Graduate Studies in the
Department of Anthropology

A Guide for Students and Advisors
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I. Introduction and General Information

Students are responsible for adhering to policy, requirements, and regulations of the Department, Graduate School, Office of the Registrar, and the University. This guide may include policy outside of the Department of Anthropology, for the purpose of clear communication on a topic, and for the convenience of students. This guide is not comprehensive of all policy; therefore it is necessary to check other publications. Included in this document are links to the department, the university, and to various Graduate School publications that include policies.

Department of Anthropology
http://www.anth.umd.edu

College of Behavioral and Social Sciences
http://www.bsos.umd.edu

Graduate School Catalog of policies
http://www.gradschool.umd.edu/catalog/index.htm

Graduate School Admission’s policy
http://www.gradschool.umd.edu/catalog/admissions_policies.htm

Graduate Students’ required forms for submission
http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html

Graduation forms and its deadlines
http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html

II. Graduate Admissions

A. Admission to Graduate Non-Degree Status (Advanced Special Student, Visiting Student or Golden I.D.)

The Graduate School grants admission to a non-degree seeking status. 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 at http://www.gradschool.umd.edu/prospective_students/nondegree-seeking_advanced_special_student.html

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 on the web at http://www.gradschool.umd.edu/prospective_students/apply_now.html

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 at http://www.gradschool.umd.edu/prospective_students/apply_now.html. Requirements, instructions, and the process to apply to a graduate degree program in the Department of Anthropology can be found at http://www.anth.umd.edu/content/graduate-admissions

C. Departmental Admission Criteria

1. Application Deadline: The application deadline for Fall semester admission for all M.A.A. and Ph.D. applicants (both domestic and international), is January 1st. 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, at least 3 recommendation letters and ASF form) should be received by January 1st.

2. 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: All foreign applicants are required to provide acceptable test scores from the TOEFL in addition to the Departmental test requirements. Visit this site for more information on the Graduate School policy on admissions: http://www.gradschool.umd.edu/catalog/admissions_policies.htm

D. 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 deferring the graduate admission status is sent to University of Maryland, Graduate School Student Services, 2123 Lee Building, College Park, Maryland 20742-5121. Applicants should send a copy of the deferment letter to the department as well, 1111 Woods Hall, 4302 Chapel Lane, College Park, MD 20742. The Graduate School will honor one request only, up to one year.

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.
E. **Inclusion of Non-Degree Credit Toward a Degree**

After admission to a degree program, the student may seek departmental permission to include the Advanced Special 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.

Graduate School reviews the request for the transfer of credit, and makes the final decision. According to the Graduate School policy, 12 credit hours of coursework may be transferred into a master’s program. Course work transferred in must fall within 5 years of the student’s graduate date (or a maximum of 7 years with revalidation).

Advanced Special 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.

F. **Advisement for Degree Programs** (Doctoral and Master’s): At the time of recommendation for admission or the first semester, students are advised by the Director of Graduate Studies, unless student has already been assigned an advisor at admittance. For those without an assigned advisor, students are then encouraged to meet all faculties in the department and declare their official advisor based on their common interests. Students should then consult with that advisor as soon as possible. All courses and programs must have the approval of the advisor and meet requirements. Close consultation with the advisor is critical throughout the program.

A student with a research interest different from that of the faculty advisor should be directed to the faculty person with the appropriate expertise. The faculty advisor and research supervisor need not be one and the same. If a student demonstrates a strong interest in a given area, it is to the advantage of the student to work under the direction of a faculty member with a record of achievement in the specific area.

III. **Welcome to Graduate Studies**

Congratulations on your admission to graduate study! We're as excited about your academic endeavors as you are. Knowing where to begin and what resources are available will ease your transition into graduate study. 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.

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, which is only available on-line at www.gradschool.umd.edu/catalog.

Advisor Versus Student Responsibilities

It is the student's responsibility to meet University, Graduate School, and Department requirements. Be sure to keep in contact with your advisor. Your advisor will inform you of the departmental requirements and course requirements. 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 Program Coordinator may guide you in the processes toward graduation, it is not your advisor's or the Program Coordinator’s responsibility to tell you what forms are required, when to file them, or to fill-out any forms for you.

The Department of Anthropology, Graduate Studies Office 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 Graduate Studies Office for the required signature(s), and for data entry. Below is helpful information provided to give you step-by-step procedure.

IV. Requirements for All Students

A. 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 and credits (unit explanation) online at http://www.gradschool.umd.edu/catalog/registration_policies.htm.

B. How to Register

Registration may be performed in a variety of ways:

● Online registration is available online at http://www.testudo.umd.edu
● Walk-in registration in Room 1130 Mitchell Building

C. Registration Blocks, Deadlines and Late Fees (University policy)

● Mandatory advising blocks and/or course permission must be obtained from the department office.
● All graduate students must be registered prior to the end of the schedule adjustment period, which is the first 10 days of classes. Students must adhere to registration deadlines to avoid unnecessary late charges and schedule adjustment fees. Late charges begin the first day of classes.
● A late registration fee of $20.00 is assessed to register or add a course beginning with the first day of classes.
● During the first ten days of classes there is a 20% charge imposed for dropped courses.
● Anytime after the first ten days of classes there is a 100% charge imposed for dropped courses.
● During the first ten days of classes students will not be charged to drop/add if the courses are of equal value and the adjustment is made at the same time. (The add function should be performed first).

D. Registration for Doctoral Students (Graduate School policy)

● 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.

● Registration for Doctoral Candidates
  Doctoral candidates, who are advanced to candidacy, are automatically registered by the University for each fall and spring semester for 6 credits of 899, dissertation credit.

The Graduate School policy on “Pre-and Post-Candidacy Research (898) and Doctoral Dissertation Research (899)” can be found online at http://www.gradschool.umd.edu/catalog/registration_policies.htm.

E. 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. Students who apply to graduate and fail to meet the deadlines of the semester of application may be exempt from registration if the student meets certain criteria. These criteria are available by viewing The “Policy on Registration Requirements for Graduation” online at http://www.gradschool.umd.edu/catalog/registration_policies.htm.

F. 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 Regulation Waiver” form available at http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html.
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.

G. 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 at [http://www.gradschool.umd.edu/catalog/registration_policies.htm](http://www.gradschool.umd.edu/catalog/registration_policies.htm)

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 “Petition for Regulation Waiver” form available online at [http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html](http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html)

**H. Leave of Absence (Graduate School policy)**

The Graduate Council approved the “Leave of Absence for Graduate Students for Childbearing, Adoption, Illness and Dependent Care” effective April 25, 2005. A request for a leave of absence may be made by the student of up to two consecutive semesters during which time the student does not intend to make academic progress toward the completion of their degree. Students on a leave of absence do not have the rights and privileges of registered students, and may not use any University resource or facility. An approved leave of absence will stop the student’s time-to-degree clock. A leave of absence is not an available option for all students. Please see the “Leave of Absence Policy” at [http://www.gradschool.umd.edu/catalog/registration_policies.htm#8](http://www.gradschool.umd.edu/catalog/registration_policies.htm#8)

The “Request for Leave of Absence” form is available at [http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html](http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html)

**I. 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” at [http://www.gradschool.umd.edu/catalog/registration_policies.htm](http://www.gradschool.umd.edu/catalog/registration_policies.htm)

**J. Grading (Graduate School policy)**

A minimum overall grade point average of “B” (3.0) must be maintained in the cumulative courses approved for graduation. A “C” grade is allowed by the Graduate School, however, departments may require students to earn above a “C” grade in any required course. Students whose g.p.a. falls below a 3.0 in any given semester will be placed on academic probation. “D” and “F” grades are considered failing, and are not awarded any graduate credit. Any “D” or “F” grade on the record may be repeated with the second grade counting toward the cumulative g.p.a. If the course is repeated, the first course registration remains on the transcript. If courses with “D” or “F” grades are not repeated, they will be computed in the grade point average the same as an “F” (zero quality points). However, they may be balanced by “A’s”. In such cases, the “D” and “F” grades will not be counted as a part of the requirements and additional coursework must be taken.

**K. Grading Systems (University policy)**

A description of the graduate level grading system may be found at [http://www.gradschool.umd.edu/catalog/registration_policies.htm#13](http://www.gradschool.umd.edu/catalog/registration_policies.htm#13)
L. 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 at http://www.gradschool.umd.edu/catalog/academic_record.htm#12

V. MAA Degree Requirements and Procedures

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 degree course work taken elsewhere on record in the Graduate School, Graduate Student Services Office, room 2123 Lee Building.
- Request the transfer or inclusion of any course work that you may have taken from:
  - an outside institution
  - the Advanced Special Student Status
  - another department on campus (if you changed your admission from one department to another)

Transfer credit older than 5 years of the degree program at the University of Maryland must be revalidated by the department. Coursework beyond 7 years of the degree program at the University of Maryland may not be used.

- Be sure that you are admitted under the degree option that you intend to earn.
- Maintain a 3.0 g.p.a.
- 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.
- 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.
- Complete all course work and any requirements of the department.
A. Master’s of Applied Anthropology (M.A.A.)

The Master of Applied Anthropology (M.A.A.) is a program designed both for students interested in an anthropology career outside of academia and for those who plan on continuing to a Ph.D. 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, historical archaeology, and anthropological genetic and ancestry reconstruction. The focus of the M.A.A. program has been to participate in the building of anthropological practice. We ask that M.A.A. students identify an area of subdiscipline focus in either archaeology, biological anthropology, sociocultural anthropology, or linguistics. In addition, students are encouraged to choose an area of research concentration: anthropology of environment, health, or heritage. Click here (http://www.bsos.umd.edu/anth/Programs/Graduate/index.html) for more information on the graduate program, subdisciplines and areas of concentration.

B. Degree Overview

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).

M.A.A. 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 present the results of their internship in a departmental colloquium prior to graduation. There is no thesis requirement.

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)

Offered in fall

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

Offered in spring:

- 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)
- ANTH 789: Internship (6 credits)
- 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.

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. Advising and Committee Structure for MAA Students

1. There will be at least a three member committee for the purpose of advising the incoming MAA graduate students. The committee will have at least two 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.

2. The incoming student will be notified of an assigned advisor, selected during the admissions review by faculty subdisciplines. Once the student has accepted admission, the initial advisor will contact him/her to discuss advising and committee structure. The first meeting between student and initial advisor is expected to take place in September of the incoming year.

3. The incoming student will pick a major advisor by November 15th. The student, in consultation with his/her major advisor, will pick the other committee members by no later than February 15th. It is understood that it is the student’s choice to change advisors (with the added advisor’s consent) and members of the committee at any time. When the student changes members of the committee, the student must inform the new members and the former members in writing. The committee members are for the purpose of advice, research guidance, and professional mentorship. The advisor and the committee are assembled in order to begin and foster a student and mentor relationship of general benefit to the student. The student’s advisor will record the committee composition in the department’s Committee Membership form. While the initiative is always the student’s right, the faculty member should be willing to initiate or facilitate change.

4. A draft preliminary academic plan will be created with the committee by and for the student in consultation with his/her committee by February 15. It is understood that the academic plan will be flexible and can be revised. The academic plan will also contain both the domain statement and eventually the final internship proposal. The plan will initiate a committee discussion about internship development.

5. The Committee will assist the student in identifying an appropriate 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 professional presentations, and submission of any manuscripts for publication.
6. The committee decides with the student on the format and structure of the internship, which may include research and/or practice. The committee and the student should also decide on whether the internship should be postponed.

7. There will also be an oral internship review. Faculty not on the student’s committee may attend this review, but should check with the student's advisor beforehand. Students who do not successfully complete the internship review will be allowed to attempt the internship review two additional times. If the student is unsuccessful after the third review, s/he will not be allowed to continue in the program.

8. Regular meetings of the committee and the student will occur through the internship and into the second year. Committee meetings may be modified by using email reports and other forms of communication.

9. The committee will meet with the graduate student through ANTH712 and will direct and comment on the post-internship process, as well as be available to the student for advice on its format and content.

10. The committee will meet and help the student prepare for the March/April Colloquium, which will be a presentation of aims and goals as planned and realized through the internship experience.

11. There will be an internship debriefing for the student and the committee to discuss the strengths, weaknesses, and particularly, the accomplishments of the internship itself, as well as its public presentation and reception.

E. 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 admission (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 Time Extension for Completion of Graduate Degree” 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 older than five years.

The Graduate School policy on “Extensions of Deadlines for the Completion of Degrees” may be viewed online at http://www.gradschool.umd.edu/gradcouncil/updates-new/#17.

Forms may be found online at http://www.education.umd.edu/studentinfo/graduate_info/FormsExplanGrad.html.

F. 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). Revalidation must show that the student has current course knowledge. To submit a
Revalidation request the student should file the “Request for Transfer or Inclusion of Credit for the Master’s Degree” form available online at
http://www.education.umd.edu/studentinfo/graduate_info/FormsExplanGrad.html.

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.**

G. **Transfer Credit (Graduate School policy)**

Students may transfer or apply up to six credit hours of graduate coursework taken at other regionally accredited U.S. institutions, or a foreign university toward the master’s degree. In the case of transfer credit from a foreign university, the credit will need to be evaluated by the International Education Services Office and the Graduate School. Transfer work must have been taken within five years of the award of the University of Maryland at College Park master’s degree for which the student is currently enrolled. All other coursework must also fall within the five-year time frame of the master’s degree. (Coursework older than 5 years, but not more than 7 years may be petitioned to be used. See "Revalidation of Coursework Older than Five Years" in this Guide for procedures). Transfer credit must be approved by the advisor, the department graduate director, the Graduate Studies Office in Education, and the Graduate School, by submission of the "Request for Transfer or Inclusion of Credit for the Master’s Degree” form available online at http://www.education.umd.edu/studentinfo/graduate_info/FormsExplanGrad.html. If the credit is to be taken after admission to the program, permission to take the course must be received from the advisor in order to recommend transfer to the Graduate School. In either case, the advisor must be assured that the coursework is appropriate to the student’s program, and that the student is receiving graduate level credit. Transfer work satisfies only the 400-level requirements for the master’s degree and does not apply to the upper level requirements. A grade of “B” or better must have been earned in the work taken. The student is subject to final examination by this institution in all such work offered for the degree. The request for transfer credit should be submitted for approval at the earliest possible time, however the transfer of credit cannot be awarded until the Graduate School has received an official transcript from the outside institution. In no circumstance will transfer credit be allowed for any course that has been used in fulfillment of the requirements of any other degree. No credit is granted for correspondence courses or for “credit-by-examination” courses. Transfer credits are not calculated in the University of Maryland grade point average. Graduate School policy on “Transfer of Credit” may be viewed at http://www.gradschool.umd.edu/catalog/acad_record_and_progress_new.htm#transfer

H. **Approved Program for the MAA (Graduate School Policy)**

a. All master’s students are required to file the Master’s Approved Program form as part of their graduation requirements.
b. This form must be submitted to department at least 3 days before the published deadline date
c. Advisor and department approval signatures are required prior to submission to the Graduate School.
d. All coursework listed on the program form must be graduate credit. Courses at the 300 level may not be used
toward a master’s degree.

I. Application for Graduation (University policy)

a. All candidates must file the application for graduation in the semester that graduation is anticipated
b. 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.
c. The candidate must be registered for credit in the semester or session of graduation, including one of the
summer sessions for August graduation.
d. Students apply to graduate online at http://www.testudo.umd.edu/Registrar.html.

J. 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 department will complete the required "Certification of Completion Form" 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 g.p.a.,
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.

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

- **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)

- **Provisional Removal**
  This form is in a memorandum format generated by the department that advisors may use in order to
remove a provisional admission condition for a student, once the provisional condition has been met. Advisors
may also create their own memorandum for removal of a provisional condition if they choose.

- **Internship Review Committee Form (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.

- **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.

- **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/Skype, this form must be completed, signed by their Major Advisor and the Director of Graduate Studies, and returned to the Graduate Program Coordinator by February 15.

- **Application for Graduation**
  If you are graduating this semester, be sure to submit your graduation application by the deadline through [http://www.testudo.umd.edu/apps/candapp/](http://www.testudo.umd.edu/apps/candapp/)

- **Approved Program Form for the Master's degree (MAPF)**
  A form used to list all course work that is required for the MAA. This form becomes the official documentation, and acts as a contract of course work requirements, between the student and the advisor, the Department and the Graduate School. The MAPF form is part of the requirements for graduation, and must be submitted by the announced deadline in the semester in which the student intends to graduate.

- **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 Advanced Special Student status or from another department on campus (in cases where a student has changed admission from one department to another).

- **Certification of Master's Degree Without Thesis**
  Students in the Department of Anthropology are not responsible for submitting this form. The department will electronically produce this form when all requirements have been met, and then obtains the advisor's and Director of Graduate Studies’ signatures. The Certification of Master's Degree Without Thesis form is submitted from the department directly to the Graduate School. This form indicates that the student has completed all departmental requirements for the MAA degree being earned in the semester of graduation.

- **Petition for Regulation Waiver**
  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.

- **Petition for Waiver of Continuous Registration** (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 a
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.

- **Request for Leave of Absence**
  Graduate School policy states that, “Students may request a leave of absence of up to 2 consecutive semesters for any of the following reasons: childbearing, adoption, illness, dependent care (children, partners, parents), and other circumstances outside of their control. This leave stops the time to degree clock” and does not require candidacy registration. Leaves of absences must be approved by the department and the Graduate School.

- **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 Chairperson).

### 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 g.p.a.
- 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.

Stay within the 5 year time-frame awarded until you are ready to apply for admission to candidacy. If you go beyond the 5 year time frame, be sure to request an extension the semester prior to your time-out date. Once a student is admitted to candidacy an additional 4 years will be awarded to complete degree requirements.

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 (Ph.D.)

The doctoral program builds upon the department’s successful Master of Applied Anthropology (M.A.A.) degree and was begun in 2007. In our doctoral program, biological anthropology, archaeology, cultural and social anthropology, and anthropological linguistics work together to produce fertile training environments for graduate students and to facilitate powerfully integrated research projects. 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 cultural and social anthropology, archaeology, anthropological linguistics, or biological 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 (Ph.D.) 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 the scientific and scholarly traditions within the sub-disciplines to address problems within the one of our three areas of research concentration: environment, health, and heritage. Applicants to the Ph.D. 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 (http://www.bsos.umd.edu/anth/Programs/Graduate/index.html) for more information on the graduate program, subdisciplines and areas of concentration.

B. Ph.D Degree Overview

Students entering the Ph.D. from a Bachelor’s degree must normally complete all the requirements for the M.A.A. 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.

For students entering the Ph.D. program from the M.A.A., 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 Ph.D. program with a master’s degree from another institution are minimally required to complete the 18 credit hour core sequence of the M.A.A. program 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.

Additional supportive coursework 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
Ph.D. program. Substitutions for courses in the M.A.A. core sequence are rarely permitted and must be approved by the Graduate Committee and the Department Chair. Students admitted to the Ph.D. 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.

As part of the discipline of diversity, all faculty members in the department are committed to training minority members at the Ph.D. level and recognize such prospective graduate students in their quest for admission by identifying the strong need to expand their numbers in anthropology.

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)**

*Offered in fall:*

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

*Offered in spring:*

- 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)
- ANTH789: Internship (6 credits)
- 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 Ph.D. students are required to complete 12 credits of dissertation course work once they advance to candidacy. Upon advancement to candidacy, students are automatically entered for 6 credits of ANTH899 per semester.

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 at http://www.gradschool.umd.edu/catalog/registration_new.htm#continuous_registration.

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. Preliminary examinations are required for all PhD candidates.
2. Three area examinations are developed, administered and proctored under conditions established by the department. 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 College 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)

http://www.gradschool.umd.edu/catalog/acad_record_and_progress_new.htm#credit_by_exam.

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 Extensions Governing All Degrees and Certificates” may be viewed online at http://www.gradschool.umd.edu/catalog/acad_record_and_progress_new.htm#credit_by_exam.

VII. Doctoral Degree Step-by-Step Procedures

The following steps 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. Take and Pass the Preliminary Examination

Once students have met the M.A.A. equivalency, they are required to take and pass the preliminary examination.

Purpose:

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

Overall Process:

1. The Preliminary Review occurs when PhD students have completed the following core courses: ANTH 601, 722, 740, and 760.
2. All in-coming 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. Final papers in these courses will be available to faculty for the review during the Preliminary Review.
3. Students will prepare and submit a "Statement of Progress" to Graduate Coordinator for faculty review (see below for specifics on the content of this statement). This statement is due to the Graduate Coordinator on or about August 20.
4. The review will include any faculty member who wishes to participate. Participating faculty must commit to reading the submitted materials and attending the faculty and student review meeting.
5. The faculty will discuss the statement and the student's work in the above courses at the first faculty meeting of the fall semester. Based on this discussion, the faculty will complete an assessment. The assessment will include an evaluation of either "meets expectations" or "does not meet expectations." The assessment may also include specific comments and suggestions from faculty members, based on their review of the student statement and class materials. In the case of an assessment of "does not meet
expectations," the student will be required to repeat the Preliminary Review within one semester (see below for details).

6. A written copy of the assessment will be provided to students within one week of the student-faculty review discussion.

Student Statement of Progress Document:

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 that demonstrates your ability to identify productive research questions and to construct rigorous scholarly arguments. You are strongly encouraged to develop this document in consultation with your PhD advisor. The statement should address the following:

- What is your preliminary vision of your future research?
- Please engage and critically assess the relevant literature in your discussion;
- 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?
- 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.

Additionally, please include a list of References Cited (in addition to 5 pp. limit above) and a short curriculum vitae (2 pp. max. not included in the word-count listed above).

Faculty Assessment Meeting:

1) Faculty teaching the required courses (see above) will provide an oral assessment of the student’s work in class and on final paper. All appropriate term papers will be available electronically for any faculty member to read (H drive).
2) Faculty who had the student in class can provide their oral assessment of the student's work in class and on final course work.
3) The student’s advisor will provide an assessment of any additional materials – outside of the final papers and class performance, such as conference papers, proposals, and any other professional activities.
4) All participating faculty are invited to discuss the student's "Statement of Progress." At the end of this discussion, a vote will be taken on whether the student is meeting expectations or is not meeting expectations. At this time, any faculty member wishing to include any specific comments or suggestions in the written assessment provided to the student will agree to prepare a written version of that statement.
5) Within in one week of the faculty meeting, the Graduate Director will send the student a written version of the assessment. It will include the specific statements from faculty and the overall assessment (meets expectations or does not meet expectations)

Repeat Preliminary Review

1. In the case where a student receives an assessment of "Does not meet Expectations," the student will be required to repeat the Preliminary Review at the beginning of the subsequent spring semester.
2. In the case of two "Does not meet Expectations," the student will be asked to leave the program.

B. Take and pass all three 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). Exceptions must be approved by the graduate committee prior to the administration of area exams.

**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.

**Timing:** The area written exams will be taken after the student has:

a. successfully completed the required core courses and the preliminary exam;
b. worked sufficiently with his/her PhD committee, to define the conceptual, applied, geographical and historical areas of examination; and
c. satisfied the PhD committee members that s/he has acquired the necessary knowledge to complete the exams.

**Format:** The area exams will consist of three separate written exams. 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, administer each area exam with the program coordinator, and evaluate the written exam. 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. It is anticipated that the student will need between 25 and 40 double-spaced pages for each exam (excluding references and appendices). The student will have three days to complete each exam. It is recommended that all three exams be completed in the same semester. If the exams are not completed in one semester, they must be completed within one year’s time. The examinations will be graded as honors, high pass, pass, low pass, or fail. A student who fails one or more of his/her written exam can retake the exam, which must occur 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.

C. 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:

1. 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.*

2. Each dissertation committee Chair must be a *regular tenured or tenure-track member* of the University of Maryland graduate faculty.

3. 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.

4. *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.

5. *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. Policy on co-chairing may be found under “Chair” online at [http://www.gradschool.umd.edu/catalog/doctoral_degrees_new.htm](http://www.gradschool.umd.edu/catalog/doctoral_degrees_new.htm).

6. *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 chairman 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.

For more detail on graduate faculty membership in relation to committee construction, see the University of Maryland Graduate School Catalog at [http://www.gradschool.umd.edu/catalog/doctoral_degrees_new.htm](http://www.gradschool.umd.edu/catalog/doctoral_degrees_new.htm).

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**D. Present and Pass the Dissertation Proposal**
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.

Timing: The dissertation proposal defense needs to be completed within one semester after the student has passed his/her last area exam.

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 B, page 21 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.

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 honors, 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.

E. 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 is available online at http://www.umresearch.umd.edu/IRB/IRBaappprocess.html.
F. **Research Committee, Proposal, and Human Subjects**

Any outside members of the committee must be nominated to serve as a Special Member of the Graduate Faculty. The “Nomination to the Graduate Faculty” form can be found online at [http://www.gradschool.umd.edu/gss/forms/](http://www.gradschool.umd.edu/gss/forms/). The nominee must provide their curricula vita. The Department Chairperson, 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 Chairperson, or Department Graduate Director, and is forwarded to the Department for data entry and approval. 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.

G. **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.

H. **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 6 months prior to graduation.

The Graduate School policy on “Pre-and Post-Candidacy Research (898) and Doctoral Dissertation Research (899)” can be found online at [http://www.gradschool.umd.edu/catalog/doctoral_degree_policies.htm#4](http://www.gradschool.umd.edu/catalog/doctoral_degree_policies.htm#4).

The Graduate School policy on “Flat Candidacy Fee” and the associated fees can be found online at [http://www.umd.edu/bursar/PHD%20Candidacy%202010-2011.html](http://www.umd.edu/bursar/PHD%20Candidacy%202010-2011.html).

I. **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. This form is required in addition to the formally submitted “Defense of Dissertation Proposal Form” form.

The names of the desired committee members are listed on the nomination form. The student's advisor and department and the Office of the Registrar must approve the committee.

**An oral defense may not be held until the formal appointment of the committee is approved.** Committee construction must comply with Graduate School policy.
Upon approval of the committee, the “Report of the Examining Committee” form is generated and sent to the Department, Graduate Studies Office. The Department, Graduate Studies Office 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.

J. 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.

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

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.

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. 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:

a. To accept the dissertation without any recommended changes and sign the Report of the Examining Committee.

b. 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.

c. 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.

d. To recommend revisions and convene a second meeting of the dissertation examining committee to review the dissertation and complete the student's defense.

e. 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.

K. The Open Dissertation Examination

1. The platform of the dissertation defense changed and has become an “open” defense in two parts. Policies, student obligations, and procedures regarding the dissertation examination, and preparation thereof, are available online at http://www.gradschool.umd.edu/catalog/doctoral_degree_policies.htm#4.

2. The dissertation oral defense must be announced. Oral Announcements should be submitted to the student’s department. Graduate School policy on announcing the oral defense may be found on line at http://www.gradschool.umd.edu/catalog/doctoral_degree_policies.htm#4. It is the Department's responsibility to disseminate the dissertation defense date announcement to its’ own program faculty and students in a format they choose. A generic form for announcing the oral may be obtained in the Department.

L. The Oral Examination and Conduct Requirements

Revised January 2015 (NYD)
1. The Doctoral Dissertation and oral defense examination is 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 at http://www.gradschool.umd.edu/catalog/doctoral_degree_policies.htm#4

2. 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 constitution of the Committee.

3. After the vote of the Dissertation Examining Committee Members the “Interim Report of Examining Committee” and “The Report of the Examining Committee” forms are signed.

   a. “Interim Report of Examining Committee” form
   Upon completion of the vote the Chair of the Dissertation Examination Committee and the Dean’s Representative indicate the results of the defense and sign the form. The “Interim Report of Examining Committee” form is then forwarded to the College Graduate Studies Office for the student’s file.

   b. “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. When all signatures are obtained the “Report of the Examining Committee” must be submitted to the College Graduate Studies Office for the Associate Dean’s approval, prior to the deadline of the dissertation to the Graduate School. 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 the certification by the College 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.). The “Report of the Examining Committee” form can be sent from the College Graduate Studies Office, or the student may walk the form to the Office of the Registrar after the appropriate signatures have been obtained.

4. Policy on Remote Participation in a Dissertation Defense
   http://www.gradschool.umd.edu/catalog/doctoral_degree_policies.htm#4.

M. Submission of the Dissertation

1. All students are encouraged to attend a training session on the electronic submission process. The schedule of electronic “Thesis and Dissertation Training Sessions” is sponsored through the Graduate School. The sessions will focus on the basic formatting requirements and on the mechanics of the electronic submission process. The training session dates may be found online at
http://www.etdadmin.com/cgi-bin/school?siteId=76.


3. 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 is available online at http://drum.lib.umd.edu/

4. Students must pay the associated fees for filing the electronic submission of the dissertation.

N. Survey Forms

Doctoral students are required to file the Graduate School “Survey of Earned Doctorates” by the appropriate deadline, found online at http://www.gradschool.umd.edu/survey.html

VI. Filing Required Ph.D. 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. Forms should not be sent directly to the Graduate School, without receiving the review and approval signature from the department. 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. PhD 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 5 members)

B. Preliminary Exam
   This form is in a memorandum format, which will be submitted by the faculty indicating the result of the exam.

C. Area Exams
   Each of this 3 forms (one form for each area exam) must be filed in the department once it’s completed and graded.

D. Defense of Dissertation Proposal Form
   A form that will be signed by all committee members approving the proposed dissertation study. The advisor and the student should discuss who should serve as members of the committee. It is necessary to seek official approval (by the Department and Graduate School) of the committee members prior to the proposal meeting.

E. Application for Admission to Candidacy
   A form that is used to apply for Admission to Candidacy by doctoral level students. 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.

F. 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 coursework by a date 12 months from the beginning of the semester term of initial enrollment in the course. Incomplete contracts are housed in the department.

G. Human Subjects Use in Research
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 and following the correct process.

H. 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. 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.

I. Nomination of Thesis or Dissertation Committee
A form that is used to request the formal appointment of the committee to which the student defends their final dissertation. This form must be submitted in the department by the deadline in the semester in which the student intends to graduate, or six weeks prior to the final oral defense, whichever is sooner. 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.
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.

The "Interim Report of the Examining Committee" form should be filed immediately following the final defense, and should not be confused with the form titled "Report of the Examining Committee". The Interim Report of the Examining Committee form is used to report the outcome of the defense, and to report the action(s) that need to be taken by the student, in order to submit a final dissertation document. Whereas, the "Report of the Examining Committee" form is the final official report, acts as the official signature sheet, and documents approval ("pass") of the oral defense by all members of the committee.

J. Oral 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 submitted to the Department, which is responsible for publicizing the defense date among the faculty and students in the Department.

K. Dissertation Electronic Publication Form and Info Sheet
A form that is required by the Graduate School for doctoral students in their final semester. This form is completed in conjunction with the electronic submission of the thesis or dissertation. The form indicates one of four options that the student can choose in regard to the availability of access to the thesis or dissertation through DRUM (Digital Repository at the University of Maryland). The form also includes in depth information regarding access, publication, and patent issues. The electronic publication form is due on the same date as the dissertation submission deadline, and is to be submitted with the required "Report of the Examining Committee" form.

L. Survey of Earned Doctorates
A survey available online 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.

M. Dissertation, Pro-Quest/UM Submission Agreement (For CD Dissertation Submissions)
Students completing dissertations must submit their documents electronically through a company called "ProQuest". These documents provide information regarding your agreement to publish doctoral dissertation through ProQuest.