



**Graduate Studies in the Department of
Anthropology**

Graduate Handbook

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Table of Contents

Introduction and General Information	5
Graduate Admissions	5
Admission to Graduate Non-Degree Status	5
Admission to Graduate Degree Status	6
Advisement for Degree Programs	7
Graduate Program Requirements	8
Student Responsibilities toward Progress Requirements	8
Continuous Registration Requirements	9
How to Register	9
Registration Blocks, Deadlines and Late Fees	9
Graduate Students – Schedule Adjustment	9
Registration for Doctoral Students	9
Registration Requirements for Graduation	9
Registration Petitions	10
Waivers of Tuition and/or Mandatory Fees	10
Leave of Absence	10
Full-time and Part-time Status	10
Minimum GPA	10
Grading System	10
Academic Probation	10
Graduate Student Grievance Policies	11
Funding Policies	11
Master of Applied Anthropology (MAA) Degree Requirements and Procedures	11
Degree Overview	11
Post-Admission Requirements	11
Course Requirements	12
MAA Academic Plan	12
Advising and Committee Structure for MAA Students	12
MAA Internship Sequence	13

Time Limit for Degree	16
Revalidation of Master's Degree Coursework	16
Transfer Credit	16
Application for Graduation	16
Certification of Program Requirements	17
Filing Required MAA Forms	17
MAA/MHP Dual Degree Requirements and Procedures	19
Degree Overview	19
Admissions	20
Post-Admission Requirements	20
Course Requirements	20
MAA/MHP Academic Plan	20
Advising and Committee Structure for MAA/MHP Students	21
MAA Internship Sequence	21
Time Limit for Degree	21
Revalidation of Master's Degree Coursework	21
Transfer Credit	21
Application for Graduation	21
Certification of Program Requirements	21
Filing Required MAA Forms	21
Doctoral Degree Requirements and Procedures	22
Doctor of Philosophy in Anthropology (PhD)	22
PhD Degree Overview	23
Course Requirements	23
Continuous Registration	24
Required Sequential Tracking of PhD students	24
Time Limit for Degree	24
Doctoral Degree Step-by-Step Procedures	24
Preliminary Review	25
Annual Graduate Student Review	26

Area Examinations	26
Pre-candidacy Research	28
Dissertation Defense	30
Filing Required PhD Forms	33
Advisor and Committee Declaration Form	33
Advisor Transition Plan	33
Annual Graduate Student Review Form	34
Area Exams Grading Rubric	34
Nomination of Thesis or Dissertation Committee Form	34
Report of the Examining Committee	34
Dissertation Proposal Rubric	34
Application for Admission to Candidacy	34
Human Participants in Research	35
Nomination to the Graduate Faculty Form	35
Application for Graduation	35
Oral Defense Announcement	35
Dissertation Defense Grading Rubric	35
Thesis and Dissertation Embargo Request	35
Doctoral Student Surveys	35
Doctoral Degree Completion Checklist	35
Graduate School Incomplete Contract	36
Petition for Waiver of Regulation	36
Petition for Waiver of Continuous Registration	36
Request for Leave of Absence	36
Return from Leave of Absence	36
Request for Time Extension	36
Petition to Deviate from Departmental Degree Requirements and Procedures	36
Petition to Request Alternate Scheduling for an Area Exam	36

I. Introduction and General Information

Welcome to the University of Maryland Department of Anthropology Graduate Handbook. The Department of Anthropology is known for its strong theoretical orientation and nationally recognized for its excellence in applied anthropology within the themes of health, heritage, and the environment. We have a strong commitment to preserving and transmitting the knowledge of the past, as well as to illuminating and confronting the challenges of the present.

As part of the discipline of diversity, all faculty and staff members in the Department are committed to training, mentoring, and supporting students who will contribute to a field that embraces intersectionality and diversity along all cross-cutting social identities. We seek, in particular, to increase the representation of historically underrepresented groups within the discipline of anthropology.

In this Handbook, you will find relevant policies, or links to policies, that structure our graduate programs. Knowing where to begin and what resources are available will ease your transition into graduate study. Students are responsible for adhering to policies, requirements, and regulations of the Department, Graduate School, Office of the Registrar, and the University. If you have questions that are not answered by the Handbook, or in related Graduate School, Registrar, or University policies (see links below), please contact the Assistant Director of Graduate Studies, or the Director of Graduate Studies. Also feel free to stop by or contact us with any questions you may have. The Department of Anthropology office is available to help guide you through the many administration processes that you will encounter, and to inform you of policy, procedures, and deadlines.

[Department of Anthropology](#)

[College of Behavioral and Social Sciences](#)

[Graduate School Catalog](#)

[Graduate School Admissions Policies](#)

[Graduate School Required Forms](#)

[Graduate School Deadlines](#)

II. Graduate Admissions

Graduate students can apply and be admitted either with Graduate Non-Degree Status, or Graduate Degree Status.

A. Admission to Graduate Non-Degree Status

The Graduate School grants admission to non-degree seeking students. Non-degree seeking students are eligible to take graduate courses in the department that are not restricted to degree seeking students.

Golden I.D. students may take courses on a space-available basis. Criteria and information may be found [here](#).

To be considered for admission to a degree program at a later time, the non-degree seeking student must submit a new application accompanied by the required supporting documents. Application requirements and instructions on how to apply can be found [here](#)

B. Admission to Graduate Degree Status

All applicants for graduate degree status must submit an original application to the Graduate School. The University encourages all applicants to complete the [on-line application](#). Requirements,

instructions, and the process to apply to a graduate degree program in the Department of Anthropology can be found [here](#).

1. Application Deadline

The application deadline for Fall semester admission for all MAA, MAA/MHP, and PhD applicants (both domestic and international), is generally in early December. Our program does not accept applications for Spring semester admission. All application materials (initial application, official GRE scores, all transcripts, statement of intent, resume/CV, writing sample, and at least 3 recommendation letters) should be received by the stated deadline.

2. April 15 Resolution

The Council of Graduate Schools passed a resolution that prospective students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. The University of Maryland, Department of Anthropology will not ask you to respond to our offers of support prior to April 15, but prompt response to funding offers, particularly after April 15, are appreciated. Prospective students should note that if offers are not accepted by April 15th; however, universities are no longer obligated to honor those offers of admission or associated funding packages. Please see this [website](#) for more information.

3. Provisional Admission Recommendations

Applicants are expected to have a bachelor's degree from an accredited institution with a minimum GPA of

3.0 (exceptions can be made if a student demonstrates relevant career experience beyond the bachelor's degree). A degree in Anthropology is recommended but not required for admission. A basic familiarity with the discipline of Anthropology, however, is assumed. Students who are recommended for admission but lack preparation in a particular area (which will be noted in the department's letter) may be accepted to the program provisionally but are required to correct course or requirement deficiencies within the first year. Note: International applicants are required to meet English language proficiency as determined by the Graduate School. More information can be found [here](#).

4. Acceptance of Graduate Degree Program Admission

The Graduate School officially admits applicants to graduate study on the recommendation of the department. Applicants must take at least one course in the first semester of admission to validate the admission offer.

If applicants are not able to attend in the first semester, they must submit a written request to defer the date of admission. The request can be emailed to the Assistant Director of Graduate Studies who will contact the Graduate School.

Graduate School automatically terminates the graduate admission status when the student graduates, as the program is complete at that point. For a subsequent degree, the student must again apply to the Graduate School, clearly indicating that it is for readmission. It is not necessary to resubmit transcripts if application is made within seven years of when the prior degree was conferred.

5. Inclusion of Non-Degree Credit toward a Degree

After admission to a degree program, the student may seek departmental permission to include the Non-Degree Seeking Student coursework in the master's degree program. Inclusion of the coursework must be requested by filling out the [Request for Transfer or Inclusion of Credit for the Master's Degree](#) form.

Transfer credit forms must be signed and approved by the department prior to submission to the

Graduate School. The student must be registered for credit in the semester that the form is submitted.

The Graduate School reviews the request for the transfer of credit and makes the final decision. According to Graduate School policy, 9 credit hours of coursework may be transferred into a master's program.

Students admitted as non-degree seeking prior to Fall Term 2017 may transfer up to 12 graduate credits to the degree program, subject to the approval of the Graduate Program.

Complete Graduate School policy on transfer of credits, including credits earned at outside institutions, can be found [here](#).

Non-Degree Seeking Student credit is not officially transferred onto the University of Maryland transcript for doctoral students, but may be listed on their program course requirements, with the approval of the advisor. Doctoral students should not request the transfer of credit and instead should include the approved credit on student's file.

6. Application Fee Waivers

Some applicants may qualify for an application fee waiver through the Graduate School. In some years the Department of Anthropology is able to offer application fee waivers. When fee waivers are available through the department, information can be found [here](#).

C. Advisement for Degree Programs (Doctoral and Master's):

The Department of Anthropology Graduate Student Mentorship Policy can be found [here](#).

At the time of recommendation for admission, PhD students are assigned an advisor, and MAA and MAA/MHP students are assigned a provisional advisor from the full-time anthropology faculty.

For the purposes of registration in the first semester, all MAA and MAA/MHP students will be advised by the Director of Graduate Studies. After this time, MAA and MAA/MHP students should meet regularly with their provisional advisor. MAA and MAA/MHP students will have the opportunity to select their own advisor in the fall semester, which could be the provisional advisor or another full-time anthropology faculty. MAA and MAA/MHP students are encouraged to meet all faculty in the department and declare their official advisor by November 15 based on their common interests. Students should then consult with that advisor as soon as possible. Close consultation with the advisor is critical throughout the program.

All students will meet with the Director of Graduate Studies and Assistant Director of Graduate Studies at the beginning of the first semester to discuss program requirements, deadlines, and address other student concerns or questions. All students are encouraged to attend semesterly check-in meetings, held at the beginning of every fall and spring semester with the DGS and ADGS. All courses and programs must have the approval of the advisor and meet requirements.

Once the advisor-advisee relationship has been formalized, the faculty advisor and graduate student advisee will meet on a regular basis (at a mutually determined interval) until the student graduates from the program. Meeting on a regular basis is defined here as meeting at least once a month throughout the academic year. However, during periods of intense data analysis, writing activity, and/or periods where additional support is deemed necessary, advisors and advisees may need to meet weekly or biweekly.

Should either the student or faculty member be away (for example, conducting fieldwork, on

leave, or attending to other responsibilities), they should still check-in at least once a month via email or zoom call.

Per the [UMD Graduate School](#), the faculty advisor-graduate student advisee relationship is one of mutual agreement. Either party may request termination of the relationship at any point in the student's graduate career. A change of advisor may occur for a variety of reasons, such as students and advisors having different research interests or work styles, or if faculty retire or leave the university. If both parties agree to terminate the relationship and the student has secured a satisfactory arrangement with a new advisor, no further discussion is necessary, though all parties (the student, the former advisor, the new advisor, and the DGS) will need to complete and sign off on the [Transition Plan](#), which will be maintained for administrative purposes.

III. Graduate Program Requirements

Knowing the infrastructure and levels of administration will help make sense of the levels of approvals that are needed for administrative actions. All official admission approvals for graduate students reside under the Graduate School's administration. In order to graduate, students must meet the requirements of the department and the Graduate School. All students are required to adhere to the requirements and policies of the Department and Graduate School, and to meet procedural deadlines. The department may set regulations and requirements above and beyond Graduate School requirements.

The following was compiled to provide a summarization of information and processes based on what new students encounter when entering graduate studies. Be sure to check out all of the links. This publication is a comprehensive summary of the Department of Anthropology requirements, policies and regulations. Department requirements are available from the department and/or website. The Graduate School requirements, policies and regulations are listed in the [Graduate Catalog](#).

A. Student Responsibilities toward Progress Requirements

It is the student's responsibility to meet University, Graduate School, and Department requirements. Be sure to keep in contact with your advisor. It is your responsibility to find out what you need to do or what forms you need to submit in order to graduate. Although your advisor and the Assistant Director of Graduate Studies may guide you in the processes toward graduation, it is not your advisor's or the Assistant Director of Graduate Studies' responsibility to tell you what forms are required, when to file them, or to complete forms for you.

The Assistant Director of Graduate Studies maintains a database of all students pursuing a graduate level degree in the department. This database is used to track the progress of each student toward graduation. It is therefore imperative that all forms in support of graduation are submitted to the Assistant Director of Graduate Studies for the required signature(s), and for data entry.

The [Annual Graduate Student Review](#) is another mechanism for the department to track student progress. The Annual Student Review is held in Fall for Master's students and Spring for PhD students. The purpose is to check in on each student's progress in their degree program, to anticipate and respond to any problems or potential problems, and to provide useful feedback from faculty to students. All students must complete the [Annual Graduate Student Review Form](#), and discuss with their advisor. First-year PhD students will discuss with their primary advisor only. All other students' materials will be reviewed by all full-time Anthropology faculty. The completed form, along with a current CV or Resume should be submitted to the ADGS by September 30 (Master's students), or March 15 (2nd-year and above PhD students).

Below is helpful information giving you a step-by-step procedure for navigating your degree program, and additional resources regarding graduate program policies.

B. Continuous Registration Requirements (Graduate School Policy)

All graduate students must register each semester for courses and pay the associated tuition and fees, not including summer and winter sessions (unless graduating), until the degree is awarded. This policy applies to Master's and pre-candidacy doctoral students. Each student should register for the number of graduate units that accurately reflect the student's involvement in graduate study, in that particular term, for a minimum of one credit hour. If, for any reason the student must show full-time involvement, registration for 48 graduate units is required or 24 units if the student holds an assistantship. The University of Maryland Graduate Catalog provides topics on registration, available [here](#). An explanation of the unit system is available [here](#).

C. How to Register

Registration may be performed in person or online:

- Online registration is available [here](#).
- Walk-in registration in Room 1130 Mitchell Building
- Consult the Schedule of Classes for course offerings [here](#).

D. Registration Blocks, Deadlines and Late Fees (University Policy)

- Mandatory advising blocks and/or course permission must be obtained from the Assistant Director of Graduate Studies after approval of course selection by the student's major advisor.
- MAA/MHP students must have their advising block lifted by the Historic Preservation program.
- All graduate students must be registered prior to the end of the schedule adjustment period (the first 10 days of classes). Students must adhere to registration deadlines to avoid unnecessary late charges and schedule adjustment fees.

E. Graduate Students – Schedule Adjustment

The Schedule Adjustment Period is a designated period of time at the beginning of each term when students can add or drop courses. Courses added will appear on a student's permanent record. Courses dropped during this period will not appear on the student's permanent record. Students are responsible for checking the corresponding dates and deadlines and Non-Standard Courses for exact Schedule Adjustment dates.

There may be a financial penalty for drops during the Schedule Adjustment Period. Review the refund schedule and find more information about schedule adjustment [here](#).

F. Registration for Doctoral Students (Graduate School Policy)

1. Pre-candidacy Doctoral Student Registration

Pre-candidacy doctoral students are not permitted to register for "Doctoral Dissertation Research" (899). Students who are doing research work with faculty may register for 898. The 898 is variable for 1-8 credits each semester and will carry 18 units per credit. This is an independent study number "Pre-candidacy Research" with a section number for each faculty member. An explanation of units and credits can be found [here](#).

2. Registration for Doctoral Candidates

Doctoral students who have advanced to candidacy are automatically registered by the University for each fall and spring semester for 6 credits of 899, dissertation research credit. Tuition and fees can be found [here](#).

The Graduate School policy on "Pre-and Post-Candidacy Research (898) and Doctoral Dissertation Research (899)" can be found [here](#).

G. Registration Requirements for Graduation (Graduate School Policy)

In accordance with the "Continuous Registration" policy, all students who are seeking a degree are required to be registered in the semester of graduation for a minimum of 1 credit. If for any reason a student does not graduate at the end of the semester in which they have applied for the diploma, the

application will automatically transfer to the following semester. Graduate School policy can be found [here](#).

H. Registration Petitions (Graduate School Policy)

Students who need to request registration, or a schedule adjustment for a previous semester, must appeal by submitting the Petition for Waiver of Regulation form **Now Available in TerpEngage**. Appropriate documentation must be provided such as a letter from the instructor on attendance, or non-attendance, medical documents, etc. To appeal, instructor/advisor and department graduate director must provide their signature. Final decisions are made by the Graduate School.

I. Waivers of Tuition and/or Mandatory Fees (Graduate School Policy)

In certain limited cases students may need to request a waiver of tuition (to not register), or a waiver of the mandatory fees. These types of waivers must be filed 30 days prior to the start of the semester.

Waivers of registration or mandatory fees shall be granted only if students are making satisfactory progress and can complete the degree requirements within the required time limits; such waivers do not stop the student's time-to-degree clock. Students should file the appropriate forms in accordance with their circumstance.

Waivers must be approved by the advisor and the department. Final decisions are granted by the Graduate School.

Graduate School policy on waivers of registration and fees may be found online [here](#). The Waiver of Mandatory Fees form is **Now Available in TerpEngage**.

Students who are completing their internship or dissertation research out of the Baltimore/Washington metropolitan area may apply for a waiver of the mandatory fees associated with registration. A waiver of mandatory fees may only be requested if the student has completed 12 credits of 899. Students should file the [Request for Waiver of Regulation](#) form.

J. Leave of Absence (Graduate School Policy)

Please see the [Leave of Absence Policy](#). Students must complete the Request for Leave of Absence form **Now Available in TerpEngage**.

K. Full-time and Part-time Status (Graduate School Policy)

In order to determine full or part-time status, students should view the [Designation of Full-time and Part-time Status](#).

L. Minimum GPA (Graduate School Policy)

In order to maintain good academic standing, every graduate student must maintain a cumulative grade point average (GPA) of 3.0 for all courses taken at the University. This policy and other grade policies can be accessed [here](#).

M. Grading Systems (University Policy)

A description of the graduate level grading system may be found [here](#).

N. Academic Probation (Graduate School Policy)

Graduate students must maintain a 3.0 cumulative grade point average. In addition to the minimum grade point average requirements, graduate programs may require graduate students to maintain other performance minima, in all, or in particular courses. A student who fails to make satisfactory progress may have their enrollment terminated. Students should read the [Academic Probation and Dismissal Policy](#).

O. Graduate Student Grievance Policy

The Department's graduate student grievance process can be accessed [here](#).

P. Funding Policies

The Department policies for Additional Funding Opportunities for Graduate Students and Teaching Opportunities for PhD students can be found on our [website](#).

IV. Master of Applied Anthropology (MAA) Degree Requirements and Procedures

A. Degree Overview

The Master of Applied Anthropology (MAA) is a non-thesis Master's degree program designed both for students interested in an anthropology career outside of academia and for those who plan on continuing to a PhD. The program has been offered at the University of Maryland since 1984, and graduates have successfully secured employment or pursued doctoral work in a variety of fields, including medical and health practice, urban and regional planning and development, community development, conservation and heritage resource development, cultural resource management, and historical archaeology. The focus of the MAA program has been to participate in the building of anthropological practice. We ask that MAA students identify an area of subdiscipline focus in either archaeology or sociocultural anthropology. In addition, students are encouraged to choose an area of research concentration: anthropology of environment, health, or heritage. More information on the graduate programs, subdisciplines and areas of concentration can be found [here](#).

The program requires 42 credit hours of coursework, including a core sequence (18 credit hours), an internship sequence (12 semester hours), and a sequence of individually approved courses that are related to a chosen domain of application (12 semester hours).

MAA students must satisfactorily complete an internship proposal review with their advisory committee before beginning the internship, which is normally completed during the summer term between the first and second years of the program. Students are also required to satisfactorily complete an internship deliverables review with their advisory committee as part of their internship analysis, usually in the fall of their second year.

Finally, students are required to present the results of their internship in a departmental colloquium prior to graduation. There is no formal thesis requirement.

B. Post-Admission Requirements

After being admitted to the MAA program, students should be aware of and/or complete the following.

1. Satisfy any provisional admission condition.
2. Be sure there is an official transcript of all undergraduate degree course work taken elsewhere on record in the Graduate School, Graduate Student Services Office, room 2123 Lee Building.
3. Be sure that you are admitted under the degree option that you intend to earn.
4. You must validate your admission by registering for courses in the semester of admission.
5. Request the transfer or inclusion of relevant course work that you took as a Non-Degree Seeking Student at UMD, from another department at UMD, or from an outside institution, following the guidelines listed in the [Graduate Catalog](#). The form is available [here](#).

While you are a student, you must:

1. Maintain a 3.0 GPA.
2. Register every semester, including summer session(s) if you are carrying out your internship duties, taking an independent study with your advisor, or graduating in August.
3. Stay within the 5-year time frame awarded to complete degree requirements. If you go beyond the 5- year time frame, be sure to request an extension the semester prior to your time-out date. If course work goes beyond the 5-year time frame, a revalidation request must be included with the extension request.

4. Complete all course work and any requirements of the department.

C. Course Requirements

A total of 42 credits are required for the M.A.A. degree. Please note that a portion of these, in the form of credits for the internship sequence, must be taken over the summer and students are responsible for the cost associated with this. Students are reviewed annually to ensure adequate progress towards the degree.

CORE Courses (18 credits)

Typically offered during the fall semester

- ANTH 601: Applied Anthropology (3 credits)
- ANTH 606: Qualitative Methods in Applied Anthropology (3 credits)
- ANTH 760: Development of Social/Cultural Theory (3 credits)

Typically offered during the spring semester

- ANTH 722: Ecological Anthropology (3 credits)
- ANTH 630: Quantification and Statistics in Applied Anthropology (3 credits)
- ANTH 740: Anthropological Theories of the Past (3 credits)

Internship Sequence (12 credits)

- ANTH 701: Internship Preparation (3 credits) (Spring of First Year)
- ANTH789*: Internship (6 credits) (Summer after First Year)
- ANTH712: Anthropology Internship Analysis (3 credits) (Fall of Second Year)

*Students are required to register for a minimum of 3 credits of internship credits in a summer session

Generally, students are expected to complete their first two semesters of core courses before moving on to an internship (usually conducted during the summer between the first and second year). Upon completion of the Internship, you may pursue the remaining coursework at your own pace because it consists primarily of work in your area of specialization.

Supporting Coursework (12 credits)

This course work should be chosen by the student in consultation with their advisor and should support the student's interests in Anthropology.

D. MAA Academic Plan

Students in the MAA program are encouraged to complete an MAA Academic Plan that includes coursework and major milestones. The Academic Plan should be created in consultation with the major advisor and committee and should be completed by February 15 in Year 1 of the MAA program. It is understood that the academic plan is flexible and can be revised.

E. Advising and Committee Structure for MAA Students

1. **Major Advisor.** All incoming students are assigned a provisional advisor. In many cases, the provisional advisor is the faculty member with whom the incoming student has already established an advising relationship. For the purposes of registration in the first semester, all MAA and MAA/MHP students will be advised by the Director of Graduate Studies. After this time, MAA and MAA/MHP students should meet regularly with their provisional advisor, beginning in September of the first year of the program. MAA and MAA/MHP students will have the opportunity to select their own advisor in the fall semester, which could be the provisional advisor or another full- time anthropology faculty. MAA and MAA/MHP students are encouraged to meet all faculty in the department and declare their official advisor by November 15 based on their common interests. Students must submit the [MAA Advisor Declaration Form](#) to the Assistant Director of Graduate Studies. Students should then consult with that advisor as soon as possible. Close consultation with the advisor is critical throughout the program. Per the [UMD Graduate School](#), the faculty advisor-graduate student advisee relationship is one of mutual agreement. Either party may request termination of the relationship at any point in the

student's graduate career. A change of advisor may occur for a variety of reasons, such as students and advisors having different research interests or work styles, or if faculty retire or leave the university. If both parties agree to terminate the relationship and the student has secured a satisfactory arrangement with a new advisor, no further discussion is necessary, though all parties (the student, the former advisor, the new advisor, and the DGS) will need to complete and sign off on the Transition Plan, which will be maintained for administrative purposes.

2. **MAA Committee Structure:** The student, in consultation with their major advisor, will pick the other committee members by no later than February 15 in the first year of the program. The MAA committee shall consist of at least three members, at least two of whom are full-time department faculty members. It is expected that department faculty will be the majority, unless specific circumstances justify a different composition. The Graduate Committee will review and approve requests for alternative committee compositions. To request an alternate committee structure, the student must submit [this form](#) to the Assistant Director of Graduate Studies. It is the student's prerogative to change committee members (with the added members consent) at any time. When the student changes members of the committee, the student must inform the new and former members in writing. The student will record the committee composition by updating the [Advisor/Committee Declaration Form](#), kept in the student's file by the Assistant Director of Graduate Studies.
3. **MAA Committee Role:** Committee members are expected to provide students with advice, research guidance, and professional mentorship throughout the MAA program in order to facilitate student achievement of programmatic and career goals. The Committee will assist the student in identifying an appropriate internship and supervise the student throughout the internship process, to include: proposal development, addressing proposal review comments, undertaking the internship, completing the post- internship analysis course, preparation and review of colloquium and other professional presentations, preparation of final written products, and submission of any manuscripts for publication.

F. **MAA Internship Sequence**

The Masters of Applied Anthropology (MAA) is a non-thesis graduate degree organized around a professional Internship (Applied Internship or Research Practicum). The Internship fulfills the Graduate School non-thesis master's degree requirement for a culminating project reflecting disciplinary and professional mastery and preparing students for professional or scholarly advancement. The culminating project must synthesize advanced knowledge, apply appropriate methods or creative practices, and demonstrate mastery of the discipline.

In consultation with their primary advisor and their MAA committee members, students can choose between an Applied Internship or a Research Practicum to fulfill the MAA Internship (non-thesis Culminating Project).

Complete **MAA Internship Sequence Guidelines** can be found [here](#).

1. **Internship Proposal**

As part of the requirements for ANTH 701 (Internship Preparation), the MAA Internship Proposal consists of two parts:

- A written internship proposal, and
- An oral presentation of the internship proposal that is presented at the MAA Internship Proposal Review meeting.

In consultation with their primary advisor and their MAA committee members, students can choose between an Applied Internship or a Research Practicum to fulfil the requirements for the MAA Internship (non-thesis Culminating Project).

Students may not proceed with their internship or receive a passing grade in ANTH 701 until the

internship proposal is approved by the committee. The results of the internship proposal review meeting will be used by the major advisor in assigning a final grade for ANTH 701 (Internship Preparation). A completed [MAA Internship Proposal Review Form](#) stating the results of the committee review of the written and oral proposal presentations must be submitted after the committee meeting.

Complete **MAA Internship Proposal Guidelines** can be found [here](#).

2. Internship

The committee decides with the student on the format and structure of the internship, which may include research and/or practice. The format and structure of the internship should be outlined in the internship proposal. Students typically complete the MAA internship during the summer at the end of their first year of graduate studies. Students are required to register for a minimum of 3 internship credits in one of the summer sessions. Following the completion of the internship (and preferably by November 15 of the second year), the MAA supervisor must submit the [MAA Internship Evaluation Form](#). Because many internship supervisors are off campus, it is the responsibility of the MAA student to provide the form to their supervisor. The student should submit the completed form to the Assistant Director of Graduate Studies.

Complete **MAA Internship Sequence Guidelines** can be found [here](#).

3. Deliverables

MAA Internship (Applied Internship or Research Practicum) Deliverables should minimally include:

- A presentation at the Department of Anthropology Annual Colloquium
- A substantive independently-written product, which can include:
 - Research reports, CRM/site reports, publications, interpretative products, and research papers with applied outcomes.
 - More than one deliverable may be required (such as an interpretive product for the internship supervisor/community collaborator, and a reflective written report for the major advisor/committee).
 - Examples of internship deliverables organized by the nature of the internship (Applied Internship and Research Practicum) and the area of concentration (Health, Heritage, Environment) can be found [here](#).

Ideally, before the end of the student's third semester (or before the Colloquium during the student's fourth semester) the MAA committee will meet for the second time with the student to evaluate the:

- Written deliverable(s) and
- First draft of the student's Anthropology Colloquium presentation

An [MAA Internship Deliverables Review Form](#) stating the results of the committee review of the written deliverable(s) and the first draft of the student's Anthropology Colloquium presentation must be submitted after the committee meeting.

Complete **MAA Internship Deliverables Guidelines** can be found [here](#).

4. Meetings

Several required meetings in support of MAA students will be scheduled throughout the MAA program sequence. These meetings will prepare you to meet your academic milestones, identify internships, give your colloquium presentation, and prepare you for the job market.

5. Internship Sequence (Idealized, with Flexibility Possible in Some Areas)

YEAR 1

Fall I

- August: Graduate Student Orientation (REQUIRED)
- September: Meet with provisional advisor (REQUIRED)
- October: Group meeting with MAA students (plus PhD students earning MAA) to go over process of choosing advisor, and program milestones/benchmarks. (REQUIRED)
- November 15: Deadline to pick major advisor (REQUIRED)
- Submit abstracts for SAA, SfAA conferences (OPTIONAL, check dates)

Spring I

- ANTH 701: Internship Preparation (REQUIRED)
- January-February: Group meeting with 701 instructors and students to go over proposal guidelines/requirements (REQUIRED)
- February 15: Deadline to form 3-member committee (REQUIRED)
- February 15: MAA Academic Plan (RECOMMENDED)
- April: Submit IRB proposal (REQUIRED FOR MOST)
- April 15: Internship proposal due to committee (REQUIRED)
- April 30: Committee meeting to review proposal and establish requirements for internship deliverables (REQUIRED)
- Throughout Spring: Cover letter, resume, interview skills resources on ELMS (RECOMMENDED)
- Throughout Spring: Attend internship fairs (ARHU, CMNS, Public Health, etc.) (RECOMMENDED)
- Submit abstracts for AAA, Anthro+ conferences (OPTIONAL, check dates)

Summer I (All Sessions)

- ANTH 789: Internship (6 credits) (REQUIRED)
*Students are required to register for a minimum of 3 internship credits in one of the summer sessions
- Throughout Summer: Recommend regular check-in meetings with internship supervisor (daily, weekly, or biweekly), and major advisor (biweekly or monthly), plus email updates to the rest of the MAA committee. (REQUIRED)
- Mid-Summer: Internship supervisor and major advisor discuss needed redirection/course adjustments. (RECOMMENDED)
- End of Summer: Internship supervisor completes MAA Internship Evaluation Form (REQUIRED)
- Submit abstracts for SHA conference (OPTIONAL, check dates)

YEAR II

Fall II

- ANTH 712: Anthropology Internship Analysis (REQUIRED)
- September: Meet with major advisor for post-internship debrief and review requirements for end-of-semester deliverables. (REQUIRED for 712)
- November/December: Committee meets to review and approve final products including the colloquium talk, and written deliverables, then directs grade for ANTH 712 (REQUIRED)
- Submit abstracts for SAA, SfAA conferences (OPTIONAL, check dates)

Spring II

- February: Submit abstract for Anthropology Colloquium (REQUIRED)
- February/March: Anthropology Colloquium preparation meetings (REQUIRED)
- March/April: Present at Anthropology Colloquium (REQUIRED)
- Throughout Spring: Cover letter, resume, interview skills resources on ELMS (RECOMMENDED)
- Submit abstracts for Anthro+, AAA conferences (OPTIONAL, check dates)

G. Time Limit for Degree (Graduate School Policy)

All requirements for the master's degree must be completed within the five-year time period given from the date of enrollment (see number 3 for requirements on coursework revalidation). When a student has reached the time limit allowed, a time extension must be requested by filing the [Request for a Time Extension](#) form. The advisor and the department graduate director must approve all time extensions. A letter of support from the department graduate director must accompany the request. All extension requests for the master's degree options must include a [Request for Transfer or Inclusion of Credit for the Master's Degree](#) for revalidation of coursework that is older than five years. The Graduate School policy on Time Extensions may be viewed [online](#).

H. Revalidation of Master's Degree Coursework Older than Five Years (with 7 years as the limit)

Any coursework taken at the University of Maryland (including Advanced Special Student status or via the Consortium) that extend beyond the five-year time limit allowed for degree requirements must be revalidated (only up to 7 years). Coursework taken 7 or more years ago cannot be used toward a degree at the University of Maryland. Revalidation must show that the student has current course knowledge. To submit a revalidation request the student should file [Request for Transfer or Inclusion of Credit for the Master's Degree](#) form. How the coursework is being revalidated must be indicated on the form. The criteria for revalidation are as follows: (a) examination; (b) advance course that includes course knowledge; (c) comprehensive examination that includes course knowledge; (d) teaching comparable course; (e) publishing research demonstrating course knowledge; (f) other reason explained. Revalidation requests must be included with any "Request for Time Extension for Completion of Graduate Degree" for courses that will be older than 5 years at the time of the student's graduation.

I. Transfer Credit (Graduate School Policy)

The Graduate School policies on transfer of credit are available [here](#). The [Request for Transfer or Inclusion of Credit for the Master's Degree](#) must be completed.

J. Application for Graduation (University Policy)

1. All candidates must file the application for graduation in the semester that graduation is anticipated
2. If the candidate does not graduate in the semester applied for, the graduation application will carry over to subsequent semesters until graduation requirements are met, unless the time of admission status expires in the interim, in which case, the student must reapply to graduate after an extension request has been granted.
3. The candidate must be registered for credit in the semester or session of graduation, including one of the summer sessions for August graduation.
4. Students apply to graduate online [here](#).

K. Certification of Program Requirements to the Office of the Registrar

The Office of the Registrar will notify the department of those students who have submitted an Application for Graduation. The Assistant Director of Graduate Studies will submit the required [Approved Program Form](#) and U-Achieve Audit for each applicant, bearing signatures of the advisor and the Graduate Director. These forms will constitute certification to the Office of the Registrar of completion of program requirements for the MAA degree. In addition, the student must complete the Office of the Registrar requirements (i.e. provisional admission condition removal, 3.0 GPA., coursework within the five year time frame, revalidation of old coursework, transfer credit, program adherence, grades, registration in the semester of graduation, etc.) The Office of the Registrar officially clears each student for graduation.

L. Filing Required MAA Forms (Published by the Department and the Graduate School)

Forms for submission to the Graduate School must receive approval of the advisor and the

department before acceptance by the Graduate School. Graduate School forms should not be sent directly to the Graduate School—all forms will be submitted to the Graduate School by the Assistant Director of Graduate Studies, unless otherwise instructed by the ADGS or DGS. Confusion often occurs because all forms published by the Graduate School indicate that the form should be returned to the Graduate Student Services Office in the Lee Building, however the department will send these forms to the designated offices after approval and processing has occurred within the department.

1. [MAA Advisor and Committee Form](#)

Once the student has met with an advisor and ready to declare him/her as their official advisor, student is required to fill out this form along with the listings of their committee members (at least 3 members)

2. Per the [UMD Graduate School](#), the faculty advisor-graduate student advisee relationship is one of mutual agreement. Either party may request termination of the relationship at any point in the student's graduate career. If a student changes advisor, all parties (the student, the former advisor, the new advisor, and the DGS) will need to complete and sign off on the [Transition Plan](#), which will be maintained for administrative purposes.

3. [Petition to Request Alternate MAA Committee Composition](#)

The Graduate Committee will review and approve requests for alternative committee compositions. To request an alternate committee structure, the student must submit this form to the Assistant Director of Graduate Studies.

4. [MAA Internship Proposal Review](#) (Internship Preparation for MAA)

Students registered in ANTH 701 (Internship Preparation) are required to satisfactorily complete an internship proposal review with their advisory committee (comprised of 3 members) before beginning the internship (ANTH 789) every summer. Students must meet regularly with their advisor or together with the rest of their committee in making sure that they are being guided successfully in implementing and then executing an internship during the summer.

5. **Human Participants in Research**

At the University, all research that involves the use of human participants requires review and approval by the Institutional Review Board prior to the initiation of the research. Researchers should review the [IRB website](#) to be sure they are adhering to regulations and following the correct process.

6. [MAA Internship Evaluation Form](#) (Post Internship Evaluation for MAA)

Once student has completed their internship and has registered for ANTH 712, student is required to have this form filled out and signed by their internship supervisor.

7. [MAA Internship Deliverables Review](#) (Internship Analysis for MAA)

Students registered in ANTH712 (Internship Analysis) are required to satisfactorily complete an internship deliverables review with their advisory committee before receiving a grade for ANTH712.

8. [Annual Graduate Student Review](#)

The Annual Student Review is held in Fall for Master's students in their second year and beyond. The purpose is to check in on each student's progress in their degree program, to anticipate and respond to any problems or potential problems, and to provide useful feedback from faculty to students. Students are asked to complete [this form](#) and discuss with their advisor. Each student's materials will be reviewed by all full-time Anthropology faculty. The completed form, along with a current CV or Resume should be submitted to Nadine Dangerfield (nadine@umd.edu) by September 30.

9. [Petition to Request Remote Colloquium Participation](#) (MAA)

If a student cannot be physically present at the Colloquium and would like to request permission to participate via video, this form must be completed, signed by their Major Advisor and the Director of Graduate Studies, and returned to the ADGS at least two weeks prior to the Colloquium.

10. **Application for Graduation**

If you are graduating this semester, be sure to submit your graduation application by the deadline through: <https://www.testudo.umd.edu/>

11. [Request for Transfer or Inclusion of Credit for the Master's Degree](#)

A form that is used to request that specific course work be transferred or included as part of a student's master's degree requirements. Course work may be from an outside institution or from the University of Maryland, earned either under the non-degree seeking student status or from another department on campus (in cases where a student has changed admission from one department to another).

12. [Petition for Waiver of Regulation](#)

A form that is used to request an exception to policy. The types of appeals that would be appropriate to request by use of this form are retro-active registration or adjustments to course work for historic semesters, retro-active Admission to Candidacy, mandatory fees waiver, or to request the acceptance of the various forms required for graduation submitted after the published deadlines. Petitions require justification documentation, and approval by the instructor, advisor and department. Favorable decisions are granted for extenuating circumstances only.

13. [Petition for Waiver of Continuous Registration](#) (Master's and Pre-Candidacy Doctoral Students Only) **Now Available in TerpEngage**

All students are required to maintain continuous registration (excluding summer unless graduating). This form is used to request a waiver of the continuous registration requirement for master's and pre-candidacy doctoral students. Students who will be away from the campus for a full semester or year may request one waiver of continuous registration (and its associated tuition) for up to 2 semesters. Waivers of registration shall be granted only if the student is making satisfactory progress and can complete the degree requirements within the required time limits; such waivers do not alter the student's time to degree clock.

14. [Request for Leave of Absence](#) **Now Available in TerpEngage**

Graduate School policy on Leave of Absence can be found [here](#).

15. [Return from Leave of Absence](#) **Now Available in TerpEngage**

Graduate School policy on Leave of Absence can be found [here](#).

16. [Request for Time Extension](#)

A form that is used to request an extension of time beyond the period that is permitted to complete degree requirements. Extension requests require support documentation to include; a reason for the request and any special circumstances, a plan of action in time-table format, and a letter of support from the Department Graduate Director (or Department Chair).

17. [Petition to Deviate from Departmental Degree Requirements and Procedures](#)

The purpose of this petition is to request a deviation from the Departmental Graduate Requirements and Procedures. Students must describe the proposed deviation and provide a clear justification as to why the request is being made.

V. MAA/MHP Dual-Degree Program Requirements and Procedures

A. Degree Overview

Students completing the MAA/MHP dual degree program graduate with two master's degrees in Anthropology and Historic Preservation. As a result, the required coursework is substantial, and completion of the degrees requires careful planning.

Despite many overlapping themes, applied anthropology and historic preservation are very specific in their scope. Yet, as issues related to global heritage grow more complex, there is an increased demand for professionals who can transcend the multiple aspects of preservation and heritage. The joint Master of Applied Anthropology / Master of Historic Preservation Degree Program positions students interested in pursuing a career in cultural heritage with a unique and competitive advantage; a comprehensive insight into both tangible heritage, such as architecture, artifacts and natural forms; and the intangible resources of society and culture.

The experiential foundation offered by the two programs offers the practical knowledge needed to succeed in an increasingly competitive and changing global market.

The Applied Anthropology and Historic Preservation dual degree takes full advantage of the diverse coursework offered at the University's School of Architecture, Planning and Preservation and the Department of Anthropology, bringing together expertise in archaeology, vernacular architecture, ethnography, cultural resource management, heritage studies and social/cultural anthropology.

This Handbook covers only Department of Anthropology policies that affect M.A.A. students in the dual- degree program. Students need also review and understand the policies governing the degree-seekers in Historic Preservation (M.H.P).

There is a great deal of overlap between the policies and requirements for the dual degree MAA/MHP and the stand-alone MAA (Anthropology)—in these areas of overlap, the headings below refer back to the relevant sections in the MAA program requirements.

Click [here](#) for more information on the Department of Anthropology graduate program, subdisciplines, and areas of concentration.

B. Admissions

Students who wish to enroll in the dual M.A.A./M.H.P. degree program need only submit a single application, but they must be admitted by *both* academic programs (Anthropology and Historic Preservation) in order to enroll. Applicants to the dual-degree program who are admitted by only one department (but not the other) may not enroll in the dual-degree program. Applicants to the dual-degree program who are admitted by only one department can be admitted to that program only. Students wishing to be considered for a stand-alone master's degree program in either Anthropology or Historic Preservation must confirm this request with the appropriate department.

C. Post-Admission Requirements (see Section IV)

D. Course Requirements

A total of 66 credits are required for the dual M.A.A./ M.H.P degree. Please note that a portion of these, in the form of credits for the internship sequence, must be taken over the summer and students are responsible for the cost associated with this. Students are reviewed annually to ensure adequate progress towards the degree. Applied Anthropology and Historic Preservation requirements (including seminars) may be met by appropriate courses numbered 400 or higher. Approval of elective courses by the student's graduate advisor is required.

Master of Applied Anthropology
33 Credits of Required Courses

MAA CORE Courses (21 credits)

- ANTH 601 Applied Anthropology (3 credits)
- ANTH 606 Qualitative Methods in Applied Anthropology (3 credits)
- ANTH 630 Quantification and Statistics in Applied Anthropology (3 credits)
- ANTH 649/449 Issues in Critical Heritage OR ANTH 664/464 Anthropology of Cultural Heritage OR ANTH 635 Archaeological Ethnography and Heritage Ethnography OR ANTH 640 Historical Archaeology (3 credits)
- ANTH 722 Ecological Anthropology (3 credits)
- ANTH 740 Anthropological Theories of the Past (3 credits)
- ANTH 760 Development of Social/Cultural Theory (3 credits)

MAA Internship Sequence (12 credits)

- ANTH 701 Internship Preparation (3 credits)
- ANTH 789 Internship (6 credits)
*Students are required to register for a minimum of 3 internship credits in one of the summer sessions
- ANTH 712 Anthropology Internship Analysis (3 credits)

Generally, students are expected to complete their first two semesters of core courses before moving on to an internship (usually conducted during the summer between the first and second year). Upon completion of the Internship, you may pursue the remaining coursework at your own pace because it consists primarily of work in your area of specialization.

**Master of Historic Preservation
33 Credits of Required Courses**

- HISP 600 Introductory Seminar in Hist. Pres. (3 credits)
- HISP 611 Historical Research Methods (3 credits)
- HISP 630 Pres. Policy and Planning (3 credits)
- HISP 635 Social and Ethnic Issues in Pres. (3 credits)
- HISP 640 Pres. Law (or ANTH 689B Archaeo. Law) (3 credits)
- HISP 650 Preservation Studio (6 credits)
- HISP 655 American Vernacular Architecture (4 credits)
- HISP 670 Conservation of Historic Buildings (3 credits)
- HISP 680 Preservation Economics (3 credits)
- Elective (2 credits)

Total: 66 credits for MAA/MHP Dual Degree**E. MAA/MHP Academic Plan**

Students in the MAA/MHP program are encouraged to complete an Academic Plan that includes coursework and major milestones. The Academic Plan should be created in consultation with the major advisors (in ANTH and HP) and committee and should be completed by February 15 in Year 1 of the MAA/MHP program. It is understood that the academic plan is flexible and can be revised.

F. [Annual Graduate Student Review](#)

The Annual Student Review is held in Fall for Master's students in their second year and beyond. The purpose is to check in on each student's progress in their degree program, to anticipate and respond to any problems or potential problems, and to provide useful feedback from faculty to students. Students are asked to complete [this form](#) and discuss with their advisor. Each student's materials will be reviewed by all full-time Anthropology faculty. The completed form, along with a current CV or Resume should be submitted to Nadine Dangerfield (nadine@umd.edu) by September 30.

G. Advising and Committee Structure for MAA/MHP Students

1. **Major Advisor.** Dual degree students should identify academic advisors both in Anthropology and in Historic Preservation. In Anthropology, all incoming MAA and MAA/MHP students are assigned a provisional advisor. In many cases, the provisional advisor is the faculty member with whom the incoming student has already established an advising relationship. For the purposes of registration in the first semester, all MAA and MAA/MHP students will be advised by the Director of Graduate Studies. After this time, MAA and MAA/MHP students should meet regularly with their provisional advisor, beginning in September of the first year of the program. MAA and MAA/MHP students will have the opportunity to select their own advisor in the fall semester, which could be the provisional advisor or another full-time anthropology faculty. MAA and MAA/MHP students are encouraged to meet all faculty in the department and declare their official advisor by November 15 based on their common interests. Students must submit the [MAA Advisor Declaration Form](#) to the Assistant Director of Graduate Studies. Students should then consult with that advisor as soon as possible. Close consultation with the advisor is critical throughout the program. Per the [UMD Graduate School](#), the faculty advisor-graduate student advisee relationship is one of mutual agreement. Either party may request termination of the relationship at any point in the student's graduate career. A change of advisor may occur for a variety of reasons, such as students and advisors having different research interests or work styles, or if faculty retire or leave the university. If both parties agree to terminate the relationship and the student has secured a satisfactory arrangement with a new advisor, no further discussion is necessary, though all parties (the student, the former advisor, the new advisor, and the DGS) will need to complete and sign off on the [Transition Plan](#), which will be maintained for administrative purposes.
2. **MAA Committee Structure:** The student, in consultation with their major advisor, will pick the other committee members by no later than February 15 in the first year of the program. The MAA committee shall consist of at least three members, at least two of whom are full-time department faculty members. It is expected that department faculty will be the majority, unless specific circumstances justify a different composition. The Graduate Committee will review and approve requests for alternative committee compositions. To request an alternate committee structure, the student must submit [this form](#) to the Assistant Director of Graduate Studies. It is the student's prerogative to change committee members (with the added members consent) at any time. When the student changes members of the committee, the student must inform the new and former members in writing. The student will record the committee composition by updating the [Advisor/Committee Declaration Form](#), kept in the student's file by the Assistant Director of Graduate Studies.
3. **MAA Committee Role:** Committee members are expected to provide students with advice, research guidance, and professional mentorship throughout the program in order to facilitate student achievement of programmatic and career goals. The Committee will assist the student in identifying an appropriate MAA internship and supervise the student throughout the internship process, including: proposal development, addressing proposal review comments, undertaking the internship, completing the post-internship course, preparation of colloquium and other professional presentations, preparation of final written products, and submission of any manuscripts for publication.

H. MAA Internship Sequence (see Section IV)

I. Time Limit for Degree (Graduate School Policy) (see Section IV)

J. Revalidation of Master's Degree Coursework Older than Five Years (with 7 years as the limit) (see Section IV)

K. Transfer Credit (Graduate School Policy) (see Section IV)

L. Application for Graduation (University Policy) (see Section IV)

M. Certification of Program Requirements to the Office of the Registrar (see Section IV)

N. Information for Filing Required MAA Forms (see Section IV)

VI. Doctoral Degree Requirements and Procedures

Students are responsible for knowing and securing policies, regulations, and requirements contained in the University of Maryland publications and web site documents to include the Schedule of Classes, the Graduate Catalog, College Publications, and departmental documents and website.

The expectations and time frames indicated below are the requirements of the Department of Anthropology and the Graduate School.

Immediately following admission, students should be aware of and/or complete the following:

- Satisfy any provisional admission condition.
- Be sure there is an official transcript of all undergraduate and master's degree course work taken elsewhere on record in the Graduate School, Graduate Student Services Office, room 2123 Lee Building.
- Maintain a 3.0 GPA
- Register every semester (including the summer session if you are advising with your adviser, using University facilities, or graduating in August). If newly admitted register in the semester of admission, in order to validate your admission.
- You must advance to candidacy within 5 years of your enrollment in our graduate program. If you require a time extension, be sure to request this in the semester before your time-out deadline. The time extension form can be found [here](#).

Students should follow regulations in effect in accordance with their admission date. The department determines the courses that are required in order to graduate. Students must also adhere to policy of the Department, Graduate School, Office of the Registrar, and University.

A. Doctor of Philosophy in Anthropology (PhD)

The doctoral program in Anthropology creates a fertile training environment for graduate students. The department's faculty encourages applicants for our doctoral program who are outstanding undergraduates, master's level students in anthropology and related disciplines, and young professionals in anthropology or in fields for which a doctorate in anthropology would be an ideal complement or final degree. We seek doctoral students who have proven a commitment to the field of anthropology and who have shown an understanding of how to use their professional knowledge in applying anthropological research to practical and applied circumstances. We seek to train professionals who come here in order to improve both their research and applications skills in the uses of anthropological knowledge. A major focus of the Doctor of Philosophy (PhD) program is to direct original research and to encourage theoretical and methodological advancement in such a way as to reflect upon the specific practices of anthropology, with the aim of improving those practices and thereby increasing the value and usefulness of the discipline. Doctoral students are typically prepared for research and development careers outside of academic settings, as well as for academic careers in anthropology departments and other disciplinary settings.

We particularly encourage potential graduate students to enter this program who would like to use scientific and scholarly traditions in our discipline to address problems within the one of our three areas of research concentration: environment, health, and heritage. Applicants to the PhD program will be expected to indicate an interest in pursuing study related to one of these areas of concentration. Most faculty members maintain interests that intersect with one or more of the areas of concentration. Students seeking to pursue interests outside these areas may do so with departmental permission and the cooperation of a faculty advisor. Click [here](#) for more information on the graduate program, subdisciplines and areas of concentration.

B. PhD Degree Overview

Students may enter the PhD program either with a Bachelor's or with a Master's Degree. Supportive coursework in addition to that listed below may be required on a case-by-case basis

depending on the qualifications of the student. In such cases, these expectations will be specified upon admission to the PhD program. Substitutions for courses in the MAA core sequence are rarely permitted and must be approved by the Graduate Committee and the Department Chair. Students admitted to the PhD program advance to candidacy upon completion of a written comprehensive examination and an oral defense of their dissertation proposal. An oral defense upon completion of the dissertation is also required.

1. Entering with a Bachelor's Degree

Students entering the PhD from a Bachelor's degree must normally complete all the requirements for the MAA degree, although the internship sequence can be substituted with additional coursework under approved circumstances. An additional minimum of 30 credit hours of advanced coursework is required, to include at least 12 credit hours of dissertation research.

2. Entering with a Master's Degree

For students entering the PhD program from the MAA, an additional minimum of 30 credit hours of advanced coursework is required, to include at least 12 credit hours of dissertation research.

Students entering the PhD program with a master's degree from another institution are minimally required to complete the 18 credit hour core sequence of the MAA program, 12 credits of electives, and an additional minimum of 30 credit hours of advanced coursework, to include at least 12 credit hours of dissertation research. These students are not normally required to complete the internship sequence, although in some cases their doctoral committee may decide an internship may be appropriate to enhance a student's professional experience prior to graduation.

C. Course Requirements

Depending on your entering qualifications, the course requirements for each student may vary. Please see the section "Degree Overview" above to see which course requirements may apply to you.

CORE Courses (18 credits)

Typically offered during the fall semester:

- ANTH 601: Applied Anthropology (3 credits)
- ANTH 606: Qualitative Methods in Applied Anthropology (3 credits)
- ANTH 760: Development of Social/Cultural Theory (3 credits)

Typically offered during the spring semester:

- ANTH 722: Ecological Anthropology (3 credits)
- ANTH 630: Quantification and Statistics in Applied Anthropology (3 credits)
- ANTH 740: Anthropological Theories of the Past (3 credits)

Internship Sequence (12 credits) (Recommended for incoming students without an MA/MS/MAA)

- ANTH 701: Internship Preparation (3 credits)
- ANTH789: Internship (6 credits)
*Students are required to register for a minimum of 3 internship credits in one of the summer sessions
- ANTH712: Anthropology Internship Analysis (3 credits)

Generally, students are expected to complete their first two semesters of core courses before moving on to an internship (usually conducted during the summer between the first and second year). Upon completion of the internship, you may pursue the remaining coursework at your own pace because it consists primarily of work in your area of specialization.

Supporting Coursework (credits required vary)

This course work should be chosen by the student in consultation with their advisor and should support the student's interests in Anthropology.

Dissertation Credits (at least 12 credits)

All PhD students are required to complete 12 credits of dissertation course work once they advance to candidacy. Upon advancement to candidacy, students are automatically registered for 6 credits of ANTH899 per semester (fall and spring).

D. Continuous Registration (Graduate School Policy)

The Graduate School requires all students to maintain continuous registration throughout their program. Failure to do so will result in cancellation of the students' admission status. Extenuating circumstances may occur that prevent a student from being able to register. In such cases, some students may be eligible to request a waiver of continuous registration (once only up to one year), or a leave of absence. Policy and criteria for petitions on continuous registration may be found online [here](#). Students must be registered in the semester of graduation, including one of the summer sessions if graduating in August.

E. Required Sequential Tracking of Doctoral Students (Department Policy)

1. A preliminary review is required for all PhD students – usually completed in the fourth semester (spring).
2. Three area examinations are developed, administered and proctored under conditions established by the department. The department determines what constitutes a comprehensive examination.
3. Applications for advancement to candidacy for a doctoral student shall not be forwarded to the Graduate School by the department unless all the exams have been passed and a dissertation proposal has taken place.
4. The department requires that a student's doctoral research committee be approved and dissertation proposal accepted prior to forwarding the application for formation of an oral examining committee to the Graduate School.

F. Time Limit for Degree (Graduate School Policy)

1. All requirements for the doctoral degree must be completed within a nine-year time period. Five years is given from the date of admission until the student is expected to advance to candidacy. The Graduate School allows four years to elapse between admission to candidacy and the conferring of the degree. A minimum of six months must elapse between admission to candidacy and conferring of the degree. If a student advances to candidacy early, then nine years is given from the original date of admission. Departments may require a more rigorous time frame for degree completion.
2. When a student has reached the time limit allowed either prior to admission to candidacy or after, a time extension must be requested by filing the "Request for Time Extension for Completion of Graduate Degree" form. The advisor and the department must approve time extensions. A maximum of one year may be approved and may be requested twice only. The Graduate School policy on time limitations may be viewed [here](#).

VII. Doctoral Degree Step-by-Step Procedures

The following step toward doctoral graduation must be approved and recorded in the department before the student is allowed to progress to the next step. The progress steps are listed in order below.

A. [Preliminary Review](#)

Once students have taken ANTH601, ANTH722, ANTH740 and ANTH760, they are required to take and pass the Preliminary Review. The Preliminary Review is usually taken in the fourth semester (spring).

However, students (in consultation with their advisor) may take the Preliminary Review in the third semester (fall). Students may file a petition to request alternate timing of the Preliminary Review using the [Petition to Deviate from Departmental Requirements and Procedures](#).

1. **Purpose:** The purpose of the Preliminary Review is to provide students with a faculty- wide

assessment of their progress toward PhD-level research in anthropology early in their studies. The review includes both assessment of work completed during the student's first three semesters in the program, and also guidance on how the student can strengthen their focus and study plans. The intent of the Preliminary Review is to create a constructive and positive engagement between students and faculty that is supportive and productive.

2. **Timing:** The Preliminary Review occurs when PhD students have completed the following core courses: ANTH 601, 722, 740, and 760. All incoming PhD students who are full time will be required to take ANTH 601 and 760 (fall) and ANTH 740 and 722 (spring) in their first year. Students may not proceed to any part of their Area Exams until the Preliminary Review has been successfully completed, and they have taken ANTH606 and ANTH630.
3. **Format:** Students will prepare a Preliminary Review dossier consisting of the items below. They must be submitted to the Assistant Director of Graduate Studies *as a single PDF document* by the stated deadline:
 - a) Student Statement of Progress (see below for specifics on the content of this statement).
 - b) References Cited (in addition to the statement)
 - c) Two-page Curriculum Vitae

Student Statement of Progress:

The purpose of this document is for you to provide a prospectus of your progress toward the dissertation phase of the PhD program. It should be a five-page, single-spaced statement (about 2500 words) with scholarly references (not included in the five-page limit) that demonstrates your ability to identify productive research questions and to construct rigorous scholarly arguments. The statement should be developed in consultation with the PhD advisor; both the advisor and the student must sign the statement before it is submitted for review. The statement should address the following:

1. What is your preliminary vision of your future research? Please engage and critically assess the relevant literature in your discussion.
 2. What kinds of data and/or methods do you envision as necessary to support your investigations? How could these contribute to a future research design?
 3. How have your professional activities to this point contributed to your PhD progress? Please include a short self-reflection section on areas for future development.
4. **Grading:** During the Preliminary Review meeting (in April for spring review, in September for fall review), participating faculty will discuss the statement and CV. The advisor will present the student's case and other faculty may provide input on the student's work and progress. The discussion will center on the following areas: critical thinking, knowledge of subject matter, research strategy, scholarship potential, and professional experience. The meeting will also include the student's Annual Review, which focuses on identifying broader strengths, areas for improvement, and suggested resources for the student. Should the student complete a fall review, their annual review will still take place during the spring semester. At the end of the discussion, a vote (by simple majority) will be taken by the participating faculty on whether the student "meets expectations" or "does not meet expectations." In the case of an assessment of "does not meet expectations," the student and their advisor will proceed with the Secondary Review Process (see below).

Within two weeks of the Preliminary Review meeting, the DGS will send the student a written version of the assessment (with input from the Advisor), including the specific recommendations from faculty and the overall assessment (meets expectations or does not meet expectations)

Secondary Review Process:

- Upon receipt of a Preliminary Review letter in which the student performance was assessed as "does not meet expectations," the student shall meet with their Advisor. The

student will be given the opportunity to speak to the issues identified in the review letter and provide any additional contextual information (at their discretion).

- The student and Advisor will then communicate with the DGS to discuss the details of the initial meeting between the student and Advisor (bearing in mind requests from the student regarding confidentiality).
- The student, Advisor, and DGS will then discuss next steps (e.g., leaving the program, completing the requirements for the MAA degree if relevant, changing advisors, or proceeding with the secondary review) and consult with the Graduate Committee (if desired) to determine whether to proceed with the secondary review. If the original Advisor is unwilling to continue working with the student, then a new Advisor must be identified by the end of the preliminary review semester to proceed with the secondary review in the subsequent semester.
- If it is determined by the student and Advisor (original or new) that the next step will be to proceed with the secondary review, the student will prepare a statement (in consultation with their Advisor) addressing the issues identified by the faculty and describing a plan for managing them. This statement should be submitted on March 15 or August 15 in advance of the April and September Preliminary Review meetings.
- The Advisor will then present the case to the Graduate Committee before the April or September review meeting. The Graduate Committee will then make a recommendation to the faculty about whether the student should be allowed to proceed through the program or not.
- Before the April or September review meeting, faculty will review the student's statement and the Graduate Committee's recommendation. The materials (Statement of Progress and CV) submitted during the first preliminary review will not be evaluated a second time, as they have already been assessed during the first round of preliminary review. The faculty will then decide (by simple majority vote) if the student is permitted to proceed through the program or not.

B. Annual Graduate Student Review

The Annual Student Review is held in Spring for PhD students. The purpose is to check in on each student's progress in their degree program, to anticipate and respond to any problems or potential problems, and to provide useful feedback from faculty to students. Students are asked to complete [this form](#) and discuss with their advisor. First-year PhD students will discuss with their primary advisor only. All other students' materials will be reviewed by all full-time Anthropology faculty. The completed form, along with a current CV or Resume should be submitted to Nadine Dangerfield (nadine@umd.edu) by March 15 (2nd-year and beyond PhD students).

C. Doctoral Area Examinations

Students should check directly with their advisors regarding area exams. At this stage, students taking the area exam must have a PhD committee consisting of at least three members. This examining committee is chaired by the student's principal advisor, who must be a regular tenure or tenure track faculty member of the Department. The two remaining committee members must have a 'regular,' 'adjunct,' or 'affiliate' faculty appointment within the department of anthropology (according to the departmental definitions of these categories), or if the member is from another UMD department they should be on the Graduate Faculty and be approved by the student's advisor. Exceptions must be approved by the graduate committee prior to the administration of area exams.

1. **Purpose:** This is a constellation of three written exams designed to evaluate student competence in specific areas of anthropological knowledge, at both the sub-discipline and area of concentration levels. The specific focus of these area exams can be theory in anthropology, applied anthropology, historical, geographical knowledge of a topic, and other topics directly

relevant to the student's PhD research. The content of these exams builds upon the knowledge students acquire in the core courses.

2. **Timing:** The area written exams will be taken after the student has:
 - Successfully completed the required core courses and the preliminary review;
 - Worked sufficiently with his/her PhD committee, to define the conceptual, applied, geographical and historical areas of examination; and
 - Satisfied the PhD committee members that s/he has acquired the necessary knowledge to complete the exams.

It is also recommended that students take Area Examinations after they have completed at least 12 credits of electives for the degree.

3. **Registration**

Students normally register for 2-3 credits of ANTH 898 per Area Exam under the registration number of the faculty with whom they are taking each individual area exam. Students generally register for ANTH 898 in the semester in which the bulk of the individual area exam work is undertaken. Two credits (90 hours) generally reflect the expected workload of a single area exam, but individual circumstances may require variation from this norm. In cases in which Area Exams are taken under the direction of faculty who does not have an individual registration number within ANTH 898, students should register for ANTH 898 under their major advisor's registration number.

4. **Format:** The area exams will consist of three separate written exams. It is recommended that the exams be completed within a year. The student will work with the PhD committee members in defining the theoretical, applied, methodological, and/or geographical areas to be examined. The chair of the committee will play a pivotal role in helping to match the student's interests and training needs with the expertise of the other committee members. Working closely with the student, each committee member will develop, and administer the area exam (with the Assistant Director of Graduate Studies), and evaluate the written exam using the department's grading rubric, found [here](#). The chair of the PhD Committee may appeal the exam grade of a committee member to the graduate committee.

The written exams will be completed by the student at home. The student will have three days (72 hours)* to complete each exam. It is anticipated that the student will write between 25 and 40 double-spaced pages for each exam (excluding references and appendices). The exam questions can be distributed over email and can be sent to the student either by the committee member with whom the student is taking the area exams, or by the Assistant Director of Graduate Studies. If the committee member emails the exam directly to the student, the email should be carbon-copied to the ADGS, and the student's main advisor. If the committee member emails the exam to the ADGS for distribution to the student, the exam questions must be provided well in advance of the exam start date.

Students must return their completed exam to the faculty member, carbon-copying the ADGS, and their main advisor. The faculty member will grade the completed exam using the [Assessment Rubric for Area Exams](#) form scoring the exam for each criteria as High Pass, Pass, Low Pass, or Fail. The grading rubric must be sent to the ADGS and the student (who should share it with their advisor). A student who fails one or more of his/her written exam can retake the exam within six months of date of the failed exam. Students who twice fail one or more of their written exams will not be allowed to continue their PhD studies.

*Students may [Petition to Request Alternate Scheduling for an Area Exam](#)

D. Pre-candidacy Research

Doctoral students who have not advanced to candidacy and are conducting research may register for 1-8 credits of 898, "Pre-candidacy Research" with the permission of their advisor. Each credit of this course carries 18 graduate units, used to determine full or part-time status.

1. Committee Construction and Graduate Faculty Status Requirements

The student defends his/her dissertation research orally before an examining committee. The dissertation committee member construction must be in compliance of the Graduate School regulations as follows:

- a) Doctoral Dissertation Committees are comprised of a minimum of five members. Of the five members, three must be regular tenured or tenure-track graduate faculty of the University of Maryland. Of the three regular tenured members, one must be outside of the student's home department and will serve as the Dean's Representative. The additional persons may be members of the University of Maryland graduate faculty from the following categories: regular tenured or tenure-track member, adjunct member, or special member. Nominations of committee members to the Graduate Faculty must be requested by the committee Chair to the department Chair.
- b) Each dissertation committee Chair must be a regular tenured or tenure-track member of the University of Maryland graduate faculty.
- c) The Dean's Representative must be a regular tenured faculty member, and that faculty member's department must be outside of the student's home department. In cases where a student is in an interdisciplinary department or program, the Dean's Representative may not be a faculty member participating in the interdisciplinary program. The Dean's Representative can be non-voting if the committee consists of five members in addition to the Dean's Representative.
- d) Professors Emeriti and Associate Professors Emeriti may serve on, or Chair dissertation examining committees provided they are regular members of the graduate faculty. Unless granted special permission by the Graduate Dean, only those with "tenured" Regular Membership (Full Professor) in the Graduate Faculty can serve as the Dean's Representative on the Dissertation Examination Committee.
- e) Former University of Maryland faculty members who terminate employment from the University of Maryland (and who do not have emeritus status) retain their status as members of the Graduate Faculty for a twelve-month period following their termination. Thus, they may serve as members and chairs (but not as Dean's Representatives) of Dissertation Examining Committees during this twelve-month period, if they are otherwise eligible. After that time, they may no longer serve as chairs of Dissertation Examining Committees, although, if granted the status of Special Members of the Graduate Faculty, they may serve as co-chairs. Co-chair appointment must be requested and approved by the Graduate School.
- f) Any member, serving on the committee, from outside of the University of Maryland, must be nominated to serve as a Special Member of the University of Maryland Graduate Faculty. This status, if approved, is valid for 5 years. The "Nomination for Membership on The Graduate Faculty" form must be filed. A curriculum vita and letter of support must be submitted with the nomination form and approved by the chair of the nominating department. The letter of support must provide an explanation of why the special member is suited to serve on the student's committee. The Graduate School grants final approval.

Students who wish to have an individual nominated to the Graduate Faculty in order to serve on their committees should contact the Assistant Director of Graduate Studies for additional instructions.

For more detail on graduate faculty membership in relation to committee construction, see the [Nomination of Thesis or Dissertation Committee form](#).

2. Purpose

The purpose of the oral defense of the dissertation proposal is to determine whether the PhD

student is adequately prepared to undertake dissertation research.

3. Timing

It is recommended that the dissertation proposal defense be completed within one semester after the student has passed his/her last area exam.

4. Committee Composition

At this stage of the program, it is highly recommended that PhD students already have at least 5 committee members declared. In most cases the committee includes members who administered the area exams plus two additional members. These new members are the Dean's Representative and another member can be selected from campus faculty and professionals from other universities and professional organizations. All members must have a PhD degree. Students select these additional members in close consultation with the committee chair (See Section C on Committee Construction and Graduate Faculty Status Requirements). It is highly recommended that students have all 5 members of their committee present at the Dissertation Proposal. It is however required that a minimum of at least 3 committee members be present at the proposal defense.

Outside Committee Members: Any outside members of the committee must be nominated to serve as a Special Member of the Graduate Faculty using the [Nomination of Thesis or Dissertation Committee form](#). The nominee must provide their curricula vita. The PhD student's advisor will present the nominee at a department meeting for a faculty vote. If the nominee's membership is approved by the faculty, the Department Chair, or Graduate Director must also include a letter of support with the nomination form and curricula vita. The nomination package is signed by the Department Chair, or Department Graduate Director, and is forwarded to the Assistant Director of Graduate Studies for data entry and approval. The Graduate School makes the final decision on the appointment of graduate faculty. Special membership to the Graduate Faculty at the University of Maryland is valid for 5 years. Students must be advanced to Candidacy before their research committee can be approved.

5. Format

The dissertation proposal defense evaluates the student's anthropological knowledge as expressed in the student's area exams and dissertation proposal. The student must submit a completed version of his/her dissertation proposal to the dissertation examination committee by three weeks prior to the defense with the expectations that all committee members will respond with comments one week before the scheduled dissertation proposal.

This oral defense of the dissertation proposal is closed to the public. The chair of the PhD committee is charged with administering the oral defense in accordance with policies of the Graduate School. The student will provide a short oral summary of the proposed PhD research. The dissertation examining committee members will ask questions of the student about both the proposed research and the recently completed area exams. The oral defense will be graded as high pass, pass, low pass, or fail. A student who fails his/her oral proposal defense can defend the proposal once within three months of the failed defense. Students who fail the oral defense of the dissertation a second time will be not permitted to continue their PhD studies in the department.

A grade of low pass or better for the dissertation proposal defense permits the student to begin his/her doctoral research

6. Human Subjects Approval

At the University, all research that involves the use of human subjects requires review and approval by the Institutional Review Board prior to the initiation of the research. Researchers should review the IRB website to be sure they are adhering to regulations. The procedures for approval of research projects involving human subjects must meet federal guidelines. Specifically, all research involving human subjects must be submitted for prior review by the

principal investigator of the Department Human Subjects Review Committee, who in turn submits the human subjects review application to the campus Institutional Review Board.

The IRB Application Process and forms are available online at <https://research.umd.edu/irb>

7. Apply for Admission to Candidacy

Applications for admission to candidacy shall not be forwarded to the Graduate School unless all of the required exams and dissertation proposal have been passed. Students have 5 years from the date of original admission until they are expected to be admitted to candidacy. Candidacy applications receive final approval by the Graduate School on the 1st of each month (as long as the application was received by the 25th of the month prior). Once a student has been admitted to candidacy, they have four years to complete the degree requirements. Students admitted to candidacy must maintain continuous registration, and will automatically be registered for 899 dissertation credit, by the University, each fall and spring semester. Students must be registered in summer "if" they are using university facilities or resources or graduating during the summer. Students must be admitted to candidacy at least 6 months prior to graduation.

The Graduate School policy on Doctoral Dissertation Research (899) can be found online [here](#). Information on fees for ANTH899 can be found [here](#).

E. Present and Pass the Dissertation Defense

1. Nominating the Oral Defense Committee

In the semester that the candidate anticipates completion of the dissertation, the student requests the formal appointment of the oral defense committee by filing the [Nomination of Thesis or Dissertation Committee form](#) by the appropriate deadline (at least 6 weeks prior to the examination, and before established deadline dates). Committee construction must comply with Graduate School policy.

An oral defense may not be held until the formal appointment of the committee is approved. The names of the desired committee members are listed on the nomination form. The student's advisor, the department, and the Office of the Registrar must approve the committee. Students should submit the completed form to the Assistant Director of Graduate Studies, who will process it. Upon approval of the committee, the "Report of the Examining Committee" form is generated and sent to the Department. The Assistant Director of Graduate Studies provides notification of the receipt of this form to the dissertation supervisor. The "Report of the Examining Committee" is the official signature form used at the oral defense.

Graduate School Deadlines are listed [here](#).

2. Dissertation Defense Exam

The purpose of the oral defense of the dissertation is to evaluate whether the graduate student has successfully completed a body of original research within his/her sub-discipline and/or area of concentration. This original research is undertaken with the guidance of all five members of the student's dissertation examining committee.

a. Timing: The oral defense of the dissertation occurs once the committee and the student have decided that the dissertation, which is the write up of the original research, is complete enough for an oral review and examination by the doctoral committee.

b. Format: The procedures for the dissertation defense exam follow Graduate School guidelines

approved by the Graduate Council on April 4, 2000. The members of the dissertation examining committee must receive the complete dissertation at least ten working days before the scheduled defense. Oral defenses must be held in University facilities. The chair of the dissertation examining committee selects the time and place for the examination. Announcements of the date, time, and location of the defense, as well as the candidate's name and the dissertation title shall be disseminated to all faculty and graduate students within the department or graduate program in which the candidate's degree is to be awarded at least five working days prior to the defense. The student should complete an [announcement form](#) and return to the ADGS for distribution.

Oral defenses must be attended by all members of the student's officially established dissertation examining committee as approved by the Dean of the Graduate School. They are to be physically present in the examination room during the entire examination. Information regarding [remote participation](#) and emergency substitution can be found [here](#). The defense must be open to all members of the College Park Graduate Faculty. The Dean's Representative must be identified at the beginning of the defense.

The dissertation defense shall consist of two parts. Part 1 shall be a public presentation by the candidate on the main aspects of the research reported in the dissertation. During Part 1, questions from the audience to the candidate will be permitted. For questions from persons who are not members of the dissertation examination committee, the chair of the dissertation examination committee shall have discretion to decide whether such questions are germane to the topic of the dissertation and how much time shall be allotted for the answers.

Part 2 shall be a formal examination by the dissertation examination committee. This part shall be open only to dissertation examination committee, other members of the Graduate Faculty, and graduate students from the candidate's department/graduate program. During Part 2, only members of the dissertation examination committee shall be permitted to ask questions.

The chair invites questions in turn from each member of the dissertation examining committee. The questioning may continue as long as the committee feels that it is necessary and reasonable for the proper examination of the student. The student must have ample opportunity to answer the questions of the committee.

After questioning has been completed, the student and any others who are not members of the examining committee are asked to leave the room and the committee discusses whether or not the dissertation (including its defense) has been satisfactory. The committee has the following alternatives:

- To accept the dissertation without any recommended changes and sign the Report of the Examining Committee.
- To accept the dissertation with recommendations for changes and, except for the chair, sign the Report of the Examining Committee. The chair will check the dissertation and, upon his/her approval, sign the Report of the Examining Committee.
- To recommend revisions to the dissertation and not sign the Report of the Examining Committee until the student has made the recommended changes and resubmitted the dissertation for the dissertation examining committee's approval. The dissertation examining committee members sign the Report of the Examining Committee if they approve the revised dissertation.
- To recommend revisions and convene a second meeting of the dissertation examining committee to review the dissertation and complete the student's defense.
- To rule the dissertation (including its defense) unsatisfactory. In that circumstance, the student

fails. Following the defense, the chair, in the presence of the Dean's Representative, must inform the student of the outcome of the defense. The chair and the Dean Representative both sign the Oral Defense Report indicating which of the above alternatives has been adopted. A copy of this report is to be included in the student's file at the graduate program office, and a copy is to be given to the student.

- The student passes if one member of the dissertation examining committee refuses to sign the Report of the Examining Committee, but the other members of the committee agree to sign, before or after the approval of the recommended changes. Two or more negative votes constitute a failure of the candidate to meet the dissertation requirement. In cases of failure, the dissertation examining committee must specify in detail and in writing the nature of the deficiencies in the dissertation and/or the oral performance that led to failure. This statement is to be submitted to the program's director of graduate studies, the Dean of the Graduate School and the student. A second defense may be permitted if the student will be in good standing at the time of the proposed second defense. A second defense requires the approval of the program's director of graduate studies and the Dean of the Graduate School. If the student fails this second defense, or if a second defense is not permitted, the student's admission to the graduate program is terminated.

c. The Open Dissertation Examination

- The platform of the dissertation examination is an “open” defense in part one. Policies, student obligations, and procedures regarding the dissertation examination, and preparation thereof, are available online [here](#).
- The dissertation oral defense must be announced. Graduate School policy on announcing the oral defense can be found [here](#). It is the Department's responsibility to disseminate the dissertation defense date announcement to its own program faculty and students. Students should complete [this form](#) and submit to the ADGS for distribution.

d. The Oral Examination and Conduct Requirements

- The Doctoral Dissertation and oral defense examination are required of all candidates for a doctoral degree. The Graduate School has established procedures for the conduct of the doctoral dissertation examination, and the submission of the dissertation. Policy may be found online [here](#).
- Graduate School guidelines govern the conduct of the examination. All members of the Dissertation Examining Committee must attend the oral defense. The Nomination of the Dissertation Committee must be approved, or the defense may not be held. The advisor must have the “Report of the Examining Committee form that is produced based on the approval of the committee nomination. The Office of the Registrar, prior to the defense, and in conjunction with the Graduate School, must approve last minute changes in the construction of the Committee.
- Remote Participation in a Dissertation Defense. In instances where a PhD student needs committee member(s) to participate in their dissertation defense remotely, the Graduate School [policy for remote defense](#) must be followed. The Committee Chair must make the request for remote participation at least 10 business days before the oral thesis or dissertation defense date. Please consult the [department policy](#) for remote participation in dissertation defenses for additional guidance.
- After the vote of the Dissertation Examining Committee Members the “The Report of the Examining Committee” form is signed and the [Departmental Grading Rubric](#) is completed and signed. Both completed forms should be submitted to the Assistant Director of Graduate Studies for processing.
- Departmental Dissertation Defense Grading Rubric

Upon completion of the vote the Chair of the Dissertation Examination Committee indicates the results of the defense by completing and sign the grading rubric. The Dissertation Defense Grading Rubric is then returned to the Assistant Director of Graduate Programs for the student's file.

- “Report of the Examining Committee” form

Upon satisfactory completion of the defense, the Dissertation Examining Committee Members sign the “Report of the Examining Committee” form. Typically, the Chair of the Committee holds the Report and does not sign until the candidate presents all of the corrected revisions in a satisfactory manner. The Chair should also indicate the grade to be recorded for all 899 dissertation credits on the Report and clear any provisional admission conditions. The "Report of the Examining Committee" form is interpreted by the Office of the Registrar as certification of the student having met all departmental and college requirements for the degree. Therefore, this form should not be submitted or released by the student's advisor unless all requirements for the degree have been completed (i.e. the comprehensive examination, all grades recorded for coursework included in the doctoral program form, internship completion, dissertation revisions, etc.). Once completed, the “Report of the Examining Committee” must be submitted to the Assistant Director of Graduate Studies for processing, adhering to Graduate School [deadlines](#).

3. Submission of the Dissertation

- a. All students are encouraged to review [training](#) information on the electronic submission process.
- b. Dissertations must conform to the Graduate School guidelines published in the Electronic Thesis and Dissertation [Style Guide](#).
- c. All students are required to submit an electronic version of the dissertation by the required deadline. All revisions must be made to the dissertation prior to the final submission. The University of Maryland has entered into an agreement with ProQuest/UMI who will collect the electronic dissertation. Instructions for electronic submission are available [here](#).
- d. Students must pay the associated fees for filing the electronic submission of the dissertation.

4. Survey Forms

Doctoral students are required to complete two [Doctoral Surveys](#) by the appropriate deadline.

VIII. Filing Required PhD Forms (Published by the Department and the Graduate School)

Forms for submission to the Graduate School must receive approval of the advisor and the department before acceptance by the Graduate School. Graduate School forms should not be sent directly to the Graduate School—all forms will be submitted to the Graduate School by the Assistant Director of Graduate Studies, unless otherwise instructed by the ADGS or DGS. Confusion often occurs because all forms published by the Graduate School indicate that the form should be returned to the Graduate Student Services Office in the Lee Building, however the department will send these forms to the designated offices after approval and processing has occurred within the department.

A. [Department of Anthropology PhD Advisor and Committee Declaration Form](#)

Once the student has met with an advisor and ready to declare him/her as their official advisor, student is required to fill out this form along with the listings of their committee members (at least 5 members).

This departmental form must be submitted to the Assistant Director of Graduate Studies prior to undertaking the Area Exams.

B. Advisor Transition Plan

Per the [UMD Graduate School](#), the faculty advisor-graduate student advisee relationship is one of mutual agreement. Either party may request termination of the relationship at any point in the student's graduate career. If a student changes advisor, all parties (the student, the former advisor, the new advisor, and the DGS) will need to complete and

sign off on the [Transition Plan](#), which will be maintained for administrative purposes.

C. [Annual Graduate Student Review Form](#)

The Annual Student Review is held in Spring for PhD students. The purpose is to check in on each student's progress in their degree program, to anticipate and respond to any problems or potential problems, and to provide useful feedback from faculty to students. Students are asked to complete this form and discuss with their advisor. First-year PhD students will discuss with their primary advisor only. All other students' materials will be reviewed by all full-time Anthropology faculty. The completed form, along with a current CV or Resume should be submitted to Nadine Dangerfield (nadine@umd.edu) by March 15 (2nd-year and beyond PhD students).

D. [Area Exams Grading Rubric](#)

This grading rubric must be completed by the committee members with whom the student took the Area Exam for each of the three Area Exams and returned to the Assistant Director of Graduate Programs for filing.

E. [Nomination of Thesis or Dissertation Committee Form](#) (Graduate School)

The Graduate School Nomination of Thesis or Dissertation Committee Form must be submitted to the Assistant Director of Graduate Studies at least 6 weeks prior to the dissertation defense. An oral defense may not be held without the formal approval of the committee by the Graduate School. Committee construction must meet the Graduate School criteria. All members of the committee must be in physical attendance of the oral defense.

After approval of the Nomination of Thesis or Dissertation Committee, the Graduate School will produce and provide to the department, additional forms titled the "Report of the Examining Committee" and the "Interim Report of the Examining Committee". The advisor and/or the department will be notified when these forms are available for pick up.

F. **Report of the Examining Committee**

The Report of the Examining Committee form is used at the oral defense as the official signature form by the committee members to show its final approval of the defense. (This form is not available to the student in a printable format.) The advisor typically holds the Report of the Examining Committee form after the defense has taken place, until all revisions are made to the dissertation, if applicable. When the advisor approves the revisions made on the dissertation, he or she will release the Report of Examining Committee form for submission to the department for its endorsement prior to submission to the Graduate School.

G. [Defense of Dissertation Proposal Rubric](#)

This form is signed by all committee members approving the dissertation proposal. The form is submitted to the Assistant Director of Graduate Studies by the major advisor. It is necessary to seek official approval (by the Department and Graduate School) of the committee members prior to the proposal meeting.

H. [Application for Admission to Candidacy](#)

This form is used by doctoral students to apply for Admission to Candidacy. Students prepare this form, acquire the necessary signatures, and submit the form to the Assistant Director of Graduate Studies.

Advancement to Candidacy indicates that the student has completed all basic course requirements for the degree and is now ready to begin the dissertation study stage. Students in the Department of Anthropology may not apply for candidacy until they have passed the preliminary examination, passed all three area exams, and have the Defense of Dissertation Proposal form on file. Students have five years from the date of their admission until they are expected to advance to candidacy. Students must be advanced to candidacy 6 months prior to graduation. A student who has been advanced to candidacy must maintain continuous registration, which means that s/he must be registered every spring and fall semester (summer registration is optional unless campus services are being used or graduating in

summer) until the degree is earned.

I. Human Participants in Research

At the University, all research that involves the use of human participants requires review and approval by the Institutional Review Board prior to the initiation of the research. Researchers should review the [IRB website](#) to be sure they are adhering to regulations and following the correct process.

J. Nomination to the Graduate Faculty Form

A form that is used to nominate an individual as a member of the graduate faculty at the University of Maryland, completed and submitted by the Assistant Director of Graduate Studies. Often students have individuals whom they would like to serve on their thesis or dissertation defense committee who are not affiliated with the University of Maryland. In order to have that individual approved to serve on a defense committee, the person must be nominated to serve as a “Special Member” of the Graduate Faculty. Usually, the person serves in that capacity under the home department that the student resides in. In order to have an individual reviewed for “Special Membership” this form must be filed, and supported by a curricula vita from the nominee, and a letter of support from the department chairperson, or department graduate director. It is usually recommended that the student develop a draft support letter explaining the justification as to why the individual should serve on the student's committee at the University of Maryland. The Nomination to the Graduate Faculty form, the curricula vita, and draft support letter are to be submitted to the department chairperson, or department graduate director, for approval. The department forwards the package directly to the Graduate School for final approval. Special membership is valid for 5 years.

K. Application for Graduation

If you are graduating this semester, be sure to submit your [graduation application](#) by the deadline.

L. [Oral Defense Announcement](#)

A form that is used to announce the date and meeting place of a doctoral student's final oral defense of the dissertation. This form is prepared by the graduate student and submitted to the Assistant Director of Graduate Studies who is responsible for publicizing the defense date among the faculty and students in the Department.

M. [Dissertation Defense Grading Rubric](#)

This form is signed by all committee members approving the dissertation. The form is submitted to the Assistant Director of Graduate Studies by the major advisor.

N. [Thesis and Dissertation Embargo Request](#)

As a condition of graduation, each student's thesis or dissertation must be published. Students may place an embargo of up to two years on electronic access to their document through ProQuest's Digital Dissertations and DRUM without approval from the Graduate School. Approval from The Graduate School is required to place an embargo for a maximum of six years or indefinitely. This form may be used to modify a previous embargo or to submit a new embargo request.

O. [Doctoral Student Surveys](#)

A survey available on-line that is required by the Graduate School for all doctoral students in their final semester. This survey form is due on the same date as the dissertation submission deadline.

P. [Doctoral Degree Completion Checklist](#)

Graduating PhD students should refer to the Doctoral Degree Completion Checklist to ensure they are meeting all degree requirements.

Q. [Graduate School Incomplete Contract](#)

A form that is required to be completed if a student is to be awarded an incomplete grade in courses

numbered 600 level and above (excluding 899 dissertation credit). The incomplete contract documents must be completed to remove the mark of "I". Normally students are expected to complete course work by a date 12 months from the beginning of the semester term of initial enrollment in the course. Incomplete contracts are kept on file by the Assistant Director of Graduate Studies.

R. [Petition for Waiver of Regulation](#)

A form that is used to request an exception to policy. The types of appeals that would be appropriate to request by use of this form are retro-active registration or adjustments to course work for historic semesters, retro-active Admission to Candidacy, mandatory fees waiver, or to request the acceptance of the various forms required for graduation submitted after the published deadlines. Petitions require justification documentation, and approval by the instructor, advisor and department. Favorable decisions are granted for extenuating circumstances only.

S. [Waiver of Continuous Registration](#) **Now Available in TerpEngage** (Master's and Pre-Candidacy Doctoral Students Only)

All students are required to maintain continuous registration (excluding summer unless graduating). This form is used to request a waiver of the continuous registration requirement for master's and pre-candidacy doctoral students. Students who will be away from the campus for a full semester or year may request one waiver of continuous registration (and its associated tuition) for up to 2 semesters. Waivers of registration shall be granted only if the student is making satisfactory progress and can complete the degree requirements within the required time limits; such waivers do not alter the student's time to degree clock.

T. [Leave of Absence](#) **Now Available in TerpEngage**

Graduate School policy on Leave of Absence can be found [here](#).

U. [Return from Leave of Absence](#) **Now Available in TerpEngage**

Graduate School policy on Leave of Absence can be found [here](#).

V. [Request for Time Extension](#)

A form that is used to request an extension of time beyond the period that is permitted to complete degree requirements. Extension requests require support documentation to include; a reason for the request and any special circumstances, a plan of action in time-table format, and a letter of support from the Department Graduate Director (or Department Chair).

W. [Petition to Deviate from Departmental Degree Requirements and Procedures](#)

The purpose of this petition is to request a deviation from the Departmental Graduate Requirements and Procedures. Students must describe the proposed deviation and provide a clear justification as to why the request is being made.

X. [Petition to Request Alternate Scheduling for an Area Exam](#)

The purpose of this petition is to request an alternate schedule (different than the specified three day, 72-hour format but not to exceed one week) for one area exam. Please consult the Anthropology Graduate Handbook section on Area Examinations before making this request. Please note that petitions will not be considered to accommodate work schedules, delays due to illness, or for formal ADS accommodations. Rather, petitions for alternate scheduling should center on ongoing caregiving or other types of exceptional responsibilities.