

UNIVERSITY OF KANSAS GRADUATE PROGRAM IN ANTHROPOLOGY

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GRADUATE PROGRAM IN ANTHROPOLOGY

GENERAL PROGRAM

Introduction

The Graduate Program in Anthropology at the University of Kansas provides formal training in all areas of anthropology. While students are expected to meet the requirements of at least one of the subdisciplines, interdisciplinary and interdepartmental work is encouraged. Students often work with faculty having diverse areas of expertise.

Faculty members have expertise in the following areas:

Archaeology: Anthropological approaches to paleoenvironmental studies, geoarchaeology, symbol systems, lithic and ceramic studies of prehistoric societies of the Americas, Europe, and the Near East.

Biological Anthropology: Anthropological genetics, historical demography and epidemiology, molecular genetics, human osteology, forensic DNA, paleoanthropology, human growth and development, maternal and child health and nutrition, populations in the Americas, Eurasia, East Africa, Pacific, and India.

Linguistic Anthropology: The social contexts of language, language documentation and revitalization, language ideology, language and power, media archiving and data interoperability. Particular strengths exist in Central and East Asia.

Sociocultural Anthropology: Applied anthropology, ecological anthropology, feminist anthropology, historical anthropology, medical anthropology, political anthropology, social organization, symbolic anthropology, Africa, East Asia, Middle East, the Pacific and the Americas.

Administration

The graduate program is administered by the graduate coordinator and the graduate committee according to policies and procedures established by the faculty. The graduate committee is composed of the graduate coordinator (chair), a graduate student, and faculty members representing the subdisciplines. The chair of the department is an ex-officio member.

Applications

In accordance with university regulations, all degree-seeking applications for graduate study include an application fee. For paper applications, this fee is to be paid by check or money order made out to **The University of Kansas**. Electronic applications include a fee to be paid by credit card. The following table lists the required application fees.

DOMESTIC PAPER APPLICATION FEE	DOMESTIC ELECTRONIC APPLICATION FEE	INTERNATIONAL PAPER APPLICATION FEE	INTERNATIONAL ELECTRONIC APPLICATION FEE
\$55.00	\$45.00	\$60.00	\$55.00

To apply to the Anthropology graduate program, the following materials are required:

1. A completed application form with your application fee (see below for how to apply electronically or by mail)
2. A copy of your **curriculum vitae** or **resume** should be mailed directly to the KU Anthropology Department.
3. One **official** copy of your **transcript** from each undergraduate and graduate institution you have attended should be mailed directly to the office of Graduate Studies and Research.
4. A letter stating your **academic objectives** and clearly indicating the disciplinary track of interest (i.e., archaeology, biological anthropology, linguistic anthropology, or sociocultural anthropology) should be mailed directly to the KU Anthropology Department. **Applicants who wish to be considered for an assistantship or fellowship should state this in their cover letter or statement of academic objectives.** (We have no official form for this purpose.) Any additional supporting materials you wish to submit should also reach us by the **January 5** deadline. Please note that very few first-year graduate students receive assistantships or fellowships. For information about financial aid, we suggest you write the Office of Student Financial Aid, 1450 Jayhawk Blvd., 50 Strong Hall, University of Kansas, Lawrence, KS 66045-7535.
5. **Three letters of recommendation** from faculty members (if possible) with whom you have worked and who know your work well should be mailed directly to the KU Anthropology Department
6. A copy of your **Graduate Record Examination (GRE)** report of scores is recommended but not required. *To be considered for university fellowships, GRE scores are required.* If you have not taken the GRE and need instructions, write to Educational Testing Services, Princeton, NJ 08541. Our school code is 6871 and our department code is 1701. This will ensure scores are sent to the appropriate addresses. (GRE scores are not required to be considered for our departmental graduate teaching assistantships.)
7. **Ph.D. applicants only (i.e., those who will have completed an M.A. prior to attending KU) are required to submit a professional writing sample.** This can be in the form of a publication or thesis. Please do not send the writing sample as an online attachment as we require a paper copy. This also should be mailed directly to the KU Anthropology Department. (Please send a self-addressed stamped envelope if you wish to have it returned.)
8. **Ph.D. applicants only (i.e. those who will have completed an M.A. prior to attending KU) must contact the KU professor with whom they wish to work.** We must have a letter from this professor stating their willingness to be your advisor before we will act on admission. Qualified students at the doctoral level will be accepted only if there is a faculty member willing and competent to advise them in their doctoral work. Applicants should contact, by phone, email, or in person, the faculty member with whom they wish to work to determine the feasibility and mutual desirability of a working relationship.

9. **International applicants** are required to submit **TOEFL** scores which should be sent directly to the **Graduate School, University of Kansas, 1450 Jayhawk Blvd., 300 Strong Hall, Lawrence, KS 66045-7353**. Information on the acceptable means for verifying minimum English proficiency requirements for the office of Research and Graduate Studies admission can be found on line in the KU International Programs web site (<http://www.oip.ku.edu/~oip/students/mepr/>).
10. **International applicants** must submit an **Affidavit of Support** indicating the annual financial resources they will have available for graduate study. This should be mailed directly to the KU Anthropology Department.

Electronic Application: To apply electronically, please go to <http://www.applyweb.com/apply/ukganth/menu.html>. If you apply electronically, you are not required to send the department a photocopy of the application and fee payment. All GRE and TOEFL scores and transcripts should be mailed to the **Graduate School, University of Kansas, 1450 Jayhawk Blvd., 300 Strong Hall, Lawrence, KS 66045-7353**. Please send or see that all remaining application materials are mailed directly to: **Graduate Admissions, Anthropology Department, University of Kansas, 1415 Jayhawk Blvd., 622 Fraser Hall, Lawrence, KS 66045-7556**.

Paper Application: Paper application forms may be downloaded online at <http://www.applyweb.com/apply/ukansg> or you may request an application from the department. Mail the *original* application form, application fee, GRE and TOEFL scores directly to: **Graduate Applications Processing Center, University of Kansas, 1450 Jayhawk Blvd., 313 Strong Hall, Lawrence, KS 66045-7353**. Send your remaining original application materials to: **Graduate Admissions, Anthropology Department, University of Kansas, 1415 Jayhawk Blvd., 622 Fraser Hall, Lawrence, KS 66045-7556**.

Applications for admission must be approved by *both* the Department of Anthropology Graduate Committee and the Graduate School for the applicant to be admitted to the program.

The graduate committee evaluates applications on the basis of the following: grade point average and scholastic record, letters of recommendation, availability of a faculty advisor in the applicant's area of interest, and a written statement of academic and professional goals of the student. An undergraduate major in anthropology is not a prerequisite for admission to the Master's Program.

Applicants with a B.A. degree must have a grade point average of 3.2 or higher (on a 4.0 scale) to be admitted as a regular student. Students with somewhat lower grade point averages may occasionally be admitted on probationary (provisional) status. Students who have attended graduate school at another institution must have a grade point average in graduate study of 3.5 or higher. All students are expected to enter the graduate program at the M.A. level, with the exception of students who have obtained an M.A. degree in anthropology, including a thesis or its equivalent (see page 6) from another university.

Students with a degree from the KU Museum Studies program who wish to enter the doctoral program in anthropology are expected to first fulfill *all* requirements for the master's degree in anthropology, including the M.A. thesis and any required coursework not previously taken for Museum Studies credit. Students with a master's degree in other disciplines, such as biology, English, or nursing, may be allowed to enter the Anthropology Ph.D. program *only after* any recognized deficits have been fulfilled. This can often be accomplished by completing the core courses required of anthropology M.A. students (ANTH 701, 702, 703, and 704) or equivalent coursework. Once perceived deficits have been removed, the student (with endorsement from her/his advisor and committee) can petition the graduate committee for admittance into the Ph.D. program without completing an M.A. in anthropology.

The foregoing requirements apply to applicants from foreign universities as well as those from the United States. The transcripts of potential foreign students will be evaluated whenever possible by someone who

knows the university from which they come. Application files should be completed by **January 5** for students planning to enter the program the next academic year, which begins in August. Foreign students are especially advised to complete their files before these deadlines because the review of their applications may involve consultations with persons outside the department.

The department will destroy all files for applicants who do not enroll within one calendar year after the department has acted upon their application, unless the department is otherwise notified in writing by the applicant.

Financial Support of Students

Graduate teaching assistantships (GTAs) are allotted to graduate students on a competitive basis. These positions provide the student with a stipend, tuition waiver, and office space. GTA openings for the next academic year are normally announced in the Spring semester. Students are responsible for watching for the announcement of these positions. Contact the graduate coordinator for further information.

To allow as many students as possible to obtain teaching experience, GTA appointments are limited to a total of 300%. Any combination of appointments that totals this figure is possible (e.g., 6 semesters at 50% time). Students who receive their M.A. degree in anthropology from KU are eligible to have GTA appointments totaling 400%, not more than 300% of which can be received before the student completes the M.A. degree. A student who is awarded and accepts a GTA position must be enrolled for at least 6 hours of graduate credit during each semester of employment. Graduate student teaching appointments during the summer term do not count against the student's total GTA time. Summer teaching appointments are limited to doctoral students.

Some faculty members support students from grants and contracts as graduate research assistants (GRAs). Advertising and hiring for GRA positions are the responsibility of individual faculty members. Students should contact specific faculty members if they are interested in GRA positions.

The University offers a limited number of fellowships for exceptional new graduate students (e.g., Honors Fellowship). Minority student support is also available (Post-Baccalaureate, Graduate Minority Opportunity, and College Minority GTA Program Fellowships). University support in the form of Summer and Dissertation Fellowships is available on a competitive basis. Information on these fellowships may be obtained from the graduate coordinator or the graduate school, 300 Strong Hall. Students who wish to be considered for nomination for these fellowships must provide their GRE scores with their application materials.

Students who are on probation or who have provisional status (see Graduate School Catalog) cannot hold GTA positions.

The M.A. Program

Temporary Advisor

A temporary advisor is assigned on admission. At first enrollment new students **must** consult with the graduate coordinator and their temporary advisor. The advisor, who is normally indicated in the student's acceptance letter, reviews the student's preparation, discusses the courses needed to remove any deficiencies, and helps in the selection of courses. *Incoming students are strongly encouraged to enroll in the required core courses (ANTH 701, 702, 703, 704) at their earliest opportunity, as these courses are generally only taught every third semester.*

By the end of the first year, and preferably sooner, the student should have chosen an M.A. advisor and thesis committee. The committee must include a minimum of three graduate faculty members. The chair and at least one other member of this committee must be from the anthropology graduate faculty. The chair cannot be a member of the adjunct or courtesy anthropology faculty. Committee members may, with department and university approval, be appointed from other universities or institutions to serve on specific graduate student committees. As soon as the committee has been formed, the student must submit, in writing, the names of members to the graduate coordinator for approval. After approval this information is placed in the student's file.

To change the committee chair a student must petition the graduate committee. The student may change other committee members with the consent of the committee chair. It is the student's responsibility to notify in writing the graduate coordinator of these changes. Any faculty member has the right to refuse to serve on any M.A. committee.

Course Work

Core Courses

In preparation for specialization, **all Master's students are required to pass** the four Core Courses designed to provide an introduction to fundamental issues, methods, and theories in anthropology. Students should give Core Courses priority and enroll in them as soon as they are offered.

701 HISTORY OF ANTHROPOLOGY (3)

Development of the field of anthropology and its relations with intellectual history. Emphasis on method and theory in historical context.

702 CURRENT ARCHAEOLOGY (3)

The fundamental issues, methods, and theories in contemporary anthropological archaeology. Case studies illustrate data acquisition, dating methods, culture history, paleoenvironmental models, and the study of culture processes.

703 CURRENT BIOLOGICAL ANTHROPOLOGY (3)

The fundamental issues, methods, and theories in contemporary biological anthropology.

704 CURRENT CULTURAL ANTHROPOLOGY (3)

The fundamental issues, methods, and theories in contemporary cultural anthropology and anthropological linguistics.

Hours

For the M.A., the student takes a minimum of thirty (30) hours of graduate level courses as specified by each subdiscipline. No more than six hours of reading and research or thesis research courses may count towards the 30-hour total. **PLEASE NOTE: The graduate school requires that the student enroll in at least one hour of Master's Thesis (ANTH 899) to receive the degree.** All students who have completed the required 30 hours of course work are required to be *continuously enrolled* in at least one hour of graduate course work until all requirements for the degree are completed. Students are expected to finish the

requirements for the M.A. degree by the end of the seventh semester after entering the program (see **Probation**).

The Department can consider transfer of *up to six* graduate credits for courses completed at other universities, if those courses are compatible with ones offered in the KU Anthropology program or are otherwise needed to complete degree requirements. The student, with support of her/his advisor, can submit transcripts, course syllabi, and relevant materials to the graduate committee with a petition for acceptance of transfer hours.

M.A. Thesis

Students must submit a thesis (preferably not more than 75 text pages in length) to their M.A. committee. If the committee approves the thesis for defense the chair then notifies the graduate coordinator to schedule the Master's Examination.

Students who have performed independent research and have presented findings in the form of a refereed journal article or comparable scholarly work may petition their committee to use such work to fulfill the M.A. thesis requirement.

A bound copy of the M.A. thesis must be deposited in the department office (see **Student Responsibilities**, p. 11). The department will not submit paperwork (do-all forms) required for graduation to the Graduate School until the bound copy of the thesis has been received. The graduate school requires electronic submission of theses, and guidelines can be found at: <http://www.graduate.ku.edu/~etd/>

M.A. Examination

The M.A. examination takes the form of an oral comprehensive examination, of which the defense of the thesis is only a part. Present and participating are the student and the M.A. committee, composed of a minimum of three graduate faculty members (see *M.A. Advisor and Committee* above). All other departmental faculty and graduate students are invited and encouraged to attend as nonvoting participants. At the successful conclusion of examination, students must apply for the M.A. degree by filing an Application for Degree form at the Graduate School. Students wishing to continue in the program in pursuit of a Ph.D. must so indicate to their advisor and committee, who will determine by vote whether they may continue in the program. Students who are permitted to proceed must have written endorsement from their Ph.D. advisor (see below under Ph.D. admission).

Double Degrees

For students majoring in anthropology and another M.A. program, a reduced hour degree is possible in some cases for a second master's degree (e.g., in Museum Studies), but only when specific course work fulfills the requirements of both degrees. The hours required for the second master's degree cannot be reduced more than 6 hours (a minimum of 24 additional hours required), but this is contingent on approval of the student's committee and upon the student being in good standing in the program.

The Ph.D. Program

Admission

A KU graduate student who has completed the requirements for the M.A. in anthropology may apply to the graduate committee for admission to the doctoral program. Admission depends on: (1) a letter of intent from the student; (2) the written recommendation of the M.A. committee to the graduate committee; (3) student's scholastic record; and (4) a regular member of the anthropology graduate faculty must indicate in writing a willingness to chair the dissertation committee.

Students from other universities prior to enrolling in the Ph.D. program, must complete all requirements for the master's degree in anthropology, including a thesis or an equivalent level of academic achievement. The courses required to fulfill any deficiencies in the training of an incoming Ph.D. student will be determined by the members of the subdiscipline at the time of admission. Deficiencies will be specified in the admissions letter sent to the student. Students with a master's degree in other disciplines, such as biology, English, or nursing, may be allowed to enter the anthropology Ph.D. program *only after* any recognized deficits have been fulfilled. This is often accomplished by completing the core courses required of anthropology M.A. students (ANTH 701, 702, 703, and 704) or equivalent coursework. Once perceived deficits have been removed, the student with a non-anthropology masters degree and with endorsement from her/his advisor and committee, can petition the graduate committee for admittance into the Ph.D. program without completing an M.A. in anthropology.

Provisional Admission: If a student has failed to complete all requirements for the master's degree at the time of entry into the Ph.D. program, the student will be allowed one semester of provisional admittance to complete the requirements.

Doctoral Committee

When admitted, the student's first task is, in consultation with the committee chair, to select the remaining members of the doctoral committee. Two members are required. At least one of the additional committee members must be a *regular* member of the department's graduate faculty; the third may be a member of the graduate faculty from another department in the university, or a specially appointed and approved faculty member from another university. Upon agreement of the committee members to serve, the student notifies the graduate coordinator in writing. The members of the doctoral committee are responsible for evaluating performance and counseling the student toward the satisfactory completion of the doctorate. Regular members of the anthropology department faculty include those who are tenured or in a tenure-track position in the department.

The student must petition the graduate committee to change the committee's chair, and approval is contingent upon the willingness of another regular member of the department's graduate faculty to accept the position. The student may also change any other committee member with the consent of the committee chair. It is the student's responsibility to notify the graduate coordinator, at once and in writing, of such changes.

Ph.D. Candidacy

The requirements for admission to Ph.D. candidacy are:

1. Fulfillment of the FLORS requirement (see below):

2. Completion of at least 24 graduate credit hours of post-M.A. course work. (Non-remedial hours in excess of 30 taken before the M.A. degree is awarded may be counted toward this requirement.) Of the 24 hours, no more than nine (9) may be in graduate research/readings (ANTH 996) and/or dissertation hours (ANTH 999) in anthropology.
3. Fulfillment of residency requirement. Two semesters, normally consecutive or one semester and one summer session, must be spent in resident study at the University of Kansas (see Graduate School Catalog).
4. Satisfactory completion of three field statements as approved by the student's committee.

Having completed these four requirements, the student must then:

1. Pass the written comprehensive examinations over each of the field statement topics as determined by the student's advisor and committee.
2. Submit a satisfactory proposal for dissertation research to the Ph.D. committee.
3. Pass the oral comprehensive examination.

The specific content of the FLORS, field statements, written and oral examinations, and dissertation research proposal requirements are worked out between the student and their Ph.D. committee, but the subsections that follow outline their general nature.

FLORS Requirement

Languages or other research skills used to satisfy the FLORS requirement must be approved by the student's committee. Since these are research skills, students are advised to master them early in the program, so they may be utilized in further course work, independent study, and research. The aspirant must satisfy one of the following options before taking the comprehensive exams:

1. Demonstrate a comprehensive reading and speaking knowledge of one foreign language relevant to the student's research interests, in which there exists a significant research literature in anthropology. Foreign students may use their native language to fulfill this option *only* if the language is considered to be an adequate research tool for their program.
2. Demonstrate proficiency in the reading of two foreign languages relevant to the student's research interests, in which there exists significant research literature in anthropology.
3. Demonstrate proficiency in the reading of one foreign language relevant to the student's research interests, in which there exists significant research literature in anthropology, and competence in another research skill relevant to the student's special research requirements in anthropology. This latter requirement may be satisfied by knowledge of a language in which there is no written research literature, but which the student will employ in fieldwork.
4. Demonstrate competence in two research skills relevant to the student's special research requirements in anthropology.

Upon completion of a FLORS requirement, the student and advisor must notify the graduate coordinator, who will enter it in the student's permanent record and notify the Graduate School.

Field Statements

Field statements serve three important functions: (1) they demonstrate the student's mastery of specific areas of relevant knowledge within the field of anthropology; (2) they indicate a familiarity with a body of professional literature that is pertinent to both the history and current status of methodologies, theoretical approaches, or investigations of specific topics in anthropology; and (3) they inform the doctoral committee of those areas in which a student feels especially competent and is willing to be tested through both written and oral examinations. The interests and topics of the field statements are usually reflected in dissertation research and should be considered as an important stage in the conception and formulation of the dissertation proposal and research plan.

The topics of the field statements are selected in consultation with the doctoral committee and are subject to the committee members' supervision and approval. They should reflect an individual's depth of knowledge in specific areas of interest and expertise--a fundamental quality of doctoral candidacy. Separate field statements are usually prepared for each of the three members of the doctoral committee, reflecting the shared interests of the student and individual committee members.

The field statements should demonstrate both depth and breadth in the chosen subject or area and should be accompanied by an extensive topical bibliography. They may take the form of a critical literature review, as found in the *Annual Review of Anthropology*. Some examples are listed below.

- anthropological methodologies
- schools of thought or theoretical approaches
- research in a defined geographic area
- investigation of a specific population or culture
- investigation of a specific time period
- research on a specific species or subspecies
- research on a language or specific linguistic problem
- contributions of a major figure or program
- specific bodies of literature relevant to research
- specific problems and issues in anthropology

Upon completion and approval of each field statement, students must place *both* a paper and electronic/digital version in their permanent file.

Intellectual Property Policy

(The following pertains to field statements, theses, and papers written as part of degree requirements.)

“All enrolled students are subject to the Board of Regents and KU Intellectual Property Policies. The ownership of student works submitted in fulfillment of academic requirements

is retained by the creator(s). By enrolling, the student gives the institution a nonexclusive royalty-free license to mark on, modify, retain the work in the process of instruction, or otherwise handle the work, as set out in the institution's Intellectual Property Policy or in the course syllabus. The institution does not have the right to use the work in any other manner without the written consent of the creator(s)." The policy is available in its entirety at the Provost's Web site: www.provost.ku.edu.

Faculty do not have the authority to copy or distribute student works such as field statements, theses, or course papers to other students or persons, excepting department faculty and other relevant or participating faculty, without written permission of the creator(s) of the work.

Written Comprehensive Examination

After each field statement has been accepted, the student's doctoral committee administers the Written Comprehensive Examination, which may be taken either together or at different times. While the primary judge of the quality of the student's responses in a given field is the student's advisor in that field, each field statement and accompanying examination paper may be submitted to other members of the committee for their evaluation.

Dissertation Proposal

From the beginning of doctoral study, students should orient their studies and research toward a doctoral dissertation project. This will be an independent piece of research, usually requiring fieldwork, and leading to a dissertation that will contribute to anthropological knowledge. To undertake such research, the student may require funding, and in consultation with the doctoral committee should plan early on where and when to apply for such funds. It is highly recommended that students take a course in grant writing (e.g., ANTH 766).

An essential part of planning for dissertation research is the framing of a proposal. In it, the student is expected to review the present state of knowledge pertinent to the area of interest, outline the research problem, and indicate the methods to be employed in the investigation.

Copies of the doctoral dissertation proposal must be submitted to *and approved* by the student's dissertation committee before the oral comprehensive examination can be scheduled.

Oral Comprehensive Examination and Examination Committee

Upon successful completion of all other requirements for candidacy, as specified above, the student will take an oral comprehensive examination. This examination must be scheduled by the graduate coordinator with the graduate school *at least two weeks* before the desired examination date.

The examining committee for the oral comprehensive consists of the student's doctoral committee plus two faculty members chosen by the student in consultation with the committee chair (a total of five people). One of these is a representative of the Graduate School chosen from outside of the Department of Anthropology. This representative can be one of the three members of the student's doctoral committee. If one of the three main members is already from outside, then the two additional members can be from within the Anthropology Department. The other representative may be from inside or outside the department, selected, if possible, for expertise in the student's declared fields. The chair of

the doctoral committee supervises the examination. Other faculty and students are invited as nonvoting participants.

The central focus of the oral comprehensive examination is provided by the doctoral dissertation proposal, field statements, the written comprehensive examination(s), and courses taken. The examining committee judges whether the student is sufficiently prepared to undertake a dissertation project and to work as an independent investigator. Training and qualifications to make a contribution to anthropological knowledge are also considered. If the student's performance on this examination is judged satisfactory, the student is advanced to candidacy.

Post-Comprehensive Enrollment

After passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled, **including summer sessions**, until all requirements for the degree are completed. Each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. Until all requirements for the degree have been completed or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of 6 hours a semester and 3 hours per summer session. If after 18 hours of postcomprehensive enrollment the degree is not completed, the candidate must continue to enroll each fall, spring, and summer semester until all requirements for the degree have been met.

Doctoral Candidacy and Dissertation Committee

Once admitted to candidacy, the student selects a dissertation committee of *five* members in the same way the doctoral examination committee was selected (in many cases the two committees will be identical).

The chair of the dissertation committee is the student's principal advisor, who has primary responsibility for guiding the student through the research and writing of the dissertation.

The Ph.D. dissertation is based upon independent investigations usually in the field or laboratory. In very special cases, the dissertation may be concerned primarily with data gathered through research in libraries, but approval for such dissertation projects will be strongly influenced by prior demonstration of field or laboratory capabilities in the principal area of interest.

The Defense of the Dissertation and Certification for Ph.D. Degree

When the dissertation has been tentatively accepted by the dissertation committee, a final oral examination will be held, in which the candidate defends the dissertation and its contribution to anthropological knowledge. Other faculty and students are welcome as nonvoting participants. Upon satisfactory completion of this examination, the candidate will be certified by the dissertation committee as qualified to be awarded the Ph.D. degree. Students must follow the Graduate School guidelines and procedures for submitting the finished dissertation.

A bound copy of the dissertation must be deposited in the department (see Student Responsibilities below). An electronic version must be submitted to the Graduate School.

Student Responsibilities

All graduate students are responsible for informing themselves of the requirements of the Graduate School (see Graduate School Catalog), the Graduate Program in Anthropology, and their particular subdisciplinary

specialization. Students should be especially cognizant of the Graduate School's "Program Time Constraints." Members of the anthropology faculty are ready to answer questions and offer counsel; however, *ultimate responsibility lies with the student.*

After the defense of the student's thesis/dissertation no degree will be awarded until the department receives its bound copy of the thesis/dissertation, outstanding departmental accounts are paid, and departmental keys are returned. Upon completion of these requirements, the student's Do-All form will then be sent on to the Graduate School.

Student Files

To keep track of a student's progress, a file is started when the student is first admitted to the program. This file is kept in the main office and contains materials pertinent to the student's graduate activities at KU. These files should be updated by the student before each annual review or when the student consults with an advisor. Students have access to their files and all letters written after January 1, 1975, except where that right has been waived. Students will have access to their individual files only in the presence of a departmental secretary. Students may put anything they think is important in their own file. However, nothing may be removed from these files. The student must request permission to copy documents that are in their files. Such copies must be paid for by the student.

Following graduation, the student's files in the Department of Anthropology will be destroyed after five years. Student's permanent official records are kept by the Graduate School.

Annual Review

The academic progress of **all graduate students will be reviewed each February** (additional evaluations may take place as warranted). The review will be conducted by the student's committee or the faculty of the respective subdisciplines. Grades, advancement in requirements, progress on the thesis or dissertation, and overall performance will be evaluated. Students will be notified of the review in advance so they may update their files. The outcome of the evaluation will be communicated by the advisor in writing to the student along with whatever recommendations the review committee chooses to make by March 15. A copy of the evaluation and recommendations will be placed in the student's file.

Probation

A graduate student **will** be placed on probation whenever the student's committee or the graduate committee determines that academic progress is unsatisfactory. Major reasons for probation include but are not restricted to:

1. Failure to maintain an overall cumulative grade point average of B (3.0).
2. Failure to maintain a cumulative grade point average of 3.2 in anthropology.
3. Failure to name an advisory committee by the end of the third semester of graduate study.
4. Failure to complete the requirements for the M.A. degree within 3½ years after entering the program.
5. After receiving the third concurrent Incomplete ("I").
6. Failure to submit materials, if requested, for the annual subdisciplinary review.

7. Consensus by the advisory committee that the student is not making satisfactory progress toward a degree. In this regard, the committee may set forth specific stipulations which must be met by the student.

The graduate coordinator will provide *written notice* to those placed on probation. In addition, specific requirements which must be met to return to regular graduate status will be outlined.

Dismissal from the Program

A student who has been placed on probation will be given one full semester, after written notification, to rectify the deficiencies that led to probation. Failure to take appropriate actions (as outlined in the probationary notice) will constitute grounds for dismissal from the graduate program. Placement on probation for a second time will constitute sufficient grounds for dismissal. Final decision in such matters is made by the graduate committee in consultation with the student's advisor and committee.

Grievances

Any student in the department who has a grievance pertaining to graduate studies should follow the procedures outlined in the Departmental Bylaws.

Exceptions

Exceptions may be made to specific departmental rules by written appeal to the Graduate Committee. Appeals will only be granted in extraordinary circumstances and for very compelling reasons.

GRADUATE TRAINING IN ARCHAEOLOGY

Introduction

Graduate study in anthropological archaeology is designed to train professional archaeologists. While university teaching remains the first career choice of most graduate students, students also consider careers with Federal agencies such as the National Park Service, Bureau of Land Management, and Forest Service, who recruit personnel both at the M.A. and Ph.D. levels. The curriculum is designed to provide students with a basic knowledge of prehistoric cultures and archaeological theory as well as with training in archaeological field research, data analysis, and paleoecology.

All graduate students in archaeology must demonstrate proficiency in conducting archaeological fieldwork. The Department and the Museum of Anthropology sponsor field schools to provide students with basic field training. Opportunities for additional fieldwork are provided through a program in conservation archaeology involving contract agreements between the University of Kansas Museum of Anthropology and various federal and state agencies as well as through research conducted by faculty members.

Experience in working with archaeological materials is also required of all students. The Museum of Anthropology has large comparative collections from North America as well as collections from Latin America and Europe.

The M.A. Program

The archaeology program has no required courses beyond those for all M.A. students in anthropology. However, prior to receiving their degree, students are required to demonstrate proficiency in the following areas:

1. Quantitative analysis, as demonstrated by completion of a course in statistics (e.g. ANTH 811, BIOL 841).
2. Analysis and curation of archaeological collections, as demonstrated by active participation in volunteer, degree-related work, or a research assistantship.
3. Archaeological fieldwork, as demonstrated by active participation in the equivalent of two six-week field seasons.

Comprehensive Exam.

Students in archaeology **must** pass a general comprehensive Master's examination. This exam is intended to encourage students to integrate material from different courses and to conduct studies complementary to their course work. It will also help faculty to advise students on how to improve their general background in archaeology.

The written examination will be administered each Spring, and should be taken no later than a student's fourth semester of enrollment. The examination will test students in four areas: 1) archaeological methods; 2) the history and theory of archaeology; 3) Old World prehistory; and 4) New World prehistory. Examinations will be graded on a scale of "high pass", "pass", or "fail". Students who fail the exam will receive specific advice on how to improve their performance and will be allowed one more opportunity to take the examination.

Course work will be tailored to each student's goals, previous course work, and background, in consultation with an advisor. While there are no specific courses required of archaeology students beyond those required of all Master's level students in anthropology, students are advised to take at least one course from each archaeology faculty member. It is recommended that a normal course of study include:

At least two area courses, covering both Old World and New World prehistory.

At least two laboratory courses in the analysis of archaeological materials.

At least one graduate seminar in archaeology (other than the Core course) at the 700/800 level.

At least one course in a topic such as geomorphology, soils, or Quaternary studies.

The Ph.D. Program

Ph.D. candidates in archaeology are expected to demonstrate expertise in the substantive content, methodological framework, and theoretical orientations of both topical (e.g., lithic technology, ceramic technology, faunal analysis) and geographical areas (e.g., Mesoamerica, Great Plains of North America, or Western and Central Europe). This expertise is demonstrated through successful completion of course work, field statements, qualifying exams, and the doctoral dissertation.

In addition to completion of the requirements for the Ph.D. degree as specified by the Graduate Program, doctoral candidates are required to take 9 hours of seminars in archaeology at the 700-800 level (not including the Core courses required of M.A. students).

Regular participation in archaeological field and laboratory research, in addition to specific work leading to the completion of a dissertation, is an integral part of the doctoral program. Specific details will be determined by the student in consultation with the doctoral advisor and Ph.D. committee.

GRADUATE TRAINING IN BIOLOGICAL ANTHROPOLOGY

Introduction

Graduate training in biological anthropology at the University of Kansas is designed to provide a well-rounded knowledge in three basic areas of biological anthropology (Anthropological Genetics, Human Growth and Adaptation, and Paleoanthropology), as well as research skills in the student's major area of interest. Although students may apply for only the Master's degree, the primary focus of the faculty is toward the training of highly qualified students for the Ph.D. degree. Besides academic training through course work, beginning at the Master's level, the concentration stresses student involvement in research, either through participation with the faculty or on an individual basis. Each student's curriculum is, to some extent, tailored to the specific interests and needs of the student. Master's training should provide the basic skills necessary to conduct research in their particular area of interest as preparation for Ph.D. work. Students are required to demonstrate competence in specific areas of biological anthropology, as well as ancillary disciplines directly related to their own research areas. The program provides flexibility and customization for each student through consultation with the student's advisor and committee members.

Requirements for graduate degrees in terms of hours, grades, residency, committees, examinations, the M.A. thesis, and Ph.D. dissertation are described in the Graduate School Catalog and in the Graduate Program in Anthropology. Additional requirements for graduate students in biological anthropology are specified below.

The M.A. Program

Course work is tailored to each student's goals in consultation on their advisor and/or committee. In addition to department-wide requirements, M.A. students in biological anthropology must take:

1. One course in three of the following four areas:
 - A. Anthropological Genetics
 - B. Human Growth and Physical Development
 - C. Human Adaptation or Demographic Anthropology
 - D. Paleoanthropology or Osteology

Required courses that fulfill the above include:

- A. ANTH 652 Population Dynamics
- B. ANTH 762 Growth and Development
- C. ANTH 750 Disease and Adaptation or ANTH 540 Demographic Anthropology
- D. ANTH 549 Human Paleontology: Fossil Apes to *Australopithecus* or ANTH 550 Human Paleontology: *Homo erectus* to *Homo sapiens* or ANTH 648 Human Osteology

Remaining course options at the Master's level are geared to the specific interest of the student.

The Ph.D. Program

Ph.D. course work is tailored to each student's interests and goals, as determined in consultation with the doctoral advisor and committee. In addition to Graduate School and department-wide requirements, students receiving their Master's in biological anthropology in the department must fulfill the following requirement before receiving the Ph.D.:

Each student must complete the fourth course in the Master's degree requirements listed above. For example, if course requirements were completed in areas A, B, and C for the Master's degree, a course fulfilling the remaining area (D) must be completed. Faculty in biological anthropology recommend that this course be completed in the first year of Ph.D. course work.

For those students entering the Ph.D. program with a Master's degree obtained outside the department, specific course requirements in biological anthropology (areas A, B, C, D) will be determined by the permanent faculty in biological anthropology. These specific requirements will be transmitted in writing to the new Ph.D. student. Other requirements may be determined by the Graduate Committee.

Remaining course options at the Ph.D. level are geared to the specific interests of the student, under the guidance of the primary advisor and the committee.

Field Statements

Three field statements are required in biological anthropology. The first two follow the guidelines listed in the department's general program requirements (pp. 7-8). The third area statement is undertaken after the successful completion of the first two, and consists of an NSF Doctoral Dissertation Improvement Grant proposal. This must conform to all NSF specifications and be submitted to the advisor and committee in completed form. This third field statement may not be simply a reworking of the material covered in one or both of the other two field statements in the form of a grant proposal. The NSF Doctoral Dissertation Improvement Grant proposal will form, along with the two other area statements, the basis for the oral comprehensive examination. For international students who have no opportunity to apply for NSF support, a different grant proposal may be submitted, pending written approval of the student's committee and advisor.

M.A. and Ph.D. Program

To facilitate training and to qualify for research and funding opportunities, it is strongly recommended that new students fulfill statistics courses offered in the Division of Biological Sciences and basic computer courses in the Computer Science Department. Research skills should be completed before the Master's degree is awarded. Exemption from these requirements will only be made when students provide their advisor with documentation of equivalent proficiency in these skills.

Students concentrating in anthropological genetics are expected to have competency in biochemistry, demography, and quantitative and population genetics. Joint degrees in anthropology/genetics are possible through an integrated program administered through the Department of Anthropology and the interdepartmental Genetics Program. Those students focusing in human growth and development should also take courses in animal physiology and biochemistry. Students in paleoanthropology are expected to take courses offered outside the department in human anatomy, vertebrate evolution, and evolution theory. Students are required to work closely with their primary advisor and committee to plan a directed course of graduate study.

M.A. and Ph.D. Committees

Both committees must always include at least two biological anthropologists permanently on the staff in the department.

GRADUATE TRAINING IN SOCIOCULTURAL ANTHROPOLOGY

Introduction

The faculty in sociocultural anthropology has strengths in North and South American Indians, the Pacific, Africa, East Asia, Near East, Central America, and the contemporary United States. Topical interests include symbolic anthropology, social organization, medical anthropology, ecological anthropology, and applied anthropology. Requirements for graduate degrees in terms of hours, grades, residency, committees, examinations and theses are described in the Graduate School Catalog and in the Graduate Program in Anthropology. Additional requirements for graduate students in sociocultural anthropology are specified below.

The M.A. Program

Course work is tailored to each student's goals, as determined in consultation with an advisor. In addition to department-wide requirements, students in sociocultural anthropology must take:

1. ANTH 783: Ethnographic Research Methods.
2. At least one course in a geographical area.
3. Courses from at least three different faculty members in sociocultural anthropology. [Courses taken to satisfy other requirements may be used to meet this requirement.]

The M.A. Thesis in sociocultural anthropology is normally based on library research and is not to exceed 75 pages in length. A thesis is often the outgrowth of an usually successful seminar paper. Some other professional product, such as a published paper(s), film, or exhibit catalog, may in certain circumstances be acceptable in lieu of a traditional thesis.

The Ph.D. Program

A concentration in sociocultural anthropology involves no requirements for the Ph.D. degree beyond those specified in the Graduate Program and the Graduate Catalog of the College of Liberal Arts and Sciences.