree and the Application for Diploma. All students should be aware of these deadlines and take personal responsibility for meeting them. Students should submit paperwork to the graduate program assistant two weeks prior to the Graduate School deadlines to allow time for gathering signatures and any approval contingencies. See [Graduation Kit](#) and [To-Do List for the MA](#).

FINAL STEPS & PAPERWORK FOR THE MASTER'S DEGREE

ENTERING CANDIDACY FOR THE TERMINAL MA (or MA in Passing)

Your Anthropology Department Pre-Candidacy Worksheet is our record of how you met your curriculum requirements in the Department of Anthropology. This record remains in the department. The information on it can be used to fill out your Candidacy Application to the Graduate School. Your worksheet should be approved by your advisor and reviewed by the Graduate Director before you apply to the Graduate School to formally enter candidacy for your MA. The Candidacy Application must be submitted to the Graduate School early in your final semester in the Master's Program, after departmental approval.

The written application for admission to candidacy for the MA degree can be accessed online at the graduate school website [here](#). Remember to change the name of the file, so you can save it, e.g. JacksonCandapp2011. On your Candidacy Application, list 30 hours of graduate level coursework (no more, no less, no pass/fail or audit) at CU. See ANTH Grad Handbook for exceptions, transfer credits, etc. The application must be approved by your advisor and reviewed by both the Graduate Director and Grad Program Assistant early in your final semester.

Students graduating with an MA only must be registered full time during their final semester.

APPLYING FOR TRANSFER FROM THE TERMINAL MA PROGRAM TO THE PHD PROGRAM

The terminal MA program is intended for students who do not intend to pursue a PhD in anthropology. However, we recognize that in some cases, a student may wish to apply from the Terminal MA into the PhD program. Students who would like to apply from the Terminal MA to the PhD program should follow the university's PhD application procedure (the same application procedure used by external applicants.)

If the student is accepted into the PhD program, all of his or her completed coursework in the MA will be transferred over. Funding offers for students who transfer from the terminal MA into the PhD will likely be reduced by the number of years that the student has already received funding.

PAPERWORK

Paperwork specific to the Terminal Master's Degree follows. For additional forms, see the Paperwork section below.

Department of Anthropology TO-DO LIST for the MA Degree

Students: Please use the following checklist to help you keep track of deadlines, forms to submit, and departmental procedures. Items you need to take care of are in bold, and some have deadlines. This checklist supplements, but does not replace, the policies and procedures in the Department's *Handbook for Graduate Study* or those of the Graduate School (website below). The Anthropology graduate program assistant can answer questions and help as needed.

During first two weeks of final semester:

- **Submit Graduation Application online in the myCUinfo Student Portal.**
- **Submit Graduation Kit to Anthropology grad program assistant**
- [Complete Candidacy Application for an Advanced Degree](#)
 - Submit application--with your advisor's signature—to grad program assistant (GPA) one week prior to Grad School deadline above, to allow time for:**
 - GPA checks *ANTH Pre-Candidacy Worksheet (in Plan of Study)* for completion of ANTH requirements.
 - GPA and Graduate Director review *Candidacy Application* for completion of Grad School requirements.
 - Graduate Director signs approval. GPA submits *Candidacy Application* to Grad School for approval.
- **Consult Handbook** for added detail. See also [Graduation Requirements](#) on Graduate School site
(Some items on their checklist, e.g. [masters exam report](#), are covered by this TO-DO list. No need to duplicate.)

MA GRADUATION KIT

For _____
Student

During **first two weeks** of final semester:

- **Submit Online Graduation Application (on Student Portal).**
 - **Submit Candidacy Application to Department.**
 - **Notify Department of members on exam committee, as below. The graduate program assistant will need this information to coordinate your exam with faculty.**
- See also TO-DO List above.

Signature of advisor indicates approval of committee.

Signature of advisor/Committee Chair

Second Committee Member (name or signature)

Third Committee Member (name or signature)

DUAL MA/MBA DEGREE PROGRAM

Please see the [Leeds School of Business](#) for the most current details and contacts.

This combination of degrees will suit you if your career interests include managing the business aspects of archeological projects, working in the growing field of corporate cultural anthropology, ethnography or museum management. Students may have a primary specialization in either archaeology or cultural anthropology and must complete 30 hours of graduate work in the anthropology program. Biological anthropology does not offer an MA degree.

Archaeology: Dual MA/MBA degrees would provide graduate students interested in a career in cultural resource management with the skills needed to manage the business side of a contract archaeology company along with a strong background in anthropological archaeology. The dual degrees would also be an ideal background for archaeologists interested in working for federal and state agencies as well as students interested in museum management.

Cultural Anthropologists: Dual MA/MBA degrees would also be of special interest to cultural anthropology graduate students who intend on pursuing a non-academic career track. This dual degree program would provide knowledge and skills that would prepare an individual for employment in development organizations, NGOs, consulting firms or businesses. Considering that more anthropologists are securing employment in non-academic rather than in academic positions, dual degrees may open opportunities that neither degree would provide on their own.

NOTE:

Residents of Western states, including Alaska and Hawaii, may be eligible for in-state tuition for this dual degree program. Please see the Western Regional Graduate Program [information sheet](#) or contact the Tuition Classification Officer in the Office of the Registrar at 303-492-0907; E-mail tuitclass@colorado.edu.

Dual MA/MBA Program

To support the University's mission of advancing knowledge across disciplines, and in recognition that business education and training has relevance to many academic fields, the Leeds School of Business and the Department of Anthropology endorse a dual degree program in which both a Master of Business Administration and a Master of Arts in Anthropology be awarded to those students who satisfy the requirements of the respective programs. An MBA degree in combination with the MA degree in Anthropology will provide you with a set of business tools to complement your anthropology background and expand your career options. The dual MA/MBA offers you the opportunity to earn both degrees together in less time than if the degrees were earned sequentially.

The dual degree program differs from a professional master's in that it is really two separate degree programs that have been linked and condensed. Dual degrees best serve either:

- MBA students looking to build expertise in multiple disciplines creating greater career

- marketability, or
- Anthropology students are looking for a set of business tools to complement their anthropology background and expand their career options.

For admission to the Anthropology Graduate Program, our faculty will pay close attention to your Personal Statement to determine whether our faculty specialties and program offerings will serve the research that attracts you in the field of anthropology.

Admission to the Dual Degree Program

- Students must apply and be admitted to each program separately.
- Students must meet the application requirements and admissions standards for each program, and are urged to have a conversation with the Anthropology faculty member who is most closely aligned with their interests prior to submitting an application. It is important that students clearly indicate their interest in the dual degree program in their Personal Statement to the Department of Anthropology.
- For admission to the MBA program, at least two years of full-time post-graduate work experience is strongly recommended. Work experience adds relevance and depth to the learning process and allows greater contribution to classroom discussions and project work.
- Dual degree students may start either program first; however, in the first year of the dual degree program, courses are taken in one of the two departments exclusively, and in the second year, courses are taken in the other department exclusively.

Preparation

In preparation for the quantitative nature of the MBA program, Anthropology students lacking a quantitative background are strongly advised to strengthen those skills prior to beginning the MBA program. Please contact the MBA Programs office for additional advice.

Required Academic Plan

Within one month of entering the dual degree program, all students are required to submit an academic plan for completing both degrees. Coordinating course offerings between two separate colleges requires rigorous pre-planning with guidance from academic advisors at Leeds and Anthropology as well as the Graduate Director in Anthropology. Three are required for approval.

Description of Curriculum

It is generally advisable for a student to begin in the Department of Anthropology. In that case, the student will enroll in a full load of Anthropology courses during their first year in the program, as described below:

The required first year courses for all graduate students:

- One graduate level Anthropology seminar (can include a Bridging Seminar) not in the student's

subdiscipline.

- ANTH 5000 Quantitative Methods (required of Archaeology students) or an approved “Tools” course (required of Cultural Anthropology students).

Specific additional requirements depending upon the student’s subdiscipline, to be at least partially met in the first year; the remainder to be completed in the third or fourth year.

Archaeology:

- ANTH 5345 Archaeological Theory,
- ANTH 5000 Any archaeology course that requires analysis of materials using laboratory methods (ANTH 5245 Ceramics; ANTH 5380 Lithic Analysis; ANTH 5919 Collections Research Practicum) or advanced training in a technical area relevant to our field (for example, materials analysis or Geographic Information Systems). Students will choose a relevant class in consultation with their advisor and subject to the approval of the archaeology faculty.
- ANTH 5400 Research Methods and Design
- ANTH 5460 Archaeology in Contemporary Society,
- ANTH 7480 Independent Research

Cultural Anthropology:

- ANTH 5780 Core Course in Cultural Anthropology
- ANTH 5785 Advanced Seminar in Cultural Anthropology;
- ANTH 7840 Independent Research;
- One ethnographic area course or independent study, plus four elective cultural anthropology courses at the 5000 level or above.

Dual degree students who start in the Anthropology department will enroll in the following MBA courses during the second year in the combined program (31 credits):

Quantitative Methods	Financial Accounting Decision Modeling
Socially Responsible Enterprise Managerial	Strategy
Economics I and II Marketing Management	Business Writing/Professional Development
Corporate Finance	Two business electives

A dual degree student will enroll in a combination of Anthropology and MBA courses during the third and fourth years in the dual degree program, as described below:

MBA requirements to be taken during the 2nd and/or 3rd year (12 credits):

- Organizational Management requirement (3 credits): choice of Managing Organizational Change, Negotiation & Conflict Management, or Executive Leadership.
- Three additional business electives to complete a total of 43 MBA credit hours.
- One MBA course at the 5000 level or above dealing with cultural, anthropological, or ethnographic approaches may be substituted for an elective course in the MA Anthropology program.

- All remaining coursework required for MA Anthropology will be taken during the third or fourth year.

Graduation Requirements:

- Dual degree students will be required to complete 43 hours of MBA coursework and 30 hours of Anthropology coursework (3 hours of which may be an approved elective in the MBA program).
- Both degrees will be awarded simultaneously.
- Dual degree students must maintain the academic and ethical standards required of both schools. Students in good standing in one school, but not the other, may be allowed to continue in the school in which they are in good standing.
- Students who do not complete the dual degree program requirements (i.e., who withdraw for any reason from one of the two programs) will be required to meet the full requirements of the remaining program in which they are enrolled.

Financial Support

Dual degree students in need of financial support are eligible for teaching assistantships in Anthropology during the semesters they are based in this department, but should look for those resources at Leeds for the MBA portions of their dual program.

If you would like to talk with an MBA admissions advisor,

please call 303-492-8397 or email leedsmba@colorado.edu to make an appointment.

Admission to Dual Degree while enrolled in the Anthropology Graduate Program:

Please note: If you are already enrolled in the graduate program in Anthropology and plan to apply for this dual degree opportunity, you will need to start your preparations during your first year of graduate study:

- 1) Prepare for and take the GMAT, which is required for admission to the MBA program.
- 2) Complete the [on-line application](#). This will include: Responses to several essay questions and a professional resume.
- 3) Submit three professional (not academic) recommendations. These may be submitted as part of the on-line application process or may be sent to us directly in sealed envelopes signed across the seal by the recommender.

GRADUATE CERTIFICATE PROGRAMS

For a current listing of all certificate programs at the University of Colorado, see [here](#).

Some of the following certificates may be of interest to Anthropology graduate students:

- **Graduate Professional Certificate in Museology**
Affiliated faculty: Samantha Fladd, Jennifer Shannon, William Taylor
- **Graduate Certificate in Development Studies**

Affiliated faculty in Anthropology: Donna Goldstein, Carla Jones, Jennifer Shannon
- **Population Studies Graduate Certificate**
- **Graduate Certificate In Culture, Language And Social Practice (CLASP)**
Program director: Kira Hall, Department of Linguistics, Campus Box 295.
kira.hall@colorado.edu.
- **Graduate Certificate In Native American & Indigenous Studies**
- **Graduate Certificate in Women And Gender Studies**
- **Interdisciplinary Graduate Certificate Program in Environment, Policy and Society**
- **Graduate Certificate in Interdisciplinary Documentary Media Practices**
For more info: cmcigrad@colorado.edu, 303-492-5008 or
Dr. Christian.Hammons@colorado.edu
- **Professional Non-Credit Certificates in Business or Community Sustainability Management--
Online**
- **Red Cross/Red Crescent Climate Centre Internship Program**
- **Graduate Certificate in Asian Studies**
- **Remote Sensing Certificate**
- **[Graduate Teacher Program](#) certificates**

PAPERWORK AND PETITIONS

Teaching Certificate in Anthropology

Definition

This is a certificate from the department acknowledging your service and experience teaching anthropology, and is intended to build out your CV, particularly for those of you who are unable to meet the scheduling demands of the GTP certificate programs. It is NOT TO BE CONFUSED with the Certificate in College Teaching (CCT) or the Professional Development Certificate for Preparing Future Faculty (PDC:PFF) that are offered through the Graduate Teacher Program.

Instructions

The Anthropology Teaching Certificate is for graduate students who meet the standard of service and experience defined below, with no limit to the number of students given recognition.

Students will directly apply for this certificate and attach a signed form from a faculty member who supervised a course for which the applicant was a TA. Students may request an application form from the graduate program assistant

Criteria for Teaching Certificate in Anthropology

- PhD student
- A minimum of two years of experience as a TA in Anthropology, at least two semesters of which must have been in an instructional role (recitation or lab section)
- A simple statement of support from a supervising faculty member.
- Meet basic GTP training for department requirements (three specified workshops)
- Applications should be submitted with students' plans of study. **Request an application form** from the graduate program assistant.

Applications will be reviewed by the Graduate Committee and certificates will be distributed with May diplomas and/or Performance Review letters.

**THE DEPARTMENT OF ANTHROPOLOGY
UNIVERSITY OF COLORADO at BOULDER**

INDEPENDENT RESEARCH PAPER (ANTH 7840) EXAMINATION REPORT

Student's Name _____
Last, First, MI

Date of Oral Examination _____

Advisor _____

Type Names of Three Examiners

Signatures

Committee

Satisfactory

Unsatisfactory

Dr. , Chair

Dr.

Dr.

_____ HIGH PASS# - Research paper examination was passed unconditionally.

Signature_____

_____ LOW PASS^ - Research paper examination has conditions placed **(See back of this form)**

Signature_____

_____ FAIL* - Research paper examination was unsatisfactory*

Signature_____

* Students who receive a failing evaluation on the independent research paper will be given the chance to revise and resubmit one time only, either during the semester they originally submitted or in the following semester.

Complete ONLY for Independent Research Paper Examination with conditions:

Note: Conditions may be imposed by the committee as a result of performance on the Independent Research Paper Examination or by the faculty of the graduate program based on the overall record of the student. Department approval for passing the Independent Research Paper Examination is conditional on the following:

Conditions:

Conditional requirements must be met before the student is considered as having passed the Independent Research Paper Examination. The advisor should so inform the student.

_____ Conditions placed on the Independent Research Paper Examination have been met.

Signature/Date_____

High Pass - Students who receive an evaluation of "high pass" will receive the MA degree and will continue to advance toward the PhD degree.

^ **Low Pass** - Students who receive an evaluation of "low pass" will receive the MA degree, but not be able to continue in the PhD program.

* **Fail** - Students who receive a failing evaluation will be given the chance to revise and resubmit one time only, either during the semester they originally submitted or in the following semester. If they do not pass the second time, they will be asked to leave the program and will not earn an MA degree.

Registration for Anthropology Department
PhD Qualifying Examination

(NOTE: The graduate program assistant will need the information below to prepare and coordinate your exam with faculty.)

Exam Date ____ Spring ____ Fall of Year ____

Name _____ Date _____

III. Complete this form with your advisor.

IV. Return signed form to graduate program assistant by third week of semester.
Committee membership will be reviewed by Graduate Director.

PhD Qualifying Exam Committee*

NOTE: The three members indicated by an asterisk () must be present at the oral portion of this exam and their signatures must appear on the PhD Qualifying Exam Report for the student's departmental file. Additional names and signatures may appear on this report.*

*Advisor: _____
signature

*Second examiner _____
selected by faculty: name

*Third examiner _____
selected by faculty: name

*Other Committee _____
approved by faculty name
(if needed)

.

Committee Approval: _____
Graduate Director's signature (collected by staff)

Note: Results of this exam will be filed in department records. They are not formally reported to the Grad School.

**THE DEPARTMENT OF ANTHROPOLOGY
UNIVERSITY OF COLORADO at BOULDER**

DOCTORAL QUALIFYING EXAMINATION REPORT

Students will be eligible to take this exam the semester they complete 30 course credits. Results will be reported via spreadsheet to the registrar as a record of completion of MA requirements. Students who do not excel on this exam but have completed all MA requirements may exit with a Master's Degree.

Student's Name _____ Date of Written Examination _____
Last, First, MI

Advisor _____ Date of Oral Examination _____

Type Names of Three Examiners	Signatures
Committee	Satisfactory Unsatisfactory
Dr. _____	Chair
Dr. _____	
Dr. _____	

Departmental Approval of Committee _____ Date _____
(If Appropriate)

_____ Qualifying examination was passed unconditionally. Student advances to PhD program.
Signature/Date _____

_____ Qualifying examination has conditions placed **(See back of this form)**
Signature/Date _____

_____ Qualifying examination was unsatisfactory. Student may exit with an MA.
Signature/Date _____

_____ Student failed Qualifying Exam and will be dismissed from program.
Signature/Date _____

Complete ONLY for Qualifying Examination with conditions:

Note: Conditions may be imposed by the committee as a result of performance on the Doctoral Qualifying Examination or by the faculty of the graduate program based on the overall record of the student. Department approval for continuing in the doctoral program is conditional on the following:

Conditions:

Conditional requirements must be met before the student is considered as having passed the Qualifying Examination. The advisor should so inform the student.

_____ Conditions placed on the Qualifying Examination have been met

Signature/Date_____

PhD ACADEMIC PLANNER (PRE-CANDIDACY WORKSHEET)

for an advanced degree in the Department of Anthropology

(Student's name)

(Term Admitted to PhD program)

(Advisor's approval)

Department document of requirements for the PhD: ARCHAEOLOGY

21 credits beyond the MA for students with an external MA degree; **12 credits beyond the MA** with a UCB anthropology MA

When Anthropology requirements have been met, you may [file for candidacy](#) with the Grad School.

REQUIREMENT	FULFILLED BY course number + title	CREDITS	WHEN TAKEN	GRADE
ANTH 5000 Quantitative Methods				
*Cross-disciplinary Seminar	no transfer substitutions—ANTH 7xxx			
*Cross-disciplinary Seminar	no transfer substitutions—ANTH 7xxx			
ANTH 5345 Arch. Theory				
ANTH 5390 Research Methods I: Lab				
ANTH 5400 Rsch Methods II: Spatial				
ANTH 5400 Rsch Methods II: Spatial				
ANTH 5460 Arch. in Contemp. Society				
ANTH 7840 Independent Research				
7000-level Archaeology Seminar				
7000-level Archaeology Seminar				
7000-level Archaeology Seminar				
7000-level Archaeology Seminar				
Approved Elective 5000+				
Approved Elective 5000+				

*ANTH Department Seminar outside the student's subdiscipline or a Bridging Seminar

Total 42 course credits No Pass/Fail

Foreign Language Requirement				
ANTH 8990 Dissertation (30 hrs)				

Transfer credits via petition to the Grad Committee and transfer request to the Grad School.
See Handbook.

WAIVERS AND TRANSFER CREDITS

PhD maximum 21 credits

TRANSFER CREDITS/Substitutions/Waivers	REQUIREMENT WAIVED	Date approved by Grad Comm. / Grad School

ANTH 5840 Guided Study in the Department of Anthropology (Directed Readings/Independent Study)

1. Definition

ANTH 5840 Guided Study:

Directed individual research based on a specific area of specialization.

2. Purpose of Guided Study / Directed Readings

Guided Study is an opportunity to earn academic credit for learning outside the formal class structure. A student who is interested in knowing more about a topic not covered in the regular Anthropology curriculum may propose a research project to any department faculty member (excluding graduate teaching assistants or instructors). If the student and faculty member can agree that the topic is worth investigating, it is not covered (or not covered in sufficient depth) in departmental courses, and that they share sufficient interest in the topic to sustain a guided study project or independent research, the student and faculty member may prepare a guided study or independent research contract. (Defined below.)

3. Policies regarding what is and is not acceptable for independent study credit

Some experiences are **not** appropriate for guided study credit and, in fact, are prohibited by College policy. Specifically, guided study credit may not be given for the following experiences.

- Internship type experiences – Prohibited by College policy.
- Work in a University department – Prohibited by College policy.
- Substitute for regular course work – Prohibited by College policy.
- To meet a Core requirement – Prohibited by College policy. [n/a to grad students]
- Work completed elsewhere (e.g. out of state) unless approved by department before initiating project.
- Volunteer work – unless work is part of and germane to an appropriate guided study project.
- Work in business – unless work is part of and germane to an appropriate guided study project.
- Extra work performed in association with a regular course – unless all procedures in setting up the guided study are followed prior to the course being started.
- Work that would more appropriately be credited as Thesis or Dissertation Hour

4. Description of Contract

An Anthropology Department Guided Study Contract must be filled out and signed by all required individuals before the student can register for the guided study. In this contract the student must provide a description of the topic that will be pursued in the guided study (under “DESCRIPTION OF COURSE WORK”). The student also must note what type of “product” or “products” will be completed at the end of the term. Finally, as noted on the contract, the expectation is that a minimum of 25 hours (1500 minutes) of study time is required for each 1 semester hour of credit.

5. Semester hours of credit allowed

The maximum hours allowed in guided study are as follows:

For ANTH graduate students: **6 hours towards degree**

Guided studies cannot exceed 25% of the course work required by the department for graduate studies.

6. Eligibility

Guided Study in Anthropology is restricted to graduate students with a grade point average of 3.25 or higher. Guided study cannot be done retroactively. That is, the contract for guided study is to be completed, signed and approved **prior** to the initiation of the project, not after it has been completed. Also, guided study is to be enrolled for in the same time frame as all other courses.

7. Procedures

Students may obtain the contract for Anthropology guided study in the Departmental Office, Hale 350. After consulting with the faculty sponsor the student should complete the pertinent portions of the form (demographic information, description of course work, and “product” to be completed at end of term).

A staff person will use the Student Information System to evaluate the student’s eligibility and fill out and initial the appropriate section of the contract. The faculty sponsor and the student will discuss the number of credits to be contracted. The faculty sponsor will provide the student with the appropriate course and section number. After the faculty sponsor signs the contract the student should also sign it and return it to the Departmental Office, Hale 350. The Graduate Director in Anthropology will evaluate the contract and approve it if it fulfills the requirements described above. The Graduate Director, as Guided Study Coordinator, will review the application and Chair will give final approval. Finally, as noted above, guided study is to be enrolled for in the same time frame as all other courses. When all appropriate signatures are obtained the student will be registered by a member of the Department of Anthropology staff in Hale 350.

8. Sponsor and Coordinator

Faculty members, not graduate teaching assistants, sponsor guided studies. The Graduate Director in Anthropology is the departmental coordinator of guided study programs for Graduate Students.

Guided Studies / Directed Readings
Step-By-Step Application Instructions For Graduate Students

- Step #1 **Read the Department of Anthropology Application Procedures and Policies in the Handbook for Graduate Studies.**
- Fill in the application in consultation with faculty sponsor.
 - Get approval and signature of faculty sponsor.
 - Sign the agreement.
- Step #2 Submit forms to the Department of Anthropology office.
- Step #3 The Department office staff reviews the following on your application:
- GPA
 - Guided Study credit maximums (6 credits)
 - Completeness of application (including IRB approval for Independent Research)
- Step #4 Guided Study Coordinator (i.e. Graduate Director) and Chair review and approve qualifying applications.
- Step #5 Department staff enrolls student for credit hours.

**IT IS YOUR RESPONSIBILITY TO RETURN SIGNED PAPERWORK
TO THE DEPARTMENT AT LEAST TWO DAYS PRIOR
TO THE REGISTRATION DEADLINE
FOR THE TERM.**

TECHNICAL POLICIES OF COLLEGE OF ARTS AND SCIENCES

- Students may not register for more than **6 semester hours** of Independent Study credit for any one term.
- CCHE considers Independent Study courses in the category of “contractual relationship” between faculty and students. This in turn defines the amount of student effort required. The minimum is 1500 minutes of student investment of time in given educational activity for each credit hour generated.

Contract for
GUIDED STUDY / DIRECTED READINGS (ANTH 5840)
[Not to be confused with Independent Research]

Name: _____ Student ID: _____
(Last, First, Middle)

Email _____

TO BE FILLED OUT BY STAFF:

Subfield _____ Program _____ GPA _____
MA / PhD (Min.= 3.25)

Have guided study credits been completed before? _____ If yes, how many? _____ (Max = 6)

TO BE FILLED OUT AFTER CONSULTING WITH FACULTY SPONSOR:

Course No. ANTH 5840 Credit Hrs. _____ (see below) Term and Year _____

Sec. No. _____ (to be filled out by staff)

Faculty Sponsor _____ Sponsor's Rank _____

Office Phone Number _____ Office Number _____

Location of the guided study / independent research work if not Boulder campus:

TITLE / TOPIC / DESCRIPTION OF COURSE WORK (including schedule of student-faculty sponsor conferences)

“PRODUCT” TO BE COMPLETED AT END OF TERM and Due Date

BOOKS AND RESOURCES

INFORMATION FOR HUMAN SUBJECTS COMMITTEE (if applicable):

SIGNATURES:

APPROVED:

FACULTY SPONSOR SIGNATURE

GRADUATE DIRECTOR SIGNATURE

Printed Name/Date

Printed Name/Date

STUDENT SIGNATURE

CHAIR SIGNATURE

Printed Name/Date

Printed Name/Date

Printed Name/Date Registered

SIGNATURE

ANTH 7840 INDEPENDENT RESEARCH

[Not to be confused with **ANTH 5840 Guided Study/Directed Readings**]

ANTH 7840 Independent Research:

Research aimed at developing a solution to an originally conceived research problem.

[Not to be confused with Independent Study, which is identified as Guided Study by the Grad School.]

[NOT interchangeable with dissertation or thesis research]. Include a description of your research design. IRB approval may be required prior to undertaking research.

Independent Research Step-By-Step Application Instructions for Graduate Students

- Step #1 **Read the Department of Anthropology Application Procedures and Policies in the Handbook for Graduate Studies.**
- Fill in the application in consultation with the faculty sponsor.
 - Get approval and signature of the faculty sponsor.
 - Sign the agreement.
- Step #2 Submit forms to the Department of Anthropology office.
- Step #3 The Department office staff reviews the following on your application:
- GPA
 - Guided Study credit maximums (6 credits each for MA or PhD)
 - Completeness of application (including IRB approval for Independent Research)
- Step #4 Guided Study Coordinator (i.e. Graduate Director) and Chair review and approve qualifying applications.
- Step #5 Department staff enrolls the student for credit hours.

**IT IS YOUR RESPONSIBILITY TO RETURN SIGNED PAPERWORK TO THE
DEPARTMENT AT LEAST TWO DAYS PRIOR TO THE REGISTRATION DEADLINE FOR THE TERM.**

**Contract for
Independent Research (ANTH 7840)**

Name _____ Student No. _____
(Last, First, Middle)

Email _____

TO BE FILLED OUT AFTER CONSULTING WITH FACULTY SPONSOR:

Course No. ANTH 7840 Credit Hrs. 3 Term and Year _____

Sec. No. _____ (to be filled out by staff)

Faculty Sponsor _____ Sponsor's Rank _____

Location of the independent research work if not Boulder campus:

TITLE / TOPIC / DESCRIPTION OF COURSE WORK (including schedule of student-faculty sponsor conferences)

"PRODUCT" TO BE COMPLETED AT END OF TERM and Due Date

BOOKS AND RESOURCES

INFORMATION FOR HUMAN SUBJECTS COMMITTEE (if applicable):

SIGNATURES:

APPROVED:

FACULTY SPONSOR SIGNATURE

GRADUATE DIRECTOR SIGNATURE

PRINTED NAME DATE

PRINTED NAME DATE

CHAIR SIGNATURE DATE

STUDENT SIGNATURE DATE

PRINTED NAME DATE

REGISTERED BY DATE

SAMPLE PETITIONS

TEMPLATE
LETTER OF PETITION TO THE GRADUATE COMMITTEE

DATE

The Graduate Committee Department
of Anthropology University of
Colorado, Boulder

To the Graduate Committee,

I would like to submit a petition to use my coursework [training] in XXXXXXXX to satisfy my XXXXXX requirement for the [MA/PhD] degree in Anthropology. [Justify substitution; attach transcripts, as appropriate.] My advisor has approved this coursework as part of my curriculum for the [MA/PhD] Degree in [Cultural/Biological Anthropology/Archaeology]. His/her signature appears below.

The courses I have taken include the following: XXXXXXXXX

These courses are equivalent to the XXXXXX curriculum requirement in the Department of Anthropology.

[I have completed a Transfer of Credit application to the Graduate School so that these hours will appear on my UCB transcript and I have attached a syllabus for courses taken at another campus or institution].

Thank you for your consideration,

[Student Name]

[Faculty Advisor Name]

Signature

Date

Signature

Date

Graduate Committee Decision

Signature of Graduate Director

**SAMPLE LETTER OF PETITION TO GRAD SCHOOL
FOR LEAVE OF ABSENCE AFTER ENTERING CANDIDACY**
Please attach to Registrar's [Leave of Absence Application](#)
[Office of the Registrar Leave of Absence directions](#)

DATE

Dean E. Scott Adler
University of Colorado Graduate School
Regent 324 / 26 UCB
Boulder, CO 80309-0026

Dear Dr. Adler,

In order to fulfill the requirements for a PhD in Anthropology, I will conduct dissertation research in Colombia between September 2015 and August 2016. During this time I will not be on the CU campus, and cannot hold an assistantship position to cover my tuition. Dissertation grants also do not allow students to use this funding for tuition.

I am asking that the Graduate School allow me to take a Leave of Absence during my research in order to eliminate the costs of student fees and tuition during my research. This will be a great financial help and it will allow me to focus on research and writing towards my degree in Anthropology.

Thank you for your consideration.

Sincerely,

Name
PhD Candidate, Department of Anthropology
University of Colorado at Boulder

(signature)

Primary Advisor
Professor Name, Title
Department of Anthropology
University of Colorado at Boulder

TEMPLATE
NOTICE OF CHANGE OF ADVISOR

DATE

The Graduate Committee
Department of Anthropology
University of Colorado, Boulder

Attention: Howard Carter, Graduate Director to the Graduate Committee,

This letter is to advise the department of my change of advisor [reason]. I have discussed this change with both my current and prospective advisors and they have agreed to the change. Their signatures appear below.

Thank you for your consideration,

[Type student name here.]

[Type initial faculty advisor name here.]

Student Signature _____ DATE _____

 Advisor Signature DATE

[Type new advisor name here.]

New Advisor Signature _____ DATE _____

Signature of Graduate Director	DATE
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Anthropology
UNIVERSITY OF COLORADO **BOULDER**

TEMPLATE
NOTICE OF CHANGE OF COMMITTEE MEMBER

{date}

Director of Graduate Studies
Department of Anthropology
University of Colorado, Boulder

Attention: Graduate Director to the Graduate Committee,

This letter is to advise the department of a change in the composition of my dissertation committee, from X to Y. I have discussed this change with my primary advisor and dissertation committee chair, and they have agreed to the change with the signature below.

Thank you for your consideration.

Student

Advisor

Cc: Department Chair

Useful Student Resources

[Graduate School Academic Information](#)

- Graduation Requirements
- Dissertation Specs and Submission
- Candidacy Applications and other forms

[Graduate School Policies and Procedures](#)

[Graduate School Rules](#)

[Graduate Student Bill of Rights and Responsibilities](#)

[Grievance Policy](#)

[Grievance Appeal Form](#)

[Resources to Assist Students in Distress](#)

[Anthropology Department Resources](#)

[Anthropology TA Manual of Best Practices](#)

Appendix: Graduate Student Grievance Process and Procedures

The following is taken from the Graduate School [Website](#).

Graduate Student Grievance Process and Procedures

The Graduate School Grievance Process and Procedure (“the Grievance P&P” or “P&P”) establishes and describes the process through which graduate students can communicate concerns related to academic issues or academic conflicts, with the goal of ensuring that the student filing a grievance is better able to achieve academic success. This is a non-adversarial, non-judicial process. The rules of evidence, and any other rules that typically govern a criminal or civil court, are not applicable to the Grievance Procedure.

A [pdf of the Graduate Student Grievance Process and Procedures](#) is also available.

Jurisdiction and Scope

Students Covered

The Grievance P&P applies only to students enrolled in a graduate program at the University of Colorado Boulder. The Grievance P&P covers all CU Boulder graduate students and programs except for graduate students enrolled in the Leeds School of Business MBA program and the School of Law. If the issue being grieved is one that has resulted in a student’s program dismissal, the student retains the right to file a grievance on that issue for up to 30 days after the written dismissal notice.

P&P Supersedes

This document specifies the process that graduate students must follow in submitting grievances at the graduate program level, and the process that faculty in graduate programs (except for students and faculty in the programs identified above) must follow in considering these grievances. The processes and procedures in this document replace and supersede any existing department/program graduate student grievance processes, procedures, or policies. The Grievance P&P also specifies the process that graduate students must follow if their grievance is not satisfactorily resolved at the program level and they wish to submit an appeal to the Graduate School, and the process that the Graduate School will follow in considering the appeal.

Matters Covered

Grievances covered by the Grievance P&P include problems related to academic issues, such as arbitrary, inconsistent, or capricious actions taken against a graduate student; deviations from stated grading and examination policies as they appear on syllabi, on assignments, or in departmental

guidelines for graduate study; failure to provide in writing reasons behind termination or dismissal, either from the program or from employment or other support; unfair treatment related to graduate student appointments; unfairness in the application of graduate requirements or regulations; and in general any actions taken by a program that relate to graduate students and that hinder the student's ability to make normal progress toward the degree. Individuals named in a grievance must be teaching or research faculty directly involved in the student's program of study. In those instances where a graduate student has a complaint against faculty in a campus research institute, a national laboratory, or in a setting governed by a federal grant whether on or off campus, the student's home academic department (the unit awarding the degree) is responsible for helping to identify a resolution. Nothing in this document is intended to create an appeal right to an employment termination decision or otherwise undermine at-will appointments.

Matters Not Covered

The following issues do not fall under the jurisdiction of the Graduate School Grievance P&P:

1. **Grade appeals** must be filed in accordance with the grade appeal procedures of the school or college in which the degree-granting unit is housed. Although the Grievance P&P does not cover appeals based on the academic (contentspecific) grounds on which a grade was assigned, as noted above, the Grievance P&P does cover deviations from stated grading and examination policies as they appear on syllabi, on assignments, or in departmental guidelines for graduate study.
2. **Academic decisions rendered by a program that can be properly judged only by specialists with content-area expertise** will not be considered. Such decisions may include dismissal from a graduate program based on failure to maintain the requisite GPA; dismissal from a graduate program based on two failed attempts at comprehensive or final examinations; and denial of admission to candidacy based on the graduate program's rules for qualification.
3. **Allegations of sexual misconduct, protected class discrimination or harassment, or retaliation and/or conflict of interest in cases of amorous relationship** will be reported to the [Office of Institutional Equity and Compliance \(OIEC\)](#) and are not under the jurisdiction of the Graduate School Grievance P&P.
4. **Allegations of [research misconduct](#), including unfair treatment in assigning joint authorship**, should be filed with the Standing Committee on Research Misconduct (SCRM).
5. **Allegations of unprofessional conduct on the part of teaching or research faculty** should be reported to the supervising administrator of the faculty member, as addressed in the Academic Affairs' policy [Professional Rights and Responsibilities of Faculty Members and Roles and Professional Responsibilities of Academic Leaders](#).

6. **Issues of Student Conduct** which fall under the jurisdiction of the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) shall be covered by related policies and processes.
7. Any other allegations or issues that **fall under the scope of a separate, specialized process outside of graduate programs and the Graduate School.**

Discretionary Authority

The Dean of the Graduate School has final discretion as to whether or not an issue is academic and otherwise falls under the jurisdiction of the Graduate School Grievance P&P.

Grievance Procedures

Exhaustion of Pre-Appeal Processes

Whenever possible, graduate students and faculty in graduate programs should seek informal resolution of the issues covered in the P&P. A list of campus resources and Graduate School policies that may be helpful in identifying and achieving resolutions can be found on the Graduate School website. In cases where an informal resolution has not been achieved, graduate students may submit a grievance but must first do so with their graduate program. If the issue is not resolved at the graduate program level, then the student may subsequently submit an appeal to the Graduate School. The Graduate School will not accept an appeal unless or until the student has exhausted the graduate program level grievance process, as outlined below.

Distribution and Awareness

All graduate programs should ensure that graduate students and graduate faculty are aware of the Graduate School Grievance P&P. Best practices for ensuring such awareness include communicating the P&P to graduate students at program-level orientations and in program-level graduate handbooks. This document will also be posted on the Graduate School's website.

Graduate School is a Resource

Graduate students may, but are not required to, contact the Graduate School before submitting a program-level grievance. The Graduate School can provide a copy of this P&P, including the [Graduate Student Grievance form \(GSG\)](#), as well as information concerning campus resources that may be helpful in the pursuit of an informal resolution. Regardless of whether a graduate student informs the Graduate School of intent to submit a program-level grievance, the student must follow the Graduate School Grievance P&P in submitting the program-level grievance.

Graduate Program Grievance Procedures

1. **Grievance Submission and DGS Review and Discretion**

1. If the academic issue cannot be resolved informally, the graduate student may submit a completed Graduate Student Grievance form to the director of graduate studies (DGS) in the student's graduate program, copying the Graduate School as specified on GSG form. If the DGS is named in the grievance, the GSG form should be submitted to the department chair. If the chair, too, is named in the grievance, the graduate student should contact the Graduate School for guidance on program-level submission. The DGS/chair should notify the school/college Associate Dean and the Dean of the Graduate School upon receipt of a student grievance.
2. If the GSG form is deemed incomplete by the DGS, the DGS should promptly return the form with instructions for its completion.
3. The DGS (or department chair, if the DGS is named in the grievance) will determine whether or not the issue(s) being grieved falls within the scope of the Graduate Student Grievance P&P as defined in Section 11. above. The DGS is encouraged to consult with the Graduate School if questions arise with regard to the P&P's scope. Issues listed under Section II. D 1-7 above do not fall within the P&P and should be reported to the appropriate office. Allegations of sexual misconduct, protected class discrimination or harassment, or retaliation must be reported to the Office of Institutional Equity and Compliance (OIEC).
4. Upon receipt and review of the GSG form and related materials, the DGS has the discretion, in consultation with the Dean of the Graduate School, to consider the status of any other university investigatory or review process, if known, including those conducted by OIEC, OSCCR, SCRM, or the Director of Faculty Relations. If issue(s) related to those being grieved are under review by one or more of these offices, the DGS may, after consulting with the other office, and with the permission of the Dean of the Graduate School, choose to delay initiation of the Graduate Program Grievance procedures until the office's investigation or review has culminated. For example, a student might submit a grievance alleging that insufficient mentoring has impeded the student's ability to make normal progress toward the degree, and might also allege that the insufficient mentoring is product of a faculty supervisor's protected class discrimination against the student. In such a situation, the DGS may, with the permission of the Dean of the Graduate School and in consultation with OIEC, choose to delay the Graduate School grievance process pending completion of an OIEC investigation. In any case, pursuant to jurisdiction and scope clarified above in Section II. D., the DGS would only be authorized to consider the allegations not involving protected class discrimination, to the extent they are severable. If the DGS determines that the

allegations are not severable from allegations being reviewed or investigated by another university office, then the DGS should decline to review the grievance.

2. Committee Formation, Materials Distribution, and Opportunity to Respond

1. If the DGS determines that the issue(s) being grieved fall within the scope of the Graduate School Grievance P&P, the DGS will form a Graduate Program Grievance Committee. Only faculty members holding regular graduate faculty appointments in the student's graduate program may serve on the Graduate Program Grievance Committee. Faculty against whom the grievance has been submitted shall not serve on the committee. The committee will typically have two to four members. The DGS serves as a non-deciding advisory chair of the committee in addition to the two to four deciding members. If there are not two faculty members from the graduate program who hold regular graduate faculty appointments and are not named in the grievance, the DGS should contact the Dean of the Graduate School for guidance. The Dean may, in consultation with the DGS, suggest a committee member or members from another CU Boulder graduate program.
2. The DGS should promptly distribute the GSG form and all appended materials to the faculty member or members against whom the grievance has been filed. The faculty member(s) will have opportunity to respond in writing to the grievance within ten business days, but a response is not required. If more than one faculty member is identified in the grievance, faculty members may respond individually or collectively. The DGS should promptly provide a copy of the response, if any, and all materials submitted with the response to the student who has filed the grievance. The DGS will share the grievance, response(s), and any appended materials with the Graduate Program Grievance Committee and schedule a hearing.

3. Hearing Procedures

1. The graduate student (grievant) will be given the opportunity to be heard in person, over the phone, or by other means before the Graduate Program Grievance Committee. The responding faculty member(s) will also be given an opportunity to be heard in person, over the phone, or by other means if the faculty member is not available, before the committee. The grievant and the faculty member(s) against whom a grievance has been filed will normally not be heard before the committee at the same time. If more than one faculty member is identified in the grievance, they will typically be heard together before the committee; however, the DGS reserves the discretion to require separate hearings.

2. The grievant, as well as the faculty member(s) identified in the grievance, have the right to consult with an attorney or any other advisor of their choosing who does not have a conflict of interest. Each person (whether grievant or faculty member) may be accompanied by no more than one person (attorney, friend, spouse, etc.) at the hearing. Because hearings are not legal proceedings nor intended to be adversarial, anyone accompanying the student or a faculty member identified in the grievance will not be allowed to speak for or on behalf of the individual during the hearing. If an individual chooses to bring an advisor to the hearing, it is the individual's obligation to select an advisor whose schedule allows attendance within the time frame designated by the DGS. The DGS is not obligated to reschedule the hearing to accommodate an advisor's schedule.
3. At the hearing, members of the Graduate Program Grievance Committee will preside and will typically ask the grievant and faculty member(s) to summarize their perspective on the alleged conflict, ask for any additional relevant information, and request clarifications, if needed, pertaining to the grievance, the response(s), or appended materials. Committee members can and should ask questions about, discuss, and consider all contents of the grievant's GSG form, any verbal information offered by the grievant during a personal appearance before the committee, any written response from the respondents, and any verbal information offered by a respondent during a personal appearance before the committee, for the purposes of rendering a decision and making recommendations regarding the specific grounds stated by grievant in the GSG form.
4. The committee should not ask questions about or make decisions or recommendations about any information for purposes that fall outside of the specific grounds stated by the grievant, and must not ask questions about or make decisions or recommendations that are outside the scope and jurisdiction of this document, even if related to the issues alleged by the grievant. While such information may be important, it would be more appropriately addressed via other university processes outside of the jurisdiction of this specific process.

4. Committee Report and Recommendations

1. After the hearing and without the grievant or respondent(s) present, the committee should engage in discussion of the grievance and suggest recommendations. The focus of the hearing and the committee's resulting report should be to seek to understand the source of an alleged concern or conflict, but only if it falls within the scope and jurisdiction of this process, and then to provide recommendations in consideration of the grievant's sought remedies, if appropriate and available. These recommendations

should enable authorized faculty and program administrators to work with a grievant to achieve resolutions or to consider areas for program improvement. For example, if the panel determines that a concern is a result of a misunderstanding, the panel should suggest ways to improve communication.

2. The committee is not authorized to decide student or personnel sanctions or require conditions on programs or individuals. Recommendations concerning personnel are referred to the appropriate appointing authority. The DGS/chair of department, in consultation with the Dean of the Graduate School, will contact the appropriate appointing authority to relay any recommendations involving personnel and help to implement any recommended resolution. In cases of concerns of serious misconduct by University faculty, research faculty, or staff, the report will be referred to the appropriate disciplinary authority (appointing authority, Faculty Affairs, etc.) for further review and consideration.
3. After the hearing and committee discussion, the DGS will prepare a draft report summarizing the issues and containing resolution recommendations for the committee's review and approval. The final report will contain specific recommendations regarding the issues that the committee identified in the allegations and address any specific remedy sought by the grievant. Prior to finalizing the DGS report, the DGS and/or committee is encouraged to consult with the Office of University Counsel.
4. Within ten business days, or such other reasonable time period as determined by the DGS, of the hearing, the DGS will distribute the final report to the graduate student who filed the grievance and to the faculty member(s) against whom the grievance was filed. From official acceptance of the grievance to the issuance of the report to the graduate student, ideally, the grievance process at the graduate program level should take no more than 60 calendar days; however, each grievance is unique and the time period should be reasonable to the nature, scope, and timing of submission of the grievance.
5. During semester breaks (including summer), it may not be possible to adhere to the business and calendar day deadlines specified above. The DGS and Graduate Program Grievance Committee should in any case make every attempt to respond to the grievance and issue a report as expeditiously as possible, but delays occasioned by semester breaks or other conditions will not invalidate the process. However, the reason for any delay should be communicated to the grievant.
6. While the grievance is pending at the graduate program level, the Graduate School will, as necessary, assist graduate students, faculty members named in grievances, directors of graduate studies/chairs, and Graduate Program Grievance Committee members with

procedural guidance, but typically will not engage in any substantive judgments pertaining to the academic issue itself with the student, the faculty member(s) against whom the grievance has been filed, the DGS/chair, or the Graduate Program Grievance Committee. Exceptions to this rule can be made, at the sole discretion of the Dean of the Graduate School, in cases where the graduate program has failed to respond to the student or has failed to respond in a timely fashion. The Dean of the Graduate School may also intercede at any point during the program-level grievance procedure if the Dean becomes aware of deviations from the P&P and/or of issues that require immediate intervention or investigation from a campus investigatory body (e.g. OIEC, Director of Faculty Relations, OSCCR, Standing Committee on Research Misconduct).

Appeal to the Graduate School

1. Appeal Submission, Dean Review and Discretion, and Opportunity to Respond to Any Additional Materials

1. Procedures at the Graduate School level intentionally align with procedures at the graduate program level, since at the Graduate School level the grievance becomes an appeal process.
2. If, on receiving the Graduate Program Grievance Committee's report, the graduate student finds that the report and recommendations do not satisfactorily resolve the academic issue which occasioned the grievance, the student may appeal to the Graduate School by submitting the Graduate Student Grievance form ([GSG](#)), faculty response(s), appended materials, and the Graduate Program Grievance Committee report to the Dean of the Graduate School, or designee. The graduate student must appeal within twenty business days of receiving the Graduate Program Grievance Committee's report or the appeal may be determined to be untimely and not considered. Consistent with the above, the graduate student must have exhausted the program-level grievance procedures before appealing to the Graduate School.
3. On receiving an appeal, the Dean will promptly communicate with the DGS of the graduate program to confirm whether the Graduate School is in receipt of all relevant materials (e.g. GSG form, faculty response[s], appended materials) previously a part of the graduate program grievance review. If the materials are deemed incomplete, the Dean of the Graduate School will promptly return the form to the graduate student and/or faculty member(s) and/or DGS with instructions for its completion.
4. The graduate student may decide to append any additional documentation or information deemed relevant. However, all such documentation and information will be shared with the faculty member(s) named in the appeal, and the faculty member(s) will

be given an opportunity to respond in writing to any additional documentation or information.

5. The Dean will promptly verify whether the P&P has been followed at the program level, e.g. by determining that the issue(s) being appealed falls within the scope of the Graduate School Grievance P&P. Issues listed under Section II. D 1-7 above do not fall within the P&P, and the Dean will verify with the DGS that any issues pertaining to Section II. D 1-7 have been reported to the appropriate office. If the Dean determines that the process has not been followed at the program level, he/she has the discretion to return the grievance to the program level committee for review in accordance with the process and procedures. The Dean may also decide that the grievance should proceed to the appeal process.
6. Upon receipt and review of the GSG form and related materials, the Dean has the discretion to consider the status of any other university investigatory or review process, if known, including those conducted by OIEC, OSCCR, SCRM, or the Director of Faculty Relations. If issue(s) related to those being appealed are under review by one or more of these offices, the Dean may, after consulting with the other office, choose to delay initiation of the appeal until the office's investigation or review has culminated. For example, a student might submit an appeal alleging that insufficient mentoring has impeded the student's ability to make normal progress toward the degree, and might also allege that the insufficient mentoring is product of a faculty supervisor's protected class discrimination against the student. In such a situation, the Dean may, in consultation with OIEC, choose to delay the Graduate School grievance process pending completion of an OIEC investigation. In any case, pursuant to jurisdiction and scope clarified above in Section II. D., the Dean would only be authorized to consider the allegations not involving protected class discrimination, to the extent they are severable. If the Dean determines that the allegations are not severable from allegations being reviewed or investigated by another university office, then the Dean should decline to review the appeal.
7. The Dean of the Graduate School will notify the graduate student, faculty member(s) against whom the appeal has been filed, DGS, and chair once the Dean has accepted the appeal and initiated the appeal process. The Dean of the Graduate School will copy the college/school dean or associate dean for graduate studies on this notification.

2. Appeal Committee Formation

1. The Dean of the Graduate School will then form a Graduate School Appeal Committee. The Appeal Committee is composed of five members, not including the Dean of the

Graduate School who will act as the nondeciding chair and advisor to the committee. The five members include four members of the graduate faculty from outside the student's department, and a graduate student. The graduate student will be a representative from the United Government of Graduate Students (UGGS), but may not be the UGGS representative on the Graduate School Executive Advisory Council and cannot be from the grievant's department. All faculty on the Committee must have regular graduate faculty appointments, experience as a graduate student supervisor, and, although not required, preferably experience as director of graduate studies (e.g. graduate associate chair of a department).

2. The Dean will schedule a hearing as soon as conveniently possible after confirming all materials and written responses have been received.

3. Appeal Hearing Procedures

1. The graduate student (grievant) will be given the opportunity to be heard in person, over the phone, or by other means before the Graduate School Appeal Committee, as indicated on the GSG form. The responding faculty member(s) will also be given an opportunity to be heard in person, or over the phone, or by other means before the committee. The grievant and the faculty member(s) against whom an appeal has been filed will normally not be heard before the committee at the same time. If more than one faculty member is named in the appeal, they will typically appear together before the committee; however, the DSG reserves the discretion to require separate hearings.
2. The grievant, as well as the faculty member(s) identified in the appeal, have the right to consult with an attorney or any other advisor of their choosing who does not have a conflict of interest. Each person (whether grievant or faculty member) may be accompanied by no more than one person (attorney, friend, spouse, etc.) at the hearing. Because hearings are not legal proceedings nor intended to be adversarial, anyone accompanying the student or a faculty member identified in the grievance will not be allowed to speak for or on behalf of the individual during the hearing. If an individual chooses to bring an advisor to the hearing, it is the individual's obligation to select an advisor whose schedule allows attendance within the time frame designated by the Dean. The Dean is not obligated to reschedule the hearing to accommodate an advisor's schedule.
3. At the hearing, members of the Graduate School Appeal Committee will preside and will typically ask the grievant and faculty member(s) to summarize their perspective on the alleged conflict, ask for any additional relevant information, and request clarifications, if needed, pertaining to the grievance, the response(s), or appended materials.

Committee members can and should ask questions about, discuss, and consider all contents of the grievant's GSG form, any verbal information offered by the grievant during a personal appearance before the committee, any written response from the respondents, and any verbal information offered by a respondent during a personal appearance before the committee, for the purposes of rendering a decision and making recommendations regarding the specific grounds stated by grievant in the GSG form.

4. The committee should not ask questions about or make decisions or recommendations about any information for purposes that fall outside of the specific grounds stated by the grievant, and must not ask questions about or make decisions or recommendations that are outside the scope and jurisdiction of this document, even if related to the issues alleged by the grievant. While such information may be important, it would be more appropriately addressed via other university processes outside of the jurisdiction of this specific process.

4. Appeal Committee Report and Recommendations

1. After the hearing and without the grievant or respondent(s) present, the committee should engage in discussion of the appeal and suggest recommendations. The focus of the hearing and the committee's resulting report should be to seek to understand the source of an alleged concern or conflict, but only if it falls within the scope and jurisdiction of this process, and then to provide recommendations in consideration of the grievant's sought remedies, if appropriate and available. These recommendations should enable authorized faculty and program administrators to work with a student to achieve resolutions or to consider areas for program improvement. For example, if the panel determines that a concern is a result of a misunderstanding, the panel should suggest ways to improve communication.
2. The committee is not authorized to decide student or personnel sanctions or require conditions on programs or individuals. Recommendations concerning personnel are referred to the appropriate appointing authority. The Dean of the Graduate School will contact the appropriate appointing authority to relay any recommendations involving personnel and help to implement any recommended resolution. In cases of concerns of serious misconduct by University faculty, research faculty, or staff, the report will be referred to the appropriate disciplinary authority (appointing authority, faculty affairs, etc.) for further review and consideration.
3. After the hearing and committee discussion, the Dean of the Graduate School, or designee, will prepare a draft report summarizing the issues and containing resolution recommendations for the committee's review and approval. The final report will contain

specific recommendations regarding the issues that the committee identified in the allegations and address any specific remedy sought by the grievant. Prior to finalizing the report, the Dean and/or committee is encouraged to consult with the Office of University Counsel.

4. Within twenty business days, or such other reasonable time period as determined by the Dean, of the hearing, the Dean will distribute the final report to the graduate student who submitted the appeal and to the faculty member(s) against whom the appeal was submitted, copying the DGS, chair, and appropriate school/college dean or associate dean. From official acceptance of the grievance to the issuance of the report to the graduate student, ideally, the appeal process at the Graduate School level should take no more than 90 calendar days; however, each grievance is unique and the time period should be reasonable to the nature, scope, and timing of submission of the appeal.
5. During semester breaks (including summer), it may not be possible to adhere to the business and calendar day deadlines specified above. The Dean and Graduate School Appeal Committee should in any case make every attempt to respond to the appeal and issue a report as expeditiously as possible, but delays occasioned by semester breaks or other conditions will not invalidate the process. However, the reason for any delay should be communicated to the grievant.