

DEPARTMENT OF ANTHROPOLOGY
UNIVERSITY AT BUFFALO - SUNY

GRADUATE STUDENT HANDBOOK

2011-2012

380 MFAC
Buffalo, NY 14261

716-645-2414

Department Website: www.buffalo.edu/anthropology

Graduate School Website: www.grad.buffalo.edu

Director of Graduate Studies:

Graduate Program Secretary:

TABLE OF CONTENTS

PROGRAM PLANNING AND ADVISEMENT.....4

GENERAL POLICIES FOR COURSEWORK.....5

 Undergraduate Courses.....5

 Non-Department Courses.....5

 Independent Study/Readings Courses.....5

 Transfer Credits.....5

 Coursework More Than 10 Years Old.....5

GRADES AND EVALUATION OF STUDENT PERFORMANCE.....5

 Incompletes.....5

 Grades.....6

Tracking Forms.....6

CONTINUOUS REGISTRATION AND LEAVE OF ABSENCE.....6

PART-TIME STUDENTS.....6

THE MASTER'S PROGRAM.....7

 FIRST YEAR REQUIREMENTS FOR M.A. STUDENTS.....7

 Coursework.....7

 Qualifying Exams.....8

 The Master's project.....8

 M.A. to Ph.D.....8

 M.A. Application to Candidacy.....9

THE DOCTORAL PROGRAM.....9

 Time Limits and Continuous Registration.....9

 Annual Review.....10

 FIRST YEAR REQUIREMENTS FOR DOCTORAL STUDENTS.....10

 Coursework.....10

 Qualifying Exams.....11

SECOND YEAR REQUIREMENTS FOR DOCTORAL STUDENTS.....11

 Coursework.....11

 Committee.....11

 Research Paper.....11

ADDITIONAL Ph.D. REQUIRMENTS.....12

 Credit Hour Requirement.....12

 Skill Requirement (Foreign Language, statistics and linguistics).....12

 PhD Committee.....12

 RCR Training Requirement (Responsible Conduct of Research).....12

2011-12 Graduate Student Handbook

SPECIFIC SUBFIELD REQUIREMENTS.....12

STATISTIC COURSES FOR DOCTORAL STUDENTS.....14

ADVANCED EXAMINATION.....14

Achievement of Candidacy.....14

Ph.D. APPLICATION TO CANDIDACY.....14

DOCTORAL DISSERTATION.....15

 Dissertation Committee.....15

 Dissertation Proposal.....15

 Doctoral Dissertation.....15

 Dissertation Defense.....16

GOOD STANDING AND PROBATION.....16

ACADEMIC INTEGRITY.....17

DEPARTMENTAL ASSISTANTSHIPS FOR Ph.D. STUDENTS.....16

 English Language Requirement.....16

GRIEVANCE PROCEDURES.....17

SEXUAL HARASSMENT.....17

NON-DISCRIMINATION.....17

APPENDIX 1 - GRADUATE LEVEL COURSES IN ANTHROPOLOGY.....18

APPENDIX 2 - DEPARTMENT FORMS & SOME GRADUATE SCHOOL FORMS.....19

RECEIPT & ACKNOWLEDGEMENT OF GRADUATE STUDENT HANDBOOK MEMO.....21

DEPARTMENT OF ANTHROPOLOGY
UNIVERSITY AT BUFFALO - SUNY

June 2011

This Handbook outlines the policies and procedures of graduate degree programs in the Department of Anthropology. All graduate students are required to be familiar with these policies and procedures, and are required to abide by them. It is the responsibility of individual students to know and follow all such rules and policies, both of the Department and of the wider university. Consequently, we require that all graduate students entering the department certify that they have read this Handbook and will be responsible for conforming to its requirements. The student's advisor and the Director of Graduate Studies, can help with questions about the program, and our experience suggests that information from these sources, in conjunction with this Handbook, is likely to be more accurate and authoritative than advice from fellow students. The availability of advice does not relieve the student of sole responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in his/her graduate studies, and generally for meeting all departmental and graduate school regulations. Students should therefore read carefully this Graduate Student Handbook, and the Graduate School Policies and Procedures (available on the Graduate School website at www.grad.buffalo.edu).

PROGRAM PLANNING AND ADVISEMENT

The Director of Graduate Studies (D.G.S.) exercises overall administrative responsibility for the graduate program. Students should consult with the D.G.S. as the need arises. However, advisement is chiefly the function of individual faculty members.

Full-time students must register for 12 credit hours (normally four courses) each semester; a full-time course load for students on Department assistantships is 9 credit hours (normally three courses) each semester. For Part-Time status requirements and implications, see below.

Students will elect a sub-discipline specialization upon entering the department and will be responsible for fulfilling its requirements. Students wishing to change sub-disciplines may do so with approval of two faculty members in the new sub-discipline.

All new students will be assigned a faculty advisor when they are admitted. They should consult with their advisors as soon as possible to plan their programs. Advisor assignments may be changed upon request of either the student or the advisor to the D.G.S. Change of advisors is quite normal as students become acquainted with faculty members and discover which one is most suitable considering their particular purposes and interests. Students should notify the Graduate Program Secretary of changes in advisor or committee members, by filling out the Advisor Change form with appropriate signatures.

Each student must have a three-person faculty advisory committee. The student's graduate program committee **must** be formed by the end of the third semester through consultation between the student and the advisor. The committee will consist initially of the advisor and two faculty members. The advisor must be a member of the Department of Anthropology and a member of the Graduate Faculty, although a co-advisor from outside the department may be appropriate. **At least two members of the committee must hold unqualified professorial rank in the Department of Anthropology.** A form, available from the Graduate Program Secretary, indicating the members of the committee, must be submitted.

Students and advisors should make sure that planned coursework will meet distribution and skill requirements, the total credit-hour requirement, and, in the case of doctoral students, that it will provide basic preparation for the advanced examinations. All plans made or understandings reached should be put in writing by the advisor and placed in the student's file.

The Department of Anthropology recognizes that many of its requirements and procedures may not apply to all graduate students, and that from time to time a graduate student has legitimate and reasonable cause to be exempted from a specific requirement, or to be allowed to fulfill a modified form of a requirement. Consequently, students have the opportunity to petition the Graduate Committee to grant exemptions or changes in requirements or procedures. All petitions to the Graduate Committee should state clearly what the nature of the petition is and offer compelling justification for the request. All petitions must be approved by the student's advisor before being submitted to the Graduate Committee. The decision of the Graduate Committee is generally final in all matters of Department of Anthropology policies, procedures, and requirements, including petitions.

GENERAL POLICIES FOR COURSEWORK

Undergraduate Courses

Graduate students may NOT take undergraduate courses for graduate credit (this includes undergraduate language courses) except certain 400 level courses by special Graduate School Petition (form available in department office). Graduate students may, however, find it desirable to audit selected undergraduate courses if their background in that area is weak.

Non-Department Courses

Students may take courses in other departments as a part of the regular program. Such enrollments should be discussed with the Faculty Advisor. Enrollment in graduate seminars in other departments may require the advance permission of the instructor. See The Graduate Program Secretary for the form which should be signed by your advisor and returned to the Graduate Program Secretary for The Director of Graduate Studies to approve & sign.

Independent Study/Readings Courses

The department has three course numbers (APY 601, 602 and 607) for independent or directed study courses. An independent study course should be arranged with instructor before registering: prepare a written statement of the topic to be covered, the methodology, and the expected results, including a bibliography and the form of evaluation of work. An "Independent Study" form (which is available in the department graduate office) must be completed, signed by the instructor, and approved by the Director of Graduate Studies, and placed in the student's file by the end of the semester you are registered for an independent study/readings course. The Graduate School requires this statement to be submitted together with the M.A. or Ph.D. Application To Candidacy forms.

Transfer Credits

Students may transfer credits for graduate coursework completed elsewhere, with the agreement of their advisor and the Director of Graduate Studies, pursuant to the Policies and Procedures of the Graduate School. A maximum of 36 hours of transfer credit can be granted toward the PhD; and a maximum of 6 hours of transfer credits can be granted toward the M.A. See the Graduate School website for detailed information on Transfer Credits. Any transfer credits approved by the Director of Graduate Studies should be indicated on the "Transfer Credit" form available in the department graduate office and placed in the student's file. Only those graduate courses completed with grades of "B" or better are eligible for consideration as transferable credit. Courses with grades of "S" or "P" are not transferable unless the transcript specifically states they are equivalent to a "B" or better. Credits earned in correspondence courses may not be transferred.

Coursework More Than 10 Years Old

By the policies of the Graduate School, courses more than 10 years old, whether transfer courses or UB courses, are normally not counted toward the requirement of 72 credits for the Ph.D. degree. For such courses to be included in a degree program, they must be petitioned at the time of the student's admission to the program or at the time the credits are considered by the department. An early decision is to the advantage of both student and program. If these credits have been included in an approved extension of time limit petition, they are valid only until the expiration date of that petition. Accordingly, any further extension of an approved time limit for degree completion will require, concurrently, a re-petition for approval of these older courses.

Requests for approval of courses more than 10 years old must be petitioned through the Graduate School using the **Part G - Other** section of the Graduate School Petition form. Appropriate justification of how the courses relate to the student's program, and how the student has kept current with the subject matter of such courses, must be provided.

GRADES AND EVALUATIONS OF STUDENT PERFORMANCE

Incompletes.

Students are expected to complete coursework on time. A grade of 'I' (i.e. Incomplete) may be given only in those instances in which the student has not been able to complete all of the assigned projects and/or examinations in a course due to illness or other unforeseeable and compelling circumstances. This should be discussed with the Instructor, not assumed. Incompletes are not available to students who have not satisfactorily completed the other academic requirements of the course.

Incompletes cannot be used for dissertation guidance, theses or projects (e.g. for APY 700 and APY 600) in which continuing registration is required by the University. Faculty should award the grade of "L" prior to completion of this work.

Whether Incompletes are given at all, and what the deadline is for finishing all coursework, is partly the prerogative of the instructor, but is also governed by university and department policy. Faculty members should indicate at the beginning of each course, preferably in the syllabus, what their policy will be with respect to assigning a grade of Incomplete.

University policy allows students two semesters (beyond the semester during which the seminar is taken) to remove the Incomplete. A Leave of Absence does not stop the clock on deadlines for Incompletes. If course requirements are not completed during that time period, the Incomplete will automatically be changed to an Unsatisfactory (U) grade. If there is a valid reason for waiving the deadline for removing an incomplete grade, the student may petition the Department Graduate Committee prior to the deadline. (Appropriate petition for an incomplete grade extension of time is available from The Graduate School website: www.grad.buffalo.edu.) The petition should include: (1) Reason the grade cannot be removed within the specified time period; and (2) Permission of the instructor who originally gave the Incomplete and of the Chair of the instructing department. Once an Incomplete is changed to a "U" grade, the course, if offered again, may be repeated for credit.

For students who are operating under the Tuition Assistance Program (TAP), financial support may be endangered if they do not complete coursework on time. For TAP regulations bearing on Incompletes, contact the Office of Financial Aid to Students.

Grades.

The grade of "B minus" is considered the minimal satisfactory grade in graduate courses. All graduate students must maintain at least a 3.0 GPA throughout their coursework and must have at least a 3.0 GPA both in Anthropology and in their overall program to receive the M.A. & PhD degrees.

TRACKING FORMS

All graduate students (M.A. and Ph.D.) complete annual "Tracking Forms" that help chart their progress through the program and toward their degree. These forms are distributed by the Graduate Program Secretary. Each subdiscipline uses a form tailored to their specific requirements.

CONTINUOUS REGISTRATION & LEAVE OF ABSENCE

All graduate students must register each semester (excluding the summer) until they receive their degree, or must request and receive a leave of absence, prior to the semester for which the leave is sought. (Leave of Absence forms are available on The Graduate School website.) Such leaves are granted by the Department (DGS) and the Committee of Graduate Studies of the Graduate School for compelling reasons. A student cannot be formally on leave during the semester preceding the award of his degree.

PART-TIME STUDENTS

Most students in our program are full-time students. In certain cases, students may be admitted on a part-time basis. Students admitted on a part-time basis must fulfill requirements as follows:

1. Completion of first-year requirements within first two years
2. Completion of 'second year' research project within four years
3. The MA must be completed within four years
4. The Graduate School requires two consecutive semesters of full-time status for PhD students
5. The PhD must be completed within seven years

The timing of completion of additional requirements will be handled by advisement by the student's committee with the approval of the Anthropology Graduate Committee.

Note: Students should be aware of the implications of part-time status:

1. Part-time students are NOT eligible for student loans or TAP because they can't be certified as full-time (12 credit hours a semester)
2. Part-time students are NOT eligible for department funding

THE MASTER'S PROGRAM

The department's requirements for the MA degree include 30 credit hours of anthropology courses, including fulfillment of all first year requirements and the Master's Project. The Master's degree must be completed in four years. Masters candidates must complete 24 credit hours (of the total 30 credit hours required) in residence at the University at Buffalo.

FIRST YEAR REQUIREMENTS FOR M.A. STUDENTS

Coursework

Students are required to complete satisfactorily six formal courses during the first year of graduate study, with at least one course in each sub-discipline chosen from among those designated by the sub-discipline's faculty as appropriate.

APY 651- Graduate Survey-Physical Anthropology is required of ALL first semester students (all three subdisciplines)

APY 655 - Graduate Survey of Social and Cultural Anthropology I (Historical) is required of ALL first semester cultural students

APY 654 - Graduate Survey of Social and Cultural Anthropology II (Contemporary) is required of ALL second semester cultural students

The sub-disciplinary faculties have designated the following as the only courses that may be taken to meet the requirement for courses outside the student's elected sub-discipline: **WARNING** – not every course is taught every semester or year. Check the schedule.

Archaeology

APY 540 History of Archaeology

APY 652 Graduate Survey of Archaeology

APY 730 Survey of New World Archaeology

Cultural Anthropology

APY 509 Classic Ethnographies

APY 580 Culture and History

APY 654 Graduate Survey of Social and Cultural Anthropology II (Contemporary)

APY 655 Graduate Survey of Social and Cultural Anthropology I (Historical)

Physical Anthropology

APY 651 Graduate Survey of Physical Anthropology

Note: Physical anthropology students as well as students in the other subfields who have a good background in physical anthropology, including evolutionary theory, may take Primate Behavior (APY 518), Ethology Practicum (APY 547), or Evolutionary Biology of the Primates (APY 573) instead of the Survey of Physical Anthropology (APY 651). Students will need the approval of their advisor to substitute these courses for the survey course. The advisor's approval must be in writing, explaining the rationale for the substitution. This letter must be placed in the student's file no later than the first week of classes in Fall semester.

In the sub-discipline courses outside a student's area, a grade of B minus or better must be received to satisfy the requirement, as is the case with all courses that count toward the degree. **NOTE: FULL-TIME STATUS REQUIRES 12 CREDIT HOURS PER SEMESTER (or 9 credit hours per semester for students funded on an assistantship).** As many as two of the courses may be in disciplines other than anthropology. The courses will be selected in consultation with the advisor by the end of the first week of each semester.

Qualifying Exams

At the end of the first year, **ALL** PhD students and **ALL** MA students in Physical Anthropology take a written qualifying examination in their elected sub-discipline. The examination will be graded by a committee constituted by faculty members in the sub-discipline.

Students admitted to the MA program in cultural and archaeology **MAY OPT OUT** of the qualifying examination.

NOTE: Opting out of the qualifying exam has consequences for future admission to our PhD program. If an MA student decides to opt out of this exam, they will be considered MA - ONLY students. They **MAY NOT** take the qualifying exam at a later date and are **NOT** eligible to apply to our PhD program or for funding from our department.

[See Doctoral Program requirements for more information on the qualifying exams]

The Master's Project

Students admitted to the M.A. degree program must complete a Master's project. When writing an MA Project, students typically register for APY 600 - MA Project Research (major professor's section) for 3 credit hours for a project paper.

The Master's degree normally takes three semesters of full-time graduate study but must be completed within four years, unless a petition for an extension of time is approved in advance by the D.G.S. and the Graduate School. (This form is available on the Graduate School website at: www.grad.buffalo.edu). Enrollment at another university's graduate program counts as part of the four-year period.

The Master's Project Paper is written under the direction of, and must be approved by, the advisor and two faculty members. As appropriate, faculty members outside the Department may participate in the guidance of M.A. research project papers. Students writing a Master's Research Project Paper should register for the appropriate Professor's section of APY 600 - MA Project Research.

A bound copy of MA Project Paper is not required for the department library.

M.A. to Ph.D.

Students who have been admitted to the M.A. program in Anthropology may subsequently wish to enter the doctoral program. Students who apply for the Ph.D. must have taken the qualifying exams at the end of the first year, and must have at least a 3.2 GPA in their graduate coursework. Acceptance into the Ph.D. program signifies mutual expectation that the student has the motivation and academic capabilities to earn the Ph.D. degree. For students in the Department's M.A. program, completion of the M.A. degree is not required for admission to the doctoral program, but **students are expected to have completed all requirements for the M.A., and will not be permitted to take the Ph.D. Advanced Exam until all requirements for the M.A. are completed.** According to Graduate School policy, **all requirements for the Ph.D. must be completed within 7 years of matriculation;** this 7 year period includes time spent in UB's M.A. program.

M.A. students in the UB - SUNY Anthropology program wishing to gain admission to the Ph.D. program must apply on-line, request three letters of recommendation and pay a \$50 application fee to be considered for admission to the PhD program. If accepted, they will be eligible to apply for funding.

M.A. APPLICATION TO CANDIDACY

To obtain the degree, students must submit the Application to Candidacy (A to C form available on The Graduate School website: www.grad.buffalo.edu) by the following deadline dates. These dates are subject to change; if so, you will be notified by the department.

<i>Degree Conferral Date</i>	<i>Department Dates A to C Received by</i>	<i>Grad. School Dates A to C Received by+</i>	<i>Dept. Comm. MA Pro./Thes. Received by</i> (highly recommended)	<i>D.G.S. M Form Received by</i>	<i>Graduate School ALL Required Materials Received by+</i>
Sep.	May 1	July 1	July 24*	Aug.19*	Aug. 26
Feb.	Aug. 3*	Oct. 1	Nov. 30	Jan. 2*	Jan. 13
June	Jan. 19	March 1	Feb. 27	May 1	May 11

*Since faculty members do not have departmental obligations during the summer or between semesters, students seeking September or February conferral should make sure that committee members are willing to evaluate their MA project/PhD dissertation by the deadlines.

+Graduate School deadline dates are subject to change so check The Graduate School website for deadline dates once you have selected a degree conferral date.

Students are responsible for obtaining all necessary department signatures on the Application to Candidacy form and attaching an unofficial U.B. transcript crossing out courses that are not applicable for the degree and all approved Independent Study forms for each Independent Study/Readings Courses taken before submitting it to the Department Graduate Office. **Students *must* have at least a B (3.0 overall grade point average) to receive the MA in addition to fulfilling all other requirements in order to receive the degree.**

THE DOCTORAL PROGRAM

To attain the Ph.D. degree a student must be admitted to the doctoral program and complete all the academic requirements described below. The Ph.D. requires 72 credit hours of coursework. Doctoral candidates must complete at least two continuous semesters of full-time coursework (of the total of 72 credit hours required) in residence at U.B.

Time Limits and Continuous Registration

The Graduate School places a limit of seven years for completion of the PhD, counting from the time of initial registration. Students who cannot meet this should apply for a leave of absence or an extension of time limit to complete degree (forms may be obtained on the Graduate School website: www.grad.buffalo.edu). The Ph.D. must be completed in seven years, excluding leaves of absence. Normally, a student who has already earned an M.A. degree in the Department or elsewhere will have five years to complete Ph.D. work. Students unable to meet these time limits may petition for an extension. Note: a Leave of Absence does not stop the clock on deadlines for Incompletes (see section on Incompletes below). See Part-time requirements.

Continuous registration for at least one hour of credit in APY 700 (Dissertation Guidance) is required during regular academic years until the dissertation is finished and defended. (Students cannot register for APY 700 until their Application to Candidacy has been approved by the Graduate School).

The American Anthropological Association has found that graduate students take an average of ten years to complete a PhD in Anthropology; UB students approximate this time-to-degree closely. The Graduate School has indicated its willingness to grant time-to-degree extensions of 3 or 4 years without question, but students should anticipate that requests for additional time may require compelling justification, and may be denied. Moreover, the Graduate School is likely to grant only a single extension of the seven year time-limit, so Anthropology graduate students and advisors are encouraged to request extensions that will allow sufficient time for completion of the PhD, including research, writing, revision, and final submission of the dissertation. That is, and for example, a single extension of 3-4 years should be requested, rather than two requests of 2 years each.

Annual Review

The Graduate School has set a policy regarding the requirement of a formal evaluation of each Ph.D. student's academic progress. This is to be conducted after the first semester of enrollment and then annually thereafter. Anthropology PhD students should use the forms specific to our Program, and not the general forms available on the Graduate School website. Forms will be distributed to students from the department and an announcement/reminder of this requirement will be made each spring. There are two parts to the evaluation and review: a part completed by the student and a part completed by the student's advisor.

FIRST YEAR REQUIREMENTS FOR DOCTORAL STUDENTS

Coursework

Students are required to complete satisfactorily six formal courses during the first year of graduate study, with at least one course in each sub-discipline chosen from among those designated by the sub-discipline's faculty as appropriate.

APY 651- Graduate Survey-Physical Anthropology is required of ALL first semester students (all three subdisciplines)

APY 655 - Graduate Survey of Social and Cultural Anthropology I (Historical) is required of ALL first semester cultural students

APY 654 - Graduate Survey of Social and Cultural Anthropology II (Contemporary) is required of ALL second semester cultural students

The sub-disciplinary faculties have designated the following as the only courses that may be taken to meet the requirement for courses outside the student's elected sub-discipline: **WARNING** – not every course is taught every semester or year. Check the schedule.

Archaeology

APY 540 History of Archaeology

APY 652 Graduate Survey of Archaeology

APY 730 Survey of New World Archaeology

Cultural Anthropology

APY 509 Classic Ethnographies

APY 580 Culture and History

APY 654 Graduate Survey of Social and Cultural Anthropology II (Contemporary)

APY 655 Graduate Survey of Social and Cultural Anthropology I (Historical)

Physical Anthropology

APY 651 Graduate Survey of Physical Anthropology

*Physical anthropology students as well as students in the other subfields who have a good background in physical anthropology, including evolutionary theory, may take Primate Behavior (APY 518), Ethology Practicum (APY 547), or Evolutionary Biology of the Primates (APY 573) instead of the Survey of Physical Anthropology (APY 651). Students will need the approval of their advisor to substitute these courses for the survey course. The advisor's approval must be in writing, explaining the rationale for the substitution. This letter must be placed in the student's file no later than the first week of classes in Fall semester.

In the sub-discipline courses outside a student's area, a grade of B minus or better must be received to satisfy the requirement, as is the case with all courses that count toward the degree. **NOTE: FULL-TIME STATUS REQUIRES 12 CREDIT HOURS PER SEMESTER (or 9 credit hours per semester for students funded on an assistantship).** As many as two of the courses may be in disciplines other than anthropology. The courses will be selected in consultation with the advisor by the end of the first week of each semester.

Qualifying Exams

At the end of the first year, **ALL** PhD students are required to take a written qualifying examination in their sub-discipline. The examination will be graded by a committee constituted by faculty members in the sub-discipline.

Archaeology

Students must receive a "Pass" or "High Pass" to continue in the PhD program. Students receiving a "Low Pass" may retake the qualifying exam the following Spring semester. Students must receive a "Pass" or "High Pass" on the second (retake) exam to continue in the Ph.D. program. Students receiving a "Fail" on the first or second exam will be dropped from the program at the end of the current semester. Students receiving a "Low Pass" on the second (re-take) exam may complete the research paper and receive an MA, but may not continue in the Ph.D. program.

Cultural Anthropology

Students must receive a "Pass" or "High Pass" on the qualifying exam to continue in the Ph.D. program. Students receiving a "Low Pass" may retake the qualifying exam the following Spring. A student who receives a Low Pass on the cultural qualifying exam may opt to take a terminal Masters without having to retake the qualifying exam. Students receiving a "Pass" or "High Pass" on the second (retake) exam continue in the Ph.D. program. Students receiving a "Fail" on the first or second exam will be dropped from the program at the end of the current semester. Students receiving a "Low Pass" on the second (re-take) exam normally will be allowed to complete an M.A. degree, but will not continue in the Ph.D. program.

Physical Anthropology

Students must receive a "Pass" or "High Pass" to continue in the Ph.D. program. Those receiving a "Low Pass" may be asked to leave the program. In some cases, students receiving a "Low Pass" on the physical anthropology qualifying exam may be allowed to retake the exam in the Spring of the following year, or to do other remedial work as required by the faculty. Students retaking the qualifying exam must receive a "Pass" or "High Pass" on the second (retake) exam to continue in the Ph.D. program. Students receiving a "Fail" on the first or second exam will be dropped from the program at the end of the current semester. Students receiving a "Low Pass" on the second exam may be asked to complete the research paper and receive an MA.

SECOND YEAR REQUIREMENTS FOR DOCTORAL STUDENTS

Coursework. Second year Ph.D. students will select eight UB courses (six for students on an assistantship) in consultation with the advisor. Students may take independent study courses with the approval of their advisor. A formal record of the content and requirements of every independent study course must be submitted to the department graduate office; forms are available from the Graduate Program Secretary, and must be completed by the student, and signed by the course instructor and the Director of Graduate Studies. There is no restriction on the number of independent study credits a Ph.D. student is allowed within the overall 72 credit hours.

Committee. Each student must select a three-person committee by the end of the third semester of graduate study, normally by the end of the fall semester of the second year. The Chair of that committee serves as the student's primary advisor, and must be a member of the Department of Anthropology and the Graduate Faculty. At least two members of the committee must be members of the Department of Anthropology.

Research Paper. By the end of the second year, students should complete and have accepted a research paper. This paper will demonstrate research skills and could derive from a course paper. It will normally be of publishable quality, and typically is based on the second year proposal. The paper must be evaluated and accepted by the advisor and two other member of the student's committee (second year research approval form available from the anthropology graduate secretary) for continuation in the Ph.D. program. A research paper not written in English cannot be used to obtain a degree in Anthropology at U.B.

Students who feel they may qualify for an exemption from any of these requirements must submit a petition signed by their advisor to the Department Graduate Committee. Petitions must be submitted early enough that all requirements can be fulfilled on time if they are denied.

ADDITIONAL Ph.D. REQUIREMENTS

Credit Hour Requirement. A total of 72 credit hours are required for the Ph.D. Students cannot register for dissertation guidance (APY 700) until they have successfully defended their dissertation proposal and their Application to Candidacy has been approved by the Graduate School (see deadline dates for Ph.D. Application to Candidacy below).

Skill Requirements. Foreign language, statistics, and linguistics requirements are set by the sub-disciplines (see below for more information). **These requirements must be completed prior to the advanced examination.** The Foreign Language examiner should notify the Graduate Program Secretary, in writing, of successful completion. Students must notify the Graduate Program Secretary of their completion.

PhD Committee. When becoming a PhD candidate a student must constitute a doctoral committee. This committee may be the same or may closely mirror the earlier committee. Students must file an Application to Candidacy (ATC) form (available on the Graduate School website: www.grad.buffalo.edu), have their committee members sign the form and bring it to the Anthropology graduate office for the DGS's approval.

RCR Training Requirement

Beginning fall semester 2009, all PhD students are required to document successful completion of "Responsible Conduct of Research" (RCR) training when they submit their Application to Candidacy (A to C) for their Ph.D. degree. This training requirement may be fulfilled in either (1) enrolling in and passing PHI 640 – Graduate Research Ethics or RPN 541 – Ethics and Conduct of Research or (2) completing the Collaborative Institutional Training Initiative (CITI) online Responsible Conduct of Research (<http://www.citiprogram.org>) course with a score of 80% or higher. Students opting to complete the CITI online course must supply documentation of its successful completion with their Application to Candidacy.

SPECIFIC SUBFIELD REQUIREMENTS FOR THE PhD

Archaeology

1. Students are required to complete eight formal graduate courses in archaeology: Survey of Old World Archaeology, Survey of New World Archaeology, History of Archaeology, Method and Theory, GIS Methods, Analytical Techniques, Seminar in the European Neolithic and the Bronze Age, and Seminar in the European Iron Age, Roman and Post-Roman. Students are required to complete these courses during their first two years in the program.
2. Until achieving PhD candidacy, students must enroll in at least two formal courses per semester. A student may seek waiver of this requirement with the approval of his/her committee.
3. Archaeology PhD students need to take one multi-variate statistics courses or demonstrate their competence as determined by the student's committee by successfully completed coursework, laboratory, computer, or other applied experience that includes a appropriate statistical component. An undergraduate course with a grade of B or higher would fulfill this requirement. To receive credit for statistics, the department form, available from the Anthropology graduate secretary should be filled out and applicable signatures obtained then given to the Anthropology graduate secretary for your file.
4. Students must present satisfactory evidence of a reading knowledge of a scholarly language that is relevant to their area of specialization: French, German, Italian, Russian, Spanish and other scholarly languages are acceptable. Other languages may be substituted with the approval of the students committee. Student's native language is not acceptable. Evidence of foreign language competence is usually demonstrated through an examination; other forms of evidence of language may be presented with the approval of the Graduate Committee. See the Graduate Program Secretary for a list of department faculty who can give exams in the relevant languages; the format of the exam will be set by the faculty member. The foreign language examiner should notify the Graduate Program Secretary, in writing of successful completion. Note that, although graduate students often take undergraduate language courses to develop competence toward meeting this requirement, undergraduate language courses cannot be applied as credit hours toward the PhD.

5. Students must demonstrate competence in archaeological field methods. This requirement is met by participation in field research considered appropriate by the student's committee.
6. The dissertation committee will have at least three archaeologists from the Department of Anthropology who are appropriate for the student's area, time period and theoretical perspective. This requirement applies to all students who have not formed their committee as of the end of December 31, 2010.
7. A brief dissertation pre-proposal of at least three pages must be submitted at the same time as the Advanced Examination bibliography. The dissertation pre-proposal must be approved prior to the Advanced Examination.

Cultural Anthropology

1. Until achieving Ph.D. candidacy, students must enroll in at least two formal courses per semester.
2. Ph.D. students are required to complete a minimum of nine formal graduate courses in cultural anthropology, i.e., those taught by the Anthropology Department's cultural anthropology faculty. Courses taught by affiliated or adjunct faculty in other departments will not satisfy the requirement.
3. APY655 and APY654 are required of all first-year cultural students.
4. Cultural Anthropology Ph.D. students have three options (in consultation with their advisor) regarding linguistics and statistics:
 - a. two linguistics courses OR
 - b. one linguistic course and one statistics course OR
 - c. two statistics courses. (see list of possible statistics courses)Both APY 521 (Linguistic Anthropology) and APY 543 (Cognitive) count toward the linguistic requirement.
5. Students must pass a foreign language exam. Scholarly languages as well as field languages are acceptable. Computer languages may not be substituted to satisfy this requirement. Evidence of foreign language competence is usually demonstrated through an examination and the Foreign Language examiner should notify the Graduate Program Secretary, in writing, of successful completion. Other forms of evidence of language competence may be presented, with the approval of the Graduate Committee. See The Graduate Program Secretary for a list of department faculty who can give exams in the relevant languages; the format of the exam will be set by the faculty member. **Note that, although graduate students often take undergraduate language courses to develop competence toward meeting this requirement, undergraduate language courses cannot be applied as credit hours toward the Ph.D.**

Physical Anthropology

1. Students will normally be enrolled in at least two formal courses each semester. Students who wish to enroll in fewer than two formal courses will need the approval of their committee.
2. The physical anthropology faculty will review the course background of incoming students. Those students whose background in physical anthropology is deemed incomplete will take the physical anthropology survey course (APY 651) in their first year. **Note:** Physical anthropology students who have a good background in physical anthropology, including evolutionary theory, may take Primate Behavior (APY 518), Ethology Practicum (APY 547), or Evolutionary Biology of the Primates (APY 573) instead of the Survey of Physical Anthropology (APY 651). Students will need the approval of their advisor to substitute these courses for the survey course. The advisor's approval must be in writing, explaining the rationale for the substitution. This letter must be placed in the student's file no later than the first week of classes in Fall semester.
3. During their first year, students will complete one course from at least two of the following areas: a) morphology; b) population biology or research methodology; and c) behavior.
4. By the end of their second year, students will have completed one course in each of the three above areas.
5. PhD Physical students will complete an advanced statistics course, i.e. a statistics course with an introductory or higher level statistics course as a prerequisite.

STATISTICS COURSES FOR DOCTORAL STUDENTS

The following statistics courses have been taken by anthropology graduate students in the past. Before you take one or more of these courses, get approval from your advisor.

Archaeology Archaeology PhD students need to take one statistics course or demonstrate their competence as determined by the student's committee by successfully completed coursework, laboratory, computer, or other applied experience that includes an appropriate statistical component. An undergraduate course with a grade of B or higher would fulfill this requirement. To receive credit for statistics, the Archaeology PhD Student Statistics Requirement Fulfillment form, available from the Anthropology graduate program secretary should be filled out and applicable signatures obtained then given to the Anthropology graduate secretary for your file.

Cultural SOC 504 Basic Statistics for Social Sciences; SOC 607 Social Statistics 1: General Linear Model; SOC 608 Social Statistics 2: Causal Methods.

Physical SOC 607 Social Statistics 1: General Linear Model; SOC 607 Social Statistics 1: General Linear Model; SOC 608 Social Statistics 2: Causal Methods; PSY 607 Advanced Statistical Methods 1; PSY 608 Advanced Statistical Methods 2; PSC 508 Basic Statistics for Social Sciences; PSY 608 Advanced Statistics for Social Sciences.

ADVANCED EXAMINATION

Doctoral students are encouraged to take the Advanced Examination no later than the end of the sixth semester of graduate study. The Advanced Examination (Ph.D. Candidacy exam) certifies that they have acquired a professional level of knowledge of several areas of Anthropology relevant to their doctoral specialties. The format of the Advanced Exam is determined by the student's faculty committee in consultation with the student. The format may range from a sit-down, paper-and-pencil exam over a period of hours, to a series of essays written over a period of weeks. The content of the exam is expected to cover the student's major areas of focus and concentration. Normally there are a minimum of three parts to the exam, covering, for example: research methods relevant to the student's proposed dissertation research; knowledge of issues in the general area of the student's work; and knowledge of special issues related to the student's dissertation research. The student's committee may change these areas, add additional areas, or propose alternative formats.

The format and schedule for each student's Advanced Exam must be submitted to the Department for consideration at least two weeks prior to the start of the exam. Although formal approval of the format and schedule is not required, the Department may raise concerns about the format or content, and may require changes or modifications in the format or content. Normally the student's Advisor prepares and distributes a memo to the Department describing the proposed format and content of the exam, and announces to the Department the outcome of the Advanced Exam. It is the student's responsibility to get a copy of their answers to each member of their committee and to the Graduate Program Secretary.

Students may receive one of three grades on the Advanced Exam: Fail, Pass, or Pass with Distinction. A student who fails the Advanced Exam may not continue in the doctoral program, unless the committee offers the student an opportunity to retake the exam. The student's committee may also require that the student re-take any portion of the exam that is found to be deficient, or may require that the student undertake other forms of remedial work as a condition of passing the Advanced Exam.

Ph.D. APPLICATION TO CANDIDACY

Achievement of Candidacy. This is contingent upon meeting the following requirements:

- a) successful completion of fifteen courses, at least eight of which must be from the University at Buffalo, the first year qualifying examination and the original research paper; and
- b) completion of other subfield requirements
- c) RCR Training Completion

To obtain the PhD degree, students must submit the Application to Candidacy (A to C) form available on The Graduate School website: www.grad.buffalo.edu) by the following deadline dates. These dates are subject to change; if so, you will be notified by the department.

<i>Degree Conferral Dates</i>	<i>Department Dates A to C Received by</i>	<i>Grad. School Dates A to C Received by+</i>	<i>Dept. Comm. Ph.D. Dissertation Received by*</i>	<i>D.G.S. M Form Received by</i>	<i>Graduate School ALL Required Materials Received by+</i>
			(highly recommended)		
Sep.	May 1	July 1	July 1*	Aug. 19*	Aug. 26
Feb.	Aug. 3*	Oct. 1	Nov. 13	Jan. 2*	Jan. 13
June	Jan. 19	Mar. 1	Feb. 15	May 1	May 11

Students are responsible for obtaining all necessary department signatures on the Application to Candidacy form and attaching an unofficial U.B. transcript and all approved Independent Study forms for each Independent Study/Readings Course taken before submitting it to the Department Graduate Office. **Students must have at least a 3.0 average in all coursework for the Ph.D. in order to receive the degree.** Students must have at least a B (3.0 overall grade point average) to receive the Ph.D. in addition to fulfilling all other requirements in order to receive the degree.

*Since faculty members do not have departmental obligations during the summer, or between semesters, students seeking September or February conferral should make sure that committee members are willing to evaluate their MA project/PhD dissertation by the deadlines.

+Graduate School deadline dates are subject to change so check The Graduate School website for deadline dates once you have selected a degree conferral date.

DOCTORAL DISSERTATION

Dissertation Committee

At the time the student completes the Application to Candidacy, the student should select a dissertation committee to supervise the research and writing of the dissertation and to conduct the oral exam on the completed work. It is strongly recommended that the PhD committee be constituted prior to the writing of the dissertation proposal. Though the Chair of the dissertation committee will usually work most closely with the student, other members should be kept fully informed as the dissertation progresses, and should have an opportunity to make their views known well before a final draft is done. Both the Chair and the student are responsible for involving other committee members.

The dissertation committee must have at least three members, with two from within the Department; all must be members of the Graduate Faculty.

Dissertation Proposal

Each Ph.D. student must write and defend a research proposal of professional quality. The proposal should be modeled on proposals submitted to external funding agencies such as NSF, NEH, or the Wenner-Gren Foundation, and it is expected that students will ultimately submit their proposals to such agencies for funding. Each student must defend their proposal successfully before the student's committee; passage of the oral defense constitutes permission to proceed with the dissertation. Students who fail to meet this requirement will not be in good standing. Students will also submit their dissertation research proposals to the appropriate university Institutional Review Board for approval, normally the Social and Behavioral Sciences Institutional Review Board (see: www.research.buffalo.edu/humansubjects/IRB/Behavioral_Sciences); note that such approval is often required by funding agencies. Finally, it is important to emphasize that a dissertation will not be accepted for a Ph.D. degree if the student has not written and defended a dissertation research proposal prior to initiating the research on which the dissertation is based.

Doctoral Dissertation. The doctoral dissertation is a substantial and original work of professional quality required of all Ph.D. students. The dissertation is expected to be an original contribution to knowledge, and to meet other criteria of professionalism and competence. A description of the general expectation of PhD dissertation may be found on the Graduate School website. Students should consult the Graduate School website for information on the dissertation format, and submission requirements of the university

After satisfactory defense and approval of the dissertation by committee members, all PhD students need to submit electronic copies of their dissertations. **It is the student's responsibility to ensure that the dissertation conforms to all format requirements of the Graduate School.** Go to: www.grad.buffalo.edu to obtain the following Graduate School forms: 1) Survey of Earned Degrees and 2) Cataloging and Billing Form. You must submit these forms to The Graduate School by the time you electronically submit your dissertation. Students should check with the Graduate School for the appropriate deadlines for these documents. **The Department of Anthropology requires one bound copy of the final version of the dissertation, when it is completed and approved in its final form. be deposited in the Anthropology Graduate Office.**

Dissertation Defense. Once the dissertation is completed in at least penultimate form, it must be defended in a public, oral defense. The oral defense of the dissertation may only be scheduled when Committee members agree the student is ready on the basis of the draft. The Graduate School and the Department of Anthropology require that two weeks' notice be given for the dissertation defense, and the defense must be scheduled in a place and time that is accessible to the public. If, following the oral defense, the dissertation requires changes, the Committee must specify these clearly, and give its approval only after these alterations have been satisfactorily made.

DEPARTMENTAL ASSISTANTSHIPS FOR PhD STUDENTS

Only students admitted to the doctoral program are eligible for department funding. The Department of Anthropology has a small number of assistantships, both Teaching Assistantships and Graduate Assistantships, that are awarded on a competitive basis to matriculated students who wish to apply. These assistantships are awarded for one academic year at a time; any student is eligible to hold an assistantship for a total of four years. Each spring semester the department announces this competition; continuing students who wish to apply for an assistantship may get the required forms and information from the Graduate Program Secretary at that time. Matriculated students who apply for assistantships are ranked according to the department's 'Funding Formula,' calculated for each student. The Funding Formula takes into account the student's GPA, performance on the Qualifying Exam and other qualifying coursework, completion of requirements, and a rating by faculty. Students should consult with their advisor, the DGS, and the Graduate Program Secretary for more information on assistantships.

Students who receive departmental assistantships will normally be appointed as Teaching Assistants or Graduate Assistants. Students receiving graduate assistantships must be full-time students and are expected to work 20 hrs/wk on their G.A./T.A duties. Students must be in residence at UB to receive assistantships; any exceptions to this policy must be approved by the Graduate Committee. Any graduate student appointed to an assistantship must be in good academic standing in a degree program and maintain full-time registration concurrent with their appointment, or be approved for full-time equivalency.

Graduate Teaching Assistants in the Department of Anthropology should always consult with the professor for whom they are serving as a TA in cases of absence from class or inability to perform other duties previously agreed upon. TAs that wish to take more than a week away from their duties during term time for any reason, including to attend professional meetings or do research, must seek the approval of their advisor and of the faculty member for whom they are TAing well in advance of leaving. This should be done prior to making any commitments related to the activity away. Arrangements should also be made with the faculty instructor to insure that there is no undue burden on the instructor or on other TAs. If the TA is unable to obtain one or both necessary approvals (i.e, from the advisor and the faculty instructor), he/she may appeal to the Graduate Committee.

Funded students are REQUIRED to take the Teaching Assistantship Workshop in August prior to starting Anthropology Graduate Courses.

Some Anthropology students may qualify for assistantships outside the Department in certain specialized programs. Wherever feasible, qualified students are expected to apply for these positions. See the D.G.S. for details

It is the policy of the Graduate School that students holding assistantships at the University of Buffalo are not allowed to hold jobs outside of the university, on the assumption that they will not have sufficient time for employment beyond the responsibilities required of an assistantship. The Department Chair may grant exceptions to this policy in cases of unusual economic necessity or other extraordinary circumstances.

Advanced graduate students are encouraged and expected to pursue opportunities for external grants and fellowships in aid of dissertation research, and to seek other means (e.g. internships) through which they may combine financial support for the latter stages of the program with activities useful in their dissertation research and appropriate to their longer term career interests. Numerous

notices of such opportunities are posted or otherwise brought to students' attention; however, further initiatives normally lie with the individual student.

English Language Requirement. University policy requires that all international students whose first or dominant language is not English and who hold assistantships (including Presidential Fellowships) or who will be teaching courses must take the Speaking Proficiency English Assessment Kit (SPEAK) test upon arrival on campus. In order to ensure that students are prepared to accept a teaching assignment in a timely fashion and can contribute to discussions in their graduate seminars, **all international students from non-English speaking countries must pass the SPEAK Test no later than the end of their first year of study in the graduate program. Funded students who have not passed this requirement by April 30 of their first year of study will not have their funding renewed.** A student who does not pass the SPEAK test must enroll in appropriate courses in the English Language Institute (ESL 512 - Communication Skills for International Teaching Assistants and/or other ESL courses) as a condition of continuing registration in Anthropology courses. ESL 512 is the only English Language course that can be applied to either an MA or PhD degree. Hence, students are urged to take the SPEAK Test soon after their arrival at the university. Students who have not passed the SPEAK Test prior to the beginning of their second year of graduate study in the Department will not be allowed to register for Anthropology courses until they pass the Test.

GOOD STANDING AND PROBATION

According to the Graduate School policy, “good academic standing” is defined “as a student who is making acceptable progress toward a graduate degree and who is eligible to register for and pursue academic coursework at this university for the current semester. All graduate students are expected to remain in good academic standing throughout the entire course of their study.” Students may be declared to be not in good standing by the Director of Graduate Students, the Chair of the Anthropology Department of the Graduate School if they fail to complete minimum academic requirements for their degree in the specified time frames, if their GPA falls below 3.0 or if they otherwise fail to make acceptable academic progress or comply with the policy, requirements and procedures of the Department and the Graduate School.

ACADEMIC INTEGRITY

The Department will adhere to the Graduate School's policies regarding academic integrity, and following the Graduate School's procedures for handling suspected cases of academic dishonesty. According to Graduate School policy. Academic dishonesty includes, but is not limited to: 1) submitting previously submitted work to fulfill an academic requirement, 2) plagiarism, 3) cheating on an exam or other assignment, 4) falsifying academic materials such as notes, lab materials, reports or submitting another person's work as one's own, 5) forgery, alteration or misuse of any University of official document, record of ID, 6) procuring, altering or accepting exams or other class materials without consent of the instructor, and 7) buying or selling of academic assignments, or inappropriate assistance in the preparation of any assignment. See details of definitions, procedures and possible sanctions in the Graduate School's Policy and Procedures (<http://www.grad.buffalo.edu/policies/index.php>). In addition to these sanctions the Director of Graduate Studies or the Department Chair, in consultation with the Graduate Committee, may impose additional sanctions, including but not limited to dismissal from the Graduate Program.

GRIEVANCE PROCEDURES

Under procedures established by the Department and the Graduate School, prompt and informal resolution of grievances of matriculated graduate students is sought. At the Department level, informal discussion between the disputants should resolve most issues; students may wish to seek prior advice from their Faculty Advisor, D.G.S., or the Chair. If a formal review is necessary, a written statement of the grievance and grounds for it should be given to the Chair, who will act upon it in accordance with the By-laws of the Department and the regulations of the Graduate School. For additional information consult the Policies and Procedures of the Graduate School.

DISCRIMINATION AND HARASSMENT:

For the current U.B. policy go to:

<http://policy.business.buffalo.edu/Policy%20Library/Discrimination%20and%20Harassment.pdf>

NON-DISCRIMINATION

No person, in whatever relationship with the University at Buffalo - SUNY, shall be subject to discrimination on the basis of age, creed, color, handicap, national origin, race, religion, sex, marital or veteran status.

Appendix 1

Graduate Level Courses in Anthropology

Not all courses are offered on a regular basis
(All courses are 3 credit hours except where noted at registration)

No.	Title	No.	Title
501	Teaching & Res. Resources	504	Design Material Culture
511	Psychological Anthro	512	Kinship and Social Structure
513	Cultural Change	514	Museum Management
518	Primate Social Beh and Org	519	Ecology & Cultural Adaptn
521	Linguistic Anthropology	526	Intro to Cognitive Science
526	Cognitive & Symbolic Sys	527	Anthropological Ethics
530	Adv Ethnlgy Sub-Arct Amer	531	Field Arch & Soil Sci
532	Advanced Ethnology Arctic	533	Adv Ethnology Middle Amer
534	Adv Ethnology Contemp US	535	Adv Ethnology South Amer
536	Adv Ethnology Europe	537	Adv Ethnlgy SW Asia N Afr
538	Archeol Field Research	540	History of Archeology
541	Anthro Demography	543	Cognitive Anthropology
544	Animal Communication	545	Dental Anthropology
546	Physical Anthro. Topics	547	Ethology Practicum
548	Human Genetics- Legal Eth	549	Mayan Civil: Past & Present
550	Evolution Colloquium	555	Adv. Ethnology: Africa
556	Religion & Society	557	Human Evolutionary Theories
560	Indians of New York State	561	Human Paleontology
563	Advanced Ethnology China	565	Gender & Heal: Lat America
566	Adv Ethnology SE Asia	567	Adv Areal Archlgy MesoAm
572	Archaeology Today	573	Primate Evolutnry Biology
575	Cult. Anthro. Topics	576	Health Care in U.S
578	Ethnomedicine	579	Anthropology & The Arts
580	Culture and History	584	TransCultural Psychiatry
585	Ethnoarchaeology	586	Archaeological Gis
587	Arch. Anthro.. Topics	588	Art Archlgy & Soc Complex
589	Complex Societies	590	Violence and Nonviolence
591	Natnlsm, Global Culture	592	Political Anthropology
593	Cultural Anthro. Topics	594	Adv Physical Anthropology
596	Evolutionary Ecology 1	597	Evolutionary Ecology 2
600	MA Project or MA Thesis Guidance	601	Indiv Rdngs: Archaeology
601	Indiv Rdngs: Arch & Gis Sci	602	Indiv Rdngs Cult Anthro
602	Indiv Readgs Cult Anthro	604	Adv Resrch Medical Anthro
604	Topics in Med Apy	606	Anthropology of Reproduct
607	Indiv Readngs Phys Anthro	608	Arch of SE Mesoamerica
609	Women & Men in Prehistory	610	Methods & Theory in Archlgy
611	Celt. AngloSaxon Viking	621	The Field
651	Grad Survey Phys Anthro	652	Grad Survey Archaeology
653	Grad Survey of Ethnology	654	Grad Survey Social Anthro
655	Grad Survey Social Anthro	693	Rethinking the Americas
694	TOP	700	Dissertation Guidance
705	Theory Construction	710	Geographic Medicine
720	Adv Resrch Physcl Anthro	721	Physcl Anthro Resrch Meth
729	Human Impacts Ancient Env.	730	Adv Prob in Areal Archlgy
731	Archeol Interpretation	732	Geochronological Methods
733	Lab Techniques in Archlgy	733	Analytical Method Arch
735	Adv Archeol Technq & Meth	736	Adv Archaeological Rsch
740	Adv Problems in Ethnology	741	Ethnology Adv Research
742	Soc Anthro Adv Research	743	Advanced Ethnology
744	Adv Social Anthropology		

Appendix 2

Some Department Forms

- Advanced Examination Status Form – Student should notify The Graduate Program Secretary when a date has been selected for them to defend their advanced exam so the above form can be typed. Advisor takes form to defense and gets committee signatures.
- Advisor/Committee Change Form – If you wish to change your advisor and any committee members, you should fill out this form, obtain the appropriate signatures and give the above form to The Graduate Program Secretary.
- Application for Department Financial Aid Form – A notice will be sent, by the D.G.S., to all PhD students, usually in March, informing them that if they wish to apply for a department Teaching Assistantship they should fill out this form, add the appropriate attachments and return it to The Graduate Program Secretary by the deadline date in the notice. In addition, the PhD student should ask the three faculty members listed on their application to fill out a Faculty Graduate Student Funding Evaluation form that The Graduate Program Secretary will give them to fill out as part of this process.
- Archaeology PhD Student Statistics Requirement Fulfillment Form - to prove they have completed the required statistic requirement. Student should fill out the form, obtain signature of their advisor and committee members and return the completed form to The Graduate Program Secretary.
- Committee Formation Form – By the end of the third semester every graduate student must have a three faculty committee. This form should be filled out by the graduate student who should obtain the appropriate faculty committee signatures and give the form to The Graduate Program Secretary.
- Cultural Linguistic/Statistics advisor approval Form. This form should be filled out by the graduate student who should obtain their advisor's signature and appropriate faculty committee signatures and give the form to The Graduate Program Secretary.
- Informal Courses (Independent Study/Readings) Form – A form must be filled out by the graduate student and signed by the faculty member for each informal course registered for by the end of the semester in which registration took place. Informal courses are variable credit hours so the number of credit hours you should register for should be discussed and agreed upon before you register. This form should be given to The Graduate Program Secretary.
- M Form (Multi Purpose Form) – When a student has received approval from their advisor that their MA project or PhD dissertation is acceptable to be given to the rest of the student's committee members for approval the graduate student should request that The Graduate Program Secretary type an M Form for them. The information needed will be your name, as you want it to appear on your diploma, your person #, the exact title of your MA Project or PhD dissertation and the names of your three committee members, noted who your advisor is.
- Outside the Department Course Request Form – If you wish to take a course outside the department and receive credit for it toward your Anthropology degree, you should fill out this form, attach at least a course description and speak to your advisor. If your advisor approves this course to be part of your Anthropology degree credits then they should sign the form. The graduate student should give this form to The Graduate Program Secretary.
- Second Year Research Paper – All PhD students must fill out this form, obtain the signature of their advisor and committee members by no later than the last day of classes of their second year and give the completed form to The Graduate Program Secretary.

Some Graduate School Forms (available on The Graduate School website: www.grad.buffalo.edu under (Continuing Graduate Student))

- Certification of Full-Time Status Form – When a student has completed all coursework and will be writing an MA Project or preparing for their Advanced Exams and have filed an Application to Candidacy, the student can fill out this form to be considered “full-time” by U.B. for the purpose of loan deferral or immigration purposes. The form must be signed by the graduate student's advisor and approved by the D.G.S. This form should be given to The Graduate Program Secretary for D.G.S. approval.
- Petition to Amend an Application to Candidacy (A to C) – If after you file your A to C, there are any changes (such as change of advisor or committee members, change in conferral date addition or deletion of credit hour registration) then you must fill out this form, obtain your advisor's signature and bring it to The Graduate Program Secretary for D.G.S. approval.
- Petition Extension of Deadline to Complete an I/U Grade – (When an interim I/U grade has been assigned, the default “U” grade shall become the grade of record if the “I/U” is not replaced by a permanent grade within TWELVE (12) months after the close of the term for which the “I/U” is assigned according to the chart on The Graduate School website. The instructor may set an earlier deadline for completion of the course requirements. If an earlier date for completion is set, the instructor shall inform the student therefore in writing. If applicable, the graduate student should fill out this form, obtain the course instructor's signature and give the form to The Graduate Program Secretary for D.G.S. approval.
- Petition for An Extension of Time Limit to Complete Degree Program – U.B. gives MA students **four** years from the first registration date in that degree program to complete a Master's degree and **seven** years (including MA coursework) to complete a PhD degree. Student must attach a written statement documenting the following: a. the cause of delay in completion; b. detailed

description of work completed thus far; c. detailed month-to-month plan of work to be completed from now until new anticipated completion date and d. written endorsement from the Major Advisor regarding work completed thus far and feasibility of student's completion plan. The student should have the Major Advisor sign the form. The graduate student should bring the form and all attachments to The Graduate Program Secretary for D.G.S. approval.

Petition for a Leave of Absence - If applicable this form must be filled out and signed by the graduate student's Advisor and brought to The Graduate Program Secretary for D.G.S. approval in time for it to be processed through two other offices and then to The Graduate School prior to the start of the semester in which the leave is to begin. Normally, leaves are granted for a **maximum of one year**, but may be extended for up to one additional year if circumstances warrant.

June 2011

TO: Incoming graduate student
FROM: Peter Biehl, Department Chair
SUBJECT: Receipt & Acknowledgement of 2011-2012 Graduate Student Handbook in Anthropology

I acknowledge receipt of the above document and understand that it is my responsibility to know and understand the requirements within.

The availability of advice does not relieve the student of sole responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in his/her graduate studies, and generally for meeting all departmental and graduate school regulations. Students should therefore read carefully the 2011-2012 Graduate Student Handbook in Anthropology (available on the Anthropology Department website: www.buffalo.edu/anthropology and the Graduate School Policies and Procedures (available on the Graduate School website at: www.grad.buffalo.edu).

Please sign below signifying that you acknowledge reading and that you understand that you are responsible for all requirements in the 2011-2012 Graduate Student Handbook in Anthropology.

Hand this form in at the Anthropology Department Graduate Student Orientation Session on Friday, August 26, 2011.

Print name

Signature and Date

PB/mmk