Department of Anthropology's Graduate Student Handbook

This handbook is a reference guide for graduate students in the Department of Anthropology. The most recent UCSD General Catalog, the Graduate Division and Anthropology's website contains the latest information regarding policies and procedures for academic programs at UCSD.

CONTENTS

The Department of Anthropology Graduate Program

The Department of Anthropology offers a Doctoral degree in Anthropology. We offer training in archaeology, biological, sociocultural, psychological/medical and linguistic anthropology. The program is designed to provide theoretical background and methodological skills necessary for a career in research and teaching anthropology at the university level, and for the application of anthropological knowledge to contemporary problems.

Students chose one program (archaeology, biological, sociocultural, psychological/medical, or linguistic) to specialize in. Each program has different requirements which are listed below in page 3. Despite the small variations in requirements for each program the only degree title is "Anthropology".

Graduate Orientations:

- Anthropology Graduate Orientation for new graduate students, hosted by the Vice Chair of Graduate Studies and the Graduate Coordinator. Discusses the graduate program, expectations, policies, funding and other useful information for new students

- New Academic Student Employee Orientation (ASE). A **mandatory** orientation for new students who will be employed as a Teaching Assistant (TA) and/or Reader.

- New Graduate Student Orientation hosted by the Graduate Division.

- Anthropology's DEI training. The department offers a practical training for new Teaching Assistants (TA). The training is geared specifically towards preparing TAs in the department to begin teaching Diversity, Equity and Inclusion (DEI) courses. The training will involve specialists from the campus Center for Engaged Teaching, faculty and senior TAs.

- New International Student Orientation hosted by the International Center. Only for international students.

Anthropology's Graduate Coordinator will send the day and times for these orientations.

Department Roles

Graduate Coordinator: Laura Jimenez
The Graduate Coordinator assists graduate students in all areas from the time of application through the defense such as: academic advising, curriculum planning, qualifying examination, final defense and more. Also advises graduate students on employment, campus opportunities, processes employment paperwork and financial support. Any questions come to Graduate Coordinator first and she can assist or direct you to the appropriate person.

Vice Chair of Graduate Studies (VCGS): Professor Joseph Hankins
The Vice Chair of Graduate Studies is the faculty member who consults with graduate students on program requirements, academic progress, program advising, and curriculum planning.

Department Chair: Steven Parish
The Department Chair works with the faculty to organize department programs in teaching, research, and other areas, and provides general oversight to ensure departmental business is conducted ethically and in an orderly fashion in accordance with University policies. Answers questions and addresses concerns of faculty, staff, and students. Working with staff, the chair arranges and approves course schedules and teaching assignments. Establishes and maintains an ethical and collegial working climate that is conducive to learning and research, non-discriminatory, and consistent with the university policies and the UCSD Principles of Community.

Program Requirements for the MA or MA equivalency in Anthropology

Required Courses
- ANTH 230: Departmental Colloquium (4 quarters, 1 unit each)
- ANTH 281A-B-C: ProSeminar (3 quarters, 2 units each)
- ANTH 295: MA Thesis Preparation (2 quarters, 4 units each)
- Six core courses in Anthropology offered. Only four core courses are required for your sub-discipline:
  - ANTH 280A. Core Seminar in Social Anthropology (4 units)
  - ANTH 280B. Core Seminar in Cultural Anthropology (4 units)
  - ANTH 280C. Core Seminar in Psychological Anthropology (4 units)
  - ANTH 280D. Core Seminar in Anthropological Archaeology (4 units)
  - ANTH 280E. Core Seminar in Biological Anthropology (4 units)
  - ANTH 280F. Core Seminar in Linguistic Anthropology (4 units)

Anthropological Archaeology Core Requirements
- 280D (Anthropological Archaeology); and
- 280E (Biological Anthropology); and
- Two of the remaining four core courses in Anthropology selected in consultation with the student's assigned mentor

Biological Anthropology Core Requirements
- 280E (Biological Anthropology); and
- 280D (Anthropological Archaeology); and
- Two of the remaining four core courses in Anthropology, selected in consultation with the student's assigned mentor

Sociocultural, Psychological/Medical, and Linguistic Anthropology Core Requirements
All students in Sociocultural Anthropology and its allied fields of Psychological/Medical and Linguistic Anthropology will take at least four core courses, selected as follows and with the consent of the individual student's faculty mentor. Students identifying two or more areas of concentration must satisfy the requirements of each of these areas.

Sociocultural Core Requirements
- 280A (Social Anthropology); and
- 280B (Cultural Anthropology); and
- 280C (Psychological Anthropology) or 280F (Linguistic Anthropology); and
- 280D (Anthropological Archaeology) or 280E (Biological Anthropology)

Psychological/Medical Anthropology Core Requirements
- 280C (Psychological Anthropology); and
- 280D (Anthropological Archaeology) or 280E (Biological Anthropology); and
- Two of the following:
  - 280A (Social Anthropology),
  - 280B (Cultural Anthropology),
  - 280F (Linguistic Anthropology);

Linguistic Anthropology Core Requirements
- 280F (Linguistic Anthropology); and
- 280D (Anthropological Archaeology) or 280E (Biological Anthropology); and
- Two of the following:
  - 280A (Social Anthropology),
  - 280B (Cultural Anthropology),
  - 280C (Psychological Anthropology)

All students must take at least four of these six core courses by the end of their second year in the program (and preferably during the first year) as a requirement for receiving the master's degree or for equivalent advancement in the program. The subfields specify particular choices among these core offerings for the students admitted to their respective tracks, as detailed below. The department strongly encourages all students in all subfields to take additional core courses as elective seminars to complete their program.

Elective Courses
Four elective letter grade courses are required for the MA. These courses can be undergraduate (numbered 100+) or graduate seminars selected in coordination with the faculty mentor. At least two of these elective courses must be within the Department of Anthropology. Other electives may be taken outside of the department with the approval of the student's faculty mentor.

The First Year

Anthropology's Graduate program charts a gradual transition from coursework to more independent and specialized research and professional activities culminating in the dissertation. The first year is largely focused on coursework. Graduate students are expected to take at least nine, 4-unit credit courses (three courses each quarter).

Students should plan with their mentors to complete their four required Core Seminars (see requirements on pg 3) within their first year. The department may permit one core course to be delayed until the second year. However, delay of core courses may negatively affect the student's timely progress towards the MA or MA equivalency in their second year.

Students should also take elective courses which should be chosen in consultation with their mentors. Students who are employed as a TA within Anthropology also register for a four unit Apprentice Teaching (ANTH 500) as part of their employment.

Throughout the year, first -year students must attend a weekly ProSeminar (ANTH 281A-B-C). The seminar will include research talks by faculty, visitors and other topics on professionalization in Anthropology.

First Year Faculty Mentors

Graduate students are assigned a Faculty Mentor based upon their sub-discipline. Students are encouraged to meet regularly with their faculty mentor for course planning and guidance. It is possible that the first year mentor will continue in the second year as the student's MA thesis chair, but not guaranteed.

First year evaluation file

First year students are expected to maintain a file of all their written coursework with any faculty comments. The primary focus of evaluation in the first year is the student's performance in coursework, with particular focus on the Core Seminar sequence in Anthropology.

First year students will need to submit this file to their faculty mentor at the beginning of spring quarter as part of their spring evaluation. Each spring quarter students will be asked by the Graduate Division to list their accomplishments for the year in an online evaluation process. Faculty will evaluate the student based upon their file, transcript, TA evaluations, and self-reported accomplishments and will suggest any areas for improvement in their spring evaluation.

Preparing for the MA and establishing the MA Committee

By the end of spring quarter first year students will need to confirm their MA committee, thesis topic and plan and begin MA reading/research over the summer. They should regularly meet with their mentor to discuss their MA thesis and ensure they are on track to complete it by the beginning of Winter quarter of their second year. The first draft of the MA is due at the beginning of Winter quarter of their second year.

Students form their MA committee (MA thesis chair, first reader and second reader) based upon their research interest during spring quarter of their first year. They must submit the name of these three committee members to the Graduate Coordinator. The deadline with more information will be send during Winter quarter of their first year.

The Second Year

The primary focus of evaluation in the second year is the student's timely completion of an excellent quality MA thesis. Students will also be expected to show continued excellence in coursework. By the end of the second year, students should consider professional activities in Anthropology including fieldwork, specialized training, conference presentations, publications and grant writing for future research and dissertation.

Continuation in the doctoral program will be contingent on the second year evaluation. The second year evaluation will review the student's file, including the MA thesis, and refer to any points raised in the first year evaluation. If your MA committee members have any concerns about your academic process it will be noted in your Spring evaluation. If there are additional concerns a warning letter may be sent by the Department outlining any issues and ways to correct them. Afterwards your committee members will meet to check your progress. If the problems persists a final letter will be send which may not allow you to continue in the program.

Students who do not complete a timely and excellent MA or MA equivalency thesis, show growth and excellence in coursework will not be allowed to continue in the program beyond the second year.

The MA Thesis
Students receive and must complete a Master's degree/thesis en route to their doctoral degree. Students who already have a Master's degree in Anthropology are not permitted by university regulations to receive a second social science or related field master's degree, but are required by the department to complete the requirements for the Master's degree.

Students must complete three quarters of coursework in order to begin writing the thesis. Students must complete a master's thesis or master's thesis equivalency project of a length, format and scope to be approved by the student's M.A. committee. Generally, the M.A. thesis should not exceed 10,000 words.

Students must register for ANTH 295-Master's Thesis Preparation (4 units each) during Fall and Winter quarter of their second year. Students will submit a draft of the master's thesis or master's thesis equivalency project by the first day of Winter quarter of their second year. Students revise their master's thesis or master's thesis equivalency project during Winter quarter. Successful and timely completion of the master's thesis or master's thesis equivalency by the end of the winter quarter will determine whether an MA degree is awarded, where applicable, and weigh significantly in second year student evaluation.

The form of the final draft must conform to procedures outlined in the publication. Instructions for the Preparation and Submission of Doctoral Dissertations and Masters Theses visit:
https://grad.ucsd.edu/_files/academics/BlueBook%202017-18%20updated%204.13.18.pdf

Filing for the MA degree
Students who already have a MA degree do not qualify for a second MA and do not need to complete the steps below. The beginning of Spring quarter students file for a MA degree after their MA thesis has been approved by their committee. These actions must be completed and finalized by the end of week 9 of Spring quarter of their second year.
1. The student's MA committee members will need to sign the "Final Report of the Thesis" form. This document will be provided by the Graduate Coordinator only after the MA committee members have approved the student's thesis.
2. Collect MA committee signatures for "Signature Page" refer to link above "Preparation and Submission of Doctoral Dissertations…"
3. Schedule a "Preliminary Appointment" with the Graduate Division at: https://gradforms.ucsd.edu/calendar/index.php.

The Third/Fourth Year

The third year of most UCSD Graduate programs involves specialized coursework and research tailored to meeting candidacy requirements. Anthropology students should make every effort to qualify for candidacy in the third year. Because some Anthropology students may face additional pre-candidacy delays due to language or other specialized training, preliminary fieldwork, funding or permitting prior to the dissertation, Anthropology may extend pre-candidacy into the fourth year, if necessary.

Third (or fourth) year students may register for courses or independent studies tailored to their candidacy project, chosen in collaboration with their mentors.

Third (or fourth) year students should also become familiar with grant writing, conference presentations, and publication and other professional activities as they consider pre-candidacy training or fieldwork.

Requirements for the Doctoral Degree

Required Courses
In order to advance to candidacy students must complete two additional letter grade electives beyond the four required for the MA.

Apprentice Teaching
In order to obtain teaching experience, each student is required to serve as a Teaching Assistant (TA) or Reader for at least one quarter anytime during the first four years in the program. This experience may take place either in any department/program at UCSD. Students who TA a course in the Department of Anthropology must enroll in ANTH 500: *Apprentice Teaching* for 4 units and the S/U grade option. All new TA/Readers are required to complete the New Academic Student Employee Orientation and Anthropology's DEI orientation before they can teach. Additional TA resources and assistance are available through the Teaching + Learning Commons. Before the start of the quarter the TA/Readers will receive a description of duties outlining their job responsibilities.

It is the TA/Readers responsibility to complete the tasks stated in their description of duties and follow all deadlines set by their instructor. Failure to complete the TA/Reader requirements or missing deadlines may result in future Department TA/Readership positions being denied. Any issues/problems during your TA/Reader/GSR appointment will be noted in your Spring evaluation.

Foreign Language Requirement
Unless a student is planning on fieldwork in English-speaking areas, knowledge of one or more foreign languages may be essential for the successful completion of a PhD in Anthropology. Students will determine specific language requirements for their degree in consultation with their doctoral committee.

Doctoral Committees
Students choose the chair of their doctoral committee by the end of their second year and choose two more internal department members by the end of the fall quarter of their third year. In consultation with the doctoral chair, two faculty members from outside the department (both must be tenured) should be added to the committee by the end of the winter quarter of the third year. Students who do not have, minimally, a primary mentor and two internal faculty members by the end of the third year will not be allowed to continue in the program beyond the third year.

There must be at least two inside members from within UCSD's Anthropology Department, and only one outside member may be an anthropologist from other Department or UC system. The final composition of the committee is approved by the Graduate Division.
Note: Doctoral dissertation research may be entirely independent or be undertaken with some degree of collaboration with one or more UCSD or outside faculty, students, or independent PIs or other

researchers. The scope and topics of collaborative research should be carefully planned in writing in advance to avoid misunderstandings.

Reconstitution of Doctoral Committee
For a variety of reasons a doctoral committee may need to be reconstituted. The request for reconstitution of the membership of a doctoral committee must be submitted to the Graduate Coordinator no less than six weeks prior to the qualifying examination or defense of the dissertation. The request must include departmental affiliation of the members of the proposed reconstituted committee and the reason for requesting the change.

The Fieldwork Proposal
Advancement to candidacy will be based on the submission of two to three position papers and a research proposal. Students enroll in ANTH 296 with their committee chair during the quarters in which they are writing their dissertation research proposal. This course can only be taken twice.

Position Papers
Students should enroll in directed reading courses (ANTH 298) during the quarters in which they are writing the position papers. Students can enroll with their doctoral chairs or with a committee member. A maximum of three quarters is allowed for the preparation of both the position papers and proposal. The position papers, research proposal, and the oral examination for advancement to candidacy must be completed no later than the end of the spring quarter of the student's fourth year.

Advancement to Candidacy
Students may advance to candidacy as early as the spring quarter of the third year, if all candidacy requirements noted earlier have been satisfied at that time. This requires the agreement of the doctoral committee chair and other members of his/her committee. Advancement to doctoral candidacy must take place no later than the end of the spring quarter of the fourth year. Failure to advance by the end of the fourth year will result in being asked to leave the program. Advancement requires the successful completion of all coursework requirements, the position papers, the dissertation research proposal, and an oral qualifying examination administered by the student's committee. The proposal and position papers must be turned into the student's committee at least three weeks prior to the examination.

Oral Qualifying Examination
Students must be in good academic standing in order to take the qualifying examination and advance to candidacy. Successful completion of an oral qualifying examination marks the student's advancement to doctoral candidacy.

The Report of the Qualifying Examination and Advancement to Candidacy form is initiated by the Graduate Coordinator, signed by members of the doctoral committee, and the Chair of the department. Students pay a candidacy fee to UC San Diego's Cashier Office and submit the candidacy form to the Graduate Division for processing.

Scheduling the Qualifying Examination
1. Confirm your doctoral committee members to the Graduate Coordinator 6 weeks in advance
2. Schedule exam date with your doctoral committee
3. Reserve the Melford E. Spiro Library with Debbie (dekelly@ucsd.edu)
4. Notify Graduate Coordinator 5 weeks in advance if one or more of your doctoral committee members will not be physically present for your exam. Your paperwork needs to be mailed out to those committee members to sign in advance.
5. Submit your research papers to your doctoral committee 3 weeks in advance
6. After completing your dissertation set up an appointment with the Graduate Division, Van Lee-Yamamoto (vleey@ucsd.edu) to discuss paperwork and formatting.
7. Submit your exam date, time, title of research proposal and abstract to Graduate Coordinator 2 weeks in advance

Candidacy, Fieldwork, and Dissertation

Once candidacy is achieved, the activities of the latter years of the graduate career vary from student to student, but mark a transition from coursework to mentored, and ultimately independent research, culminating in the Doctoral Dissertation. Doctoral candidates may take courses where appropriate, but all work should be tailored to advancing the dissertation research and writing. At the same time, Doctoral candidates should be familiar with grant writing, conference presentations, publications and the full suite of professional activities that Anthropologists do. Student evaluations note the timely advancement towards these goals.

Funding – Students are expected to write grants and find the necessary funding for their dissertation research. The department offers the FG Bailey grant (Project Bucks) to students who have applied for at least three outside grants. The Department also offers the George Haydu Prize for more information and for additional research grants/awards visit:
http://anthropology.ucsd.edu/graduate-studies/current-students/Financial%20/index.html

For Graduate Division Fellowships visit: http://grad.ucsd.edu/financial/fellowships/index.html

Travel- For any business related travel reimbursement visit:
http://anthropology.ucsd.edu/administration/travel-support.html
For funding to help cover travel costs visit: http://gsa.ucsd.edu/travel-grants/

Permits – Candidates are responsible for all permitting or other authorizations or approvals required for their research.

In Absentia- Students who advance to candidacy and conducting research outside of California are eligible to apply for in absentia for up to 6 quarters. To qualify, students must be enrolled as a full time student and submit an in absentia application through their student portal. If approved they receive a reduction of tuition-15% of the combined Educational and Registration Fees, and all campus based fees. Students must apply each quarter they plan to do in absentia.

The Anthropology Department may offer up to two years of in absentia balance tuition/fees payment. To be eligible students must be in good academic standing, applying for in absentia and submit a Department award application. The Department will send a call Spring quarter and applications will be reviewed by the Graduate Award Committee. Applications are only reviewed once a year in May, it is important to plan ahead and submit an application before your expected advancement to candidacy to qualify for Department funding.

In addition under this policy, if a student wishes to register in absentia during a quarter or year in which they have guaranteed support from the department, the department will <u>not</u> count this against the student's guaranteed support and will allow the student to resume their use of department funding when they return from being in absentia.

Dissertation and Final Examination
A draft of the doctoral dissertation should be submitted to each member of the doctoral committee at least four weeks before the final examination. The form of the final draft must conform to procedures outlined in the publication, Instructions for the Preparation and Submission of Doctoral Dissertations and Masters Theses: https://grad.ucsd.edu/_files/academics/BlueBook%202017-18%20updated%204.13.18.pdf

If the committee does not issue a unanimous report on the examination, the Dean of Graduate Studies shall be called upon to review and present the case for resolution to the Graduate Council, which shall determine appropriate action.

The Report of the Final Examination and Filing of the Dissertation for the Doctoral Degree form is initiated by the graduate program coordinator, signed by members of the doctoral committee, and the chair of the department.

The candidate submits the dissertation to the Graduate Division and, upon approval by the Dean of Graduate Division, files the dissertation with the university archivist, who accepts it on behalf of the Graduate Council. Acceptance of the dissertation by the archivist, with a subsequent second approval by the dean of Graduate Division, represents the final step in the completion by the candidate of all requirements for the doctoral degree. All dissertations submitted in satisfaction of the doctoral degree requirements shall be catalogued and shelved in the university library and dissertations shall be submitted to University Microfilms, Inc., for publication.

Filing and Scheduling the Dissertation

Timeline:
1. Confirm doctoral committee members to the Graduate Coordinator 6 weeks in advance before dissertation
2. Schedule exam date with your doctoral committee. For Spring defense you will need to defend before the end of week 9 of Spring quarter
3. Reserve the Melford E. Spiro Library with Debbie (dekelly@ucsd.edu)
4. Notify Graduate Coordinator 5 weeks in advance if one or more of your doctoral committee members will not be physically present for your exam. Your paperwork needs to be mailed out to those committee members to sign in advance.
5. Schedule an appointment with the Graduate Division for a "Preliminary Appointment" 4 weeks in advance at: https://gradforms.ucsd.edu/calendar/index.php
   a. The morning of the preliminary appointment upload dissertation paper to http://www.etdadmin.com. Print and bring hard copies
6. Submit dissertation to doctoral committee 4 weeks in advance
7. Submit exam date, time, title of dissertation and abstract 2 weeks in advance to Graduate Coordinator
8. Schedule a Final Appointment with the Graduate Division after successfully defending doctoral dissertation https://gradforms.ucsd.edu/calendar/index.php
   a. One day before final appointment submit final paper to: www.etdadmin.com

Department of Anthropology Policies

Elective Courses Taken In the Department of Anthropology
Upper division undergraduate courses (courses numbered 100+) and graduate seminars taken in UCSD's Anthropology Department for a letter grade satisfy the elective requirement. Elective courses are required for the MA (pg 4) and advancement to candidacy (pg 7).

Elective Courses Taken Out of the Department of Anthropology
Students are encouraged to take courses outside of the Department of Anthropology. To receive elective credit for non-anthropology upper division or graduate courses, students must ask his/her advisor/mentor for approval. Once approval has been granted the student must notified the Graduate Coordinator to update their degree audit. The course must be offered for a letter grade and be taught by a tenure track instructor at UCSD or a Visiting Lecturer/Instructor in a tenure track position at the home institution. Only two approved non-anthropology courses can be counted for elective credit for the MA.

Requesting an Incomplete "I" ("I" Grades)
An incomplete may be assigned when the student's work is of non-failing quality, but is incomplete for good cause (family or medical emergencies). The deadline for filing a request for an Incomplete with the instructor must be no later than the first working day of finals week. An instructor may not grant a request for an Incomplete for other than such good cause.

The student makes arrangements with the instructor for completion of the work at the earliest possible date, but **no later than the last day of week 10 in the following quarter**. If not completed by this date, the "I" grade will lapse into an "F" grade.

Failure to remove the Incomplete may jeopardize both good academic standing and future financial support. It is the responsibility of the student to submit unfinished work in a timely fashion well in advance of the deadline which is to be established by the instructor. The instructor will also outline all missing work that needs to be completed.

Registration Requirements and Procedures
All students must enroll in 12 units to be a full time student to qualify for their stipend, employment and/or Department payment of their tuition/fees. Waitlisted courses do not count towards these 12 units. Students are able to enroll in classes starting Wednesday of week 6 for the next quarter. It is important students enroll in classes by week 9 before the next quarter to avoid late fees and ensure a spot in their preferred classes. Failure to enroll in 12 units before their billing is posted will result in late fees which the student will need to pay. Students are responsible to be aware of these deadlines and follow through accordingly. The billing and enrollment dates are posted on the Office of the Registrar's website.

Annual Spring Evaluations
Graduate Council policy requires that all doctoral students be evaluated every Spring quarter. A satisfactory evaluation on file is necessary for future support, funding and employment to be approved.

Every Spring quarter the Department of Anthropology evaluates each student's overall performance in coursework, apprentice teaching and research progress. The students list their accomplishments and plans for the following years through an online evaluation sent by the Graduate Coordinator. The student's faculty advisor reviews this information and writes an evaluation on the student's progress and list any concerns. If a student's work is found to be inadequate, the faculty may determine that the student should not continue in the graduate program. Student's online signature is required on every evaluation. The signature does not indicate agreement with the evaluation and student comments are encouraged. Each student will receive a copy of his/her evaluation through the online evaluation system.

Students are advised to work with their Faculty Advisor for a timely submission of their evaluation so their support for the future is not jeopardized. A hold will be placed on the student's account if their Spring evaluation is not submitted by the start of Fall quarter.

Planning Collaborative Research: Graduate training and research in Anthropology can thrive under a wide variety of pedagogical and working models. Some students and faculty may work together primarily as advisees and advisors in the academic setting. Other students may also apprentice in one or more research projects, labs or other collaborative research settings under the direction of UCSD or outside researchers. Such collaborative research apprenticeships may be a primary means by which graduate students receive training and are professionalized as independent scholars.

Planning Research Training: In all cases, Anthropology students should discuss a plan for their research training in detail with their advisors. Discussion should consider how the duties expected of the student (e.g. lab or field work and analysis, literature reviews, interviewing, training and supervising of students, etc.) will contribute to the student's scholarly development. Discussion should also consider how the projected workload would fit within the time demands of coursework, the student's own research (thesis writing, grant apps, data collection) and TA, GSR employment.

Data and Publication*:* It is important that there be clear communication around issues of control of data, permitted research and lab activities, the ability or obligation to publish research results, authorship credit and order, custody of materials, and understandings of how work is described on CVs and in letters of reference. If either the students or faculty members will be away from San Diego, or working together on an off-campus project, the students and faculty members should discuss and document how the work factors into the student's trajectory.

Dispute resolution: Graduate students and faculty members should always first work together directly to resolve any misunderstandings. In cases where direct discussions do not resolve grievances, students or faculty should first consult with the Director of Graduate Studies, who may refer the matter to the Anthropology Department Chair.

Time and Support Limits

1. Pre-candidacy status is limited to four years for Anthropology students. Failure to advance to candidacy by the end of their fourth year students will be asked to leave the program.
2. Candidates for the doctorate are eligible for university support for eight years. Once a student reaches their "Support time limit" (SUTL) of 8 years, they are not eligible for any Department or University employment and/or financial support. If students plan to stay for a 9th year they will need to pay all university expenses, tuition and fees out of pocket.
3. Instructional support (teaching assistantships, associate in, readerships, and tutor positions) are limited to six years (eighteen cumulative quarters). Every quarter a student is a TA and/or Associate In it counts towards their TA quarters. Students have a maximum of 18 TA quarters for their entire time at UCSD. Once a student uses all 18 TA quarters they are no longer eligible to hold a TA and/or Associate In position.
4. International doctoral candidate will receive a 100% reduction in nonresident tuition beginning with the first quarter following advancement to candidacy for a maximum of three consecutive years. After 3 years students will have to pay nonresident tuition again.
5. The expected time to complete and defend doctoral dissertation research for the PhD for anthropology students is eight years, also known as normative time. Students have completed the degree in as little as 6 years.

For any questions about the time and support limit contact the Graduate Coordinator.

International Students
It is the responsibility of all international students to work closely with the campus International Center. The International Center Orientation will acquaint new students with the mandatory requirements for study in the U.S. including required number of units each quarter, assistance with passing English proficiency examinations for employment as Teaching Assistants, understanding the regulations of employment, leaving the country without approval, understanding the Leave of Absence policy, etc.

Verification of Anthropology's Handbook received

I _____, verify that I have received Anthropology's Graduate Handbook outlining its policies and guidelines. I understand it's my responsibility to follow the policies, deadlines and procedures stated in this handbook.

I will keep this handbook as a reference. If I have any questions about the materials in this document I will ask the Graduate Coordinator, Vice Chair of Graduate Studies and/or my Faculty Advisor.

Signature_____ Date_____