
GRADUATE STUDENT MANUAL

Department of Anthropology



University of Nevada, Reno

For students in the MA and PhD Programs
in Anthropology

Revised for August 2020

Disclaimer: The information contained in this handbook is meant to be used for guideline purposes only. The handbook is updated periodically but policy changes can and sometimes do abruptly occur. Thus, this guide may not reflect current University, Graduate School, or Department policy. Please verify all details with your advisor and/or the Graduate Program Director prior to making any important decisions!

The [Graduate School website](https://www.unr.edu/grad)¹ is a useful reference for current policy.

The section of the UNR [General Catalog](https://catalog.unr.edu/preview_entity.php?catoid=24&ent_oid=4155)² on graduate studies is also a very useful and detailed resource.

¹ <https://www.unr.edu/grad>

² https://catalog.unr.edu/preview_entity.php?catoid=24&ent_oid=4155

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INTRODUCTION



This guide provides graduate students of the University of Nevada, Reno (UNR) with information on the structure of the MA and PhD programs in anthropology. It is provided to assist students in completing their work as expeditiously and as meaningfully as possible while complying with general UNR graduate school regulations. To some extent, this guide replicates information for graduate students available in the most current [General Catalog](https://catalog.unr.edu/)³ of the University of Nevada Reno, which sets forth the official Board of Regents' Policies and University Regulations on admission procedures, completion of degree requirements, filing for graduation, and other pertinent information. Additional and specific information relevant to the Department of Anthropology is provided in the handbook in-hand. You may also find this Graduate Student Manual online.

Students are responsible for ensuring that they meet the requirements for their degree as set forth in this Graduate Student Manual, that the completion of each formal requirement is properly recorded, and that their departmental and Graduate School files are complete and up-to-date. Departmental faculty, however, are ready to assist whenever necessary.

The objectives of this guide are to:

- *Make clear the department's expectations of students, which in the judgment of the faculty assure high standards of anthropological training; and*
- *Assure fairness in the treatment of students by applying common and unambiguous standards to all.*

The next five subsections provide summary information that pertains to students in both the MA and PhD programs. Program-specific information for MA and PhD track students are in the appropriately-titled sections following the introductory information below.

Note: This handbook lists graduate program academic policies and procedures. It includes information on graduate school policies, degree requirements, timeline for degree completion, committee selection guidelines and comprehensive exam/thesis requirements. Every effort has been made to make this handbook accurate as of the date of publication; however, this handbook does not constitute a contractual commitment. Graduate programs may not offer all of the courses as described, and policies are subject to yearly review and changes with program director and Graduate Council approval.

FINANCIAL ASSISTANCE

The department offers a limited number of teaching and research assistantships (TAs and RAs, respectively). TAs typically go to PhD students, and the duties vary widely and may involve assisting a faculty member in a course or lecturing in an introductory course (the latter for PhD students only). RAs are dependent on external and internal funding for specific research projects, meaning they will be awarded to the PhD or MA student who has been identified by the lead researcher of that research project (typically a faculty member) as qualified to work on that research project; TAs and RAs may be allotted as 20 hr, 15 hr and 10 hr appointments in accordance with the estimated weekly workload for each teaching and research appointment, A TA is normally 15 hours/semester, whether the TA is assisting a professor or teaching her own course.

Tuition waivers are proportionate to the number of hours received. A full-time TA (20 hours/semester) who is a Nevada resident pays roughly 22% of baseline tuition and fees (amounting to an approximately 78% tuition and

³ <https://catalog.unr.edu/>

fees waiver); 15 and 10 hour TAships pay roughly 41% and 61% of baseline tuition and fees, respectively (see [Tuition and Fees Website](#)⁴ for a breakdown of how this works for both domestic and international students).

Renewal of an assistantship is subject to the student's good standing and satisfactory progress toward their degree. Renewal of funding is not automatic and all students are re-evaluated each year after which funding is distributed on a competitive basis (meaning students who are performing well in classes, making satisfactory or better progress towards their degree, and meeting or exceeding their responsibilities as TAs or RAs will be more likely to obtain funding). All students must complete a report on their progress early in the spring semester of each year. This information is used by the graduate committee to award funding and to evaluate student progress. The self-reporting forms will be emailed to you by the Graduate Program Director..

Information on competitive scholarships (e.g., Kitzelman Fellowship, Splatt Scholarship, Promise Award, and Great Basin Paleoindian Research Unit/GBPRU research assistantships) for Anthropology graduate students at UNR is available on the departmental webpage. Students are encouraged to apply for these assistantships, scholarships, and stipends, and should work closely with Advisory Committee members to develop proposals and applications.

All students, but especially those who are in the PhD program, are strongly encouraged to apply for funds outside UNR. Information on funding opportunities is posted on the departmental bulletin board, disseminated by e-mail, available from the UNR Proposal Office and through the department website. Faculty may assist students in developing funding proposals. PhD students are expected to apply to national agencies (e.g. NSF, NIH, NEH, Fulbright, Fulbright-Hays, SSRC, Wenner-Gren Foundation) to fund their dissertation research. Obtaining funding for the dissertation write-up phase is also encouraged.

HEALTH INSURANCE

All domestic degree-seeking graduate students who are enrolled in six or more credits (regardless of the course level) in a semester will be automatically enrolled and billed for the University-sponsored health insurance for each term they are eligible (fall & spring/summer).

If a student has other comparable coverage and would like to opt out of the student health insurance, it is the student's responsibility to complete the University [Online Waiver Form](#)⁵ prior to the deadline. If approved, a health insurance waiver is good for the current academic year only. A new waiver must be submitted each academic year.

MAJOR ADVISOR (COMMITTEE CHAIR) AND ADVISORY COMMITTEE

Students who have entered the program without a planned advisor should consult with the Director of Graduate Programs by **September 15th** about general program requirements and faculty expertise. Based on this meeting, students are assigned an interim advisor. A permanent advisor should be chosen as soon as possible, but no later than **October 15**. This person serves as the Chair of the Advisory Committee. Each student should fill out a Declaration of Advisor form and have the graduate program director sign it: <https://www.unr.edu/grad/student-resources/forms>.

⁴ <https://www.unr.edu/grad/tuition-and-fees>

⁵ <https://studentinsurance.usi.com/UNR/unr-grad>

The advisory committee for an MA student consists of at least three individuals from the graduate faculty, including the chair; most often, two are from the Department of Anthropology (a list of the graduate faculty in anthropology is provided on the [departmental webpage](#)⁶). One committee member represents the graduate school and must be selected from outside in the Department of Anthropology. For PhD students, the committee consists of at least five members, including the chair and one member who serves as a representative of the graduate school. Please refer to the MA and PhD program descriptions for specific information on the composition of these committees.

Advisory Committees set requirements and guide students through their programs of study and research. Students are responsible for arranging meetings and consultations with their Advisory Chair and other committee members, and for arranging periodic meetings of the Advisory Committee. In the first year, a new student must schedule a meeting with the committee by **March 1 at the latest**.

Students may wish to change their Advisory Committee Chair or a member of their committee during the course of their studies. To do so a student must first notify his/her Chair and then file a [Graduate Advisory Committee form](#)⁷ showing the change with required signatures.

PROGRAM OF STUDY

The Advisory Committee must meet with the student during their first year in the program to develop a Program of Study (POS). This meeting must take place on or before **March 1**. If it is not possible to meet by this date, the student and advisor should inform the Graduate Program Director. During the meeting, the committee assesses the student's study plan and provides directions for carrying out any additional work that is deemed necessary for the successful completion of the student's research and degree. Students should also discuss research interests and potential thesis or dissertation topics in this initial meeting. PhD students should also formulate ideas about their reading lists for the qualifying exam, decided how they will complete the language requirement/research tool, and provide a timeline for completion of all degree requirements. Later meetings can be held to update the study plan as needed.

The student must file the Program of Study (POS) in the Graduate School by the end of the first academic year (but the form must be completed for the department by March 1). Students should consult sections of the General Catalog on Graduate Advisory Committees and Program of Study for further details.

The [UNR Graduate School website](#)⁸ contains the forms that constitute the body of official documents for the student's file. Two copies of the student's file are maintained, one in the office of the Dean of the Graduate School and one in the Department of Anthropology office. The student is responsible for ensuring that copies of all documents are provided to keep the file up-to-date. The Director of Graduate Programs and the Chair of the Advisory Committee may assist students in this matter. According to federal law, students have a right to see any materials maintained in their file. The file may be examined and copies made in the department office. Nothing may be removed from the file by the student.

⁶ <https://www.unr.edu/anthropology/people/faculty>

⁷ <https://www.unr.edu/main/pdfs/verified-accessible/colleges-schools/grad/progressions/change-of-advisory-committee-2019.pdf>

⁸ <https://www.unr.edu/grad/forms-and-deadlines>

ANNUAL EVALUATION

Graduate School regulations require that a student's performance be evaluated by the faculty at the end of each academic year. Such evaluations are completed by the Graduate Program Director and the Graduate Committee, in consultation with the Advisory Committee Chair and the faculty. Prior to this evaluation, students must submit the self-reporting form to the department so that it can be used by the faculty in their evaluations. The call for these forms is sent out by the Graduate Program Director in January or February. The evaluation is maintained in the student's departmental file. The evaluation is based on the student's overall performance in coursework, research, and as a teaching or research assistant (where applicable). It will read "satisfactory," "concerning," or "unsatisfactory." It is the responsibility of Graduate Program Director to inform the student of the results of this annual evaluation no later than two weeks following the end of the spring semester.

Upon receipt of the completed evaluation form from the Graduate Program Director, the student must sign and return it to the department office. If a student receives a "concerning" evaluation, the Advisory Committee specifies the conditions to be met and a timeline for completion. Failure to meet the specified conditions results in an unsatisfactory rating on the next evaluation. Students who receive two consecutive unsatisfactory reports are dismissed from the program.

MA students admitted on a prescribed basis can achieve good standing in the program by completing 9 hours of coursework in one semester or 12 hours of coursework in two semesters. A grade of B or better must be earned in all courses. For PhD students admitted on a provisional basis, good standing can be attained after one year and a minimum of 12 hours of coursework, all with a grade of B or better. Only students in 'good standing' are eligible for departmental assistantships.

Students on a prescribed or provisional program (i.e., students admitted to program who either fall below minimum GPA of 3.0 and/or minimum combined verbal/quantitative score of 297 for GRE) are only eligible for funding once they have achieved the status of good standing in the graduate program.

CONTINUOUS ENROLLMENT

To remain in good standing, graduate students must enroll for a minimum of **three credits** during every fall and spring semester of their graduate tenure (summers are exempt). It is possible to obtain a leave of absence by filling out an [Approved Leave of Absence Form](#)⁹ and having it signed by the department and Graduate School. Approved leaves of absence still count against the time limits set for the MA (six years) and PhD programs (eight years).

Disclaimer:

Please keep in mind that the information contained in this handbook is meant to be used for guideline purposes only. The handbook is updated periodically, but policy changes can and sometimes do abruptly occur. Thus, this guide may not reflect current University, Graduate School, or Department policy. Please verify all details with your advisor and/or the Graduate Program Director prior to making any important decisions!

⁹ <https://www.unr.edu/main/pdfs/verified-accessible/colleges-schools/grad/admissions/leave-of-absence.pdf>

[The Graduate School website](#)¹⁰ is a useful reference for current policy.

The section of the [UNR General Catalog](#)¹¹ on graduate studies is also a very useful and detailed resource.

MASTER'S DEGREE PROGRAM



An MA in anthropology is an advanced degree that may either lead to further study in a PhD program or to work in a professional career. The department expects that most applicants for the MA degree either hold a BA or BS degree in anthropology or have had an equivalent of at least 15 semester credit hours in anthropology along with an undergraduate degree in another field. In the latter case, the normal expectation is that the applicant has successfully completed lower division courses in at least three of the four subfields of anthropology (archaeology, physical/biological anthropology, social/cultural anthropology, and linguistics), two of which should be at an advanced undergraduate level. Exceptions may be granted under some circumstances.

If the faculty determines the student's academic background is deficient in a particular area, they may require undergraduate courses (without graduate credit) or additional graduate courses beyond those normally required for the MA degree to remedy such deficiencies. The precise requirements are developed by the student's Advisory Committee and recorded in the student's file. If remedial work is indicated, the student may spend additional semesters earning the degree.

STUDENT LEARNING OBJECTIVES (SLOS) FOR THE MA PROGRAM

1. Students should be able to discuss the concepts that allow the intellectual integration of four sub-fields together into anthropology, and each sub-field's major contributions to the scientific and humanistic study of our own species.
2. Students should be successful in finding professional employment in their specialty; or alternatively students should be able to apply successfully to doctoral programs.
3. Students who graduate with an MA in Anthropology from UNR will have skills and experience in original research.

MA PROGRAM DURATION AND READMISSION POLICY

Official degree requirements for the MA degree are stipulated in the University Catalog. UNR Regulations state that all requirements for the MA degree must be completed within a six-year time period. The faculty expects that, in the normal course of events, a student with an adequate background in anthropology at the undergraduate level should complete all the requirements for an MA degree in two to three academic years.

If a student fails to meet the Continuous Registration Requirement or they are dropped from the program because of unsatisfactory progress, or have a GPA below 3.0, they may apply for readmission. However, this is possible only

¹⁰ <https://www.unr.edu/grad>

¹¹ <https://catalog.unr.edu/index.php>

under exceptional circumstances and only with the concurrence of the student's Advisory Committee and the Dean of the Graduate School.

MA COMMITTEE COMPOSITION

UNR regulations specify that an MA student's Advisory Committee is to be composed of a minimum of three members from the UNR Graduate Faculty. Two faculty members, usually but not necessarily from the student's department, represent the student's area of specialization and one faculty member from outside of the Department of Anthropology is selected to serve as the Graduate School Representative. The Graduate School Representative and is on the committee to make sure your committee adheres with graduate school policy. You can contact this person with any concerns about procedure. Students may request the appointment of a committee member from the faculty of another university or from a relevant discipline or profession, provided the prospective member has achieved a record of distinction. Formal approval of the student's advisory/examining committee is made by the Graduate Dean. See [Faculty Website](#)¹² for a list of UNR graduate faculty and [Department Website](#)¹³ for a list of regular and adjunct faculty in the department. Please refer to [Declaration of Advisor/Major Advisor/Committee Chair Form](#)¹⁴ and submit the form according to the timeline.

MA COURSEWORK REQUIREMENTS

MA students must complete a minimum of 31 credits (24 credits of course work at the 600 or 700 level, with a minimum of 18 credits at the 700 level). This includes 6 credits of Thesis (ANTH-797) and one credit for the Comprehensive Exam (ANTH 795). At least 21 credits have to be earned in on-campus courses at UNR. See the [Admission, Transfer, and Examination Credit Webpage](#)¹⁵ on the [general catalog](#) for the procedure to transfer graduate courses from other institutions. You must submit a [Graduate Credit Transfer Evaluation Request Form](#)¹⁶ and receive department approval in the case of transferring credits.

REQUIRED COURSES

All MA students must successfully complete (i.e., with a "B" or better) two of the following courses (as part of the 24 credit coursework requirement). Students should consult with their committee about which seminars are most relevant for their program of study. ANTH 706 (seminars on special topics in anthropology) cannot be substituted for any of these core seminars.

- **ANTH 703: Graduate Seminar in Cultural Anthropology**
- **ANTH 704: Graduate Seminar in Physical Anthropology**
- **ANTH 705: Graduate Seminar in Archaeology and Prehistory**
- **ANTH 709: Graduate Seminar in Linguistic Anthropology**

¹² <https://www.unr.edu/grad/graduate-faculty>

¹³ <https://www.unr.edu/anthropology/people/faculty>

¹⁴ <https://www.unr.edu/main/pdfs/verified-accessible/colleges-schools/grad/progressions/declaration-of-advisor.pdf>

¹⁵ <https://catalog.unr.edu/content.php?catoid=24&navoid=9884>

¹⁶ <https://www.unr.edu/main/pdfs/verified-accessible/colleges-schools/grad/admissions/graduate-credit-transfer-evaluation-request-2019.pdf>

Students must earn a grade of B or better in the required seminars. If a student earns less than a B (including B-), they must retake the seminar (assuming they are in good standing in the program).

ADDITIONAL (ELECTIVE) COURSES:

See online catalog for current offerings.

COMPREHENSIVE EXAM

One credit of Comprehensive Exam (ANTH 795) is taken during the semester that the student receives the Special Question (or Questions) that serves as the comprehensive exam. The question (or questions) is/are developed based on a reading list of at least 30 sources on topics relating to the student's thesis research and general anthropological knowledge. The reading list is developed by the student and approved by their advisor prior to the exam. After receiving their Special Question(s), the student has one week to prepare their responses, after which their advisor has one week for their evaluation. This evaluation will result in one of two outcomes: (1) satisfactory, meaning the exam was passed and the student receives credit for ANTH 795; and (2) unsatisfactory, meaning the exam was not passed and student receives no credit for ANTH 795. Unsatisfactory performance on the comprehensive exam entails termination of a student's pursuit of their MA degree. There will be no opportunity to retake the exam.

MA THESIS AND DEFENSE

At the very latest, it is expected that by the beginning of his/her second year in the program, the student will have defined a thesis topic and research question. Some sub-disciplines will require this to be done in the second semester of the first year. The student is guided in completion of the thesis project by his/her Advisory Committee, with primary responsibility resting with the Advisory Committee Chair. An outline of the thesis topic must be approved by the student's advisory committee. Some programs require a written proposal, and others do not. There should be a written verification from the committee chair that the student's thesis topic has been approved. The thesis, upon approval of the written draft by the committee, is defended in a session open to the public. UNR regulations pertaining to defenses are set out in the [UNR General Catalog](#)¹⁷. Please also refer to the [Thesis Filing Guidelines](#)¹⁸ found on the [Graduate Forms and Deadlines Website](#)¹⁹.

THESIS DEFENSE TIMELINE

1. The final thesis draft should be submitted to the committee **at least three weeks** in advance of the planned proposal defense.
2. Once the thesis has been approved, the student may schedule the defense, which is to be an oral public presentation. Students are required to create and post flyers in conspicuous places to advertise the event specifying the date, hour, place, and event. The student should see the department's Office Manager for available time slots for the defense and for help in producing the flyers

¹⁷ <https://catalog.unr.edu/index.php?catoid=24>

¹⁸ <https://www.unr.edu/grad/student-resources/filing-guidelines>

¹⁹ <https://www.unr.edu/grad/forms-and-deadlines>

3. As specified in the General Catalog, the defense consists of a presentation by the candidate. The length of the presentation is determined by the Advisory Committee (30-45 minutes as a general guideline). Following the presentation, there is a question period open to all individuals attending the defense. After all questions from the audience are addressed, the audience is dismissed and the individual is then questioned by the Advisory Committee Chair and members of the Advisory Committee.
4. After a period of questioning by the general public and Advisory Committee, the student is excused. The Advisory Committee determines in closed session whether or not the student passed or failed the defense. Even when the student passes the defense, they may be advised to make revisions the committee deems necessary. The student then submits the revised thesis for the committee's final approval in accordance with UNR Regulations as set forth in the General Catalog. Students must conform to thesis format requirements set forth by the graduate school and to thesis submission deadlines as specified in the workbook. Students should refer to the [American Anthropological Association guidelines](#)²⁰ for formatting of publications (e.g., in the journals *American Anthropologist*, *American Antiquity*, *Current Anthropology*, *American Journal of Physical Anthropology*, etc.) to conform to disciplinary conventions.

PROGRESS WITH GOOD STANDING

To remain in good standing in the department, a student must maintain a GPA of 3.0 or better, must meet with the interim advisor at least once per semester until the Advisory Committee Chair is designated, must designate an Advisory Committee Chair and assemble a committee meeting no later than March 1 of the second semester. Students are strongly encouraged to select a research topic no later than the end of the third semester. Receiving departmental funding (TA, RA) is contingent upon remaining in good standing. Students who fail to remain in good standing are placed on probation for one semester, and asked to correct the problems. Students who do not correct the problems after one semester will be dismissed from the program. When a student is placed on probationary status, they will receive a written notification from the Director of Graduate Programs in Anthropology.

MA PROGRAM QUICK REFERENCE SHEET

1. 24 credits course work (at 600 and 700 level), including two core seminars chosen from ANTH 703, 704, 705, and 709. Eighteen of these credits must be at the 700 level.
2. One credit of Comprehensive Exam (ANTH 795) to be taken during the semester that the student receives the Special Question that serves as the comprehensive exam, along with the successful completion (B or better) of the two required seminars.
3. Six credits of ANTH 797 (thesis).
4. 31 credits total.
5. A thesis with oral defense.
6. Maintain continuous registration (3 credits/semester) and good standing (GPA or 3.0 or better).

²⁰ <http://www.americananthro.org/StayInformed/Content.aspx?ItemNumber=2044>

7. Time limit: six years to degree following admission to program.

Note: Anthropology does not have a language requirement at the MA level.

TIMELINE FOR COMPLETING THE MA

Below is a sample timeline for completing the MA. It is provided to give you a general idea of what you should accomplish each year that you are in the program. Please note that variations in this timeline are possible and depend on the specific attributes of each student's subfield, research project, and direction from their advisory committee. Due dates, however, should be adhered to. Please be sure to consult with your committee regularly to make sure you are on-track for the timely completion of your MA.

Year 1	Task	Due dates
<i>Fall</i>	<ul style="list-style-type: none">◦ Advisor shopping◦ Initiate plan for thesis research with advisor◦ Brainstorm funding; begin pursuing if applicable	Selection by October 15
<i>Spring</i>	<ul style="list-style-type: none">◦ Final selection of committee and meeting◦ Completion of Program of Study◦ Develop research design and secure permits/IRB approval for summer thesis research (if applicable)	March 1 March 1
<i>Coursework (Fall & Spring)</i>	<ul style="list-style-type: none">◦ Prioritize core seminars and topic seminars in consultation with advisor and committee	
Summer Break	<ul style="list-style-type: none">◦ Some students may begin field or laboratory work for their thesis project	
Year 2		
<i>Fall</i>	<ul style="list-style-type: none">◦ Thesis topic refined and discussed with committee; develop/refine research design◦ Identify and pursue funding sources◦ Human subjects (IRB) (if applicable)◦ Continue or begin thesis research & writing	October 15
<i>Spring</i>	<ul style="list-style-type: none">◦ Take "special question(s)" comprehensive exam◦ Finalize any remaining coursework◦ Continue thesis research & writing◦ Thesis defense (if applicable)	
Year 3 (if necessary)	<ul style="list-style-type: none">◦ Field/labwork, thesis research, writing, defense	

PHD DEGREE PROGRAM



The PhD degree in anthropology is a research degree for which the department offers highly individualized training in areas of graduate faculty expertise. In the majority of cases, the department expects applicants to the PhD program to hold an MA or MS degree in anthropology (other disciplines are occasionally accepted), and to have chosen UNR because they are fully aware of the specializations offered by and the strength of the faculty. In some cases, individuals with a BA or BS degree in anthropology may be admitted directly into the PhD program. These are evaluated on a case-by-case basis.

PHD PROGRAM DURATION, LEAVES AND READMISSION

Official degree requirements for the PhD are stipulated in the General Catalog. PhD programs vary widely in length of time devoted to coursework, research and dissertation writing. UNR regulations state that all requirements for the PhD degree must be completed within an eight-year time period. Extension and readmission are possible only under exceptional circumstances and only with the concurrence of the student's Advisory Committee and the Dean of the Graduate School.

PHD COMMITTEE COMPOSITION

[UNR regulations](#)²¹ specify that an Advisory Committee for PhD students consist of at least five members of the Graduate Faculty: (1) the committee chair; (2 and 3) at least two faculty members from the student's major department, (4) at least one faculty member from a department in a field related to the student's major, and (5) at least one faculty member from outside of the Department of to serve as the Graduate School Representative; this member can be the same as (4). The Graduate School Representative is on the committee to make sure the committee adheres with graduate school policy. The student can contact this person with any concerns about procedure. Students may request the appointment of a committee member from the faculty of another university or from a relevant discipline or profession, provided the prospective member has achieved a record of distinction. Formal approval of the student's advisory/examining committee is made by the Graduate Dean. See the [Tuition and Fees Overview Webpage](#)²² for a list of [UNR graduate faculty](#)²³ and for [a list of regular and adjunct faculty](#)²⁴ in the department.

PHD COURSEWORK REQUIREMENTS

A minimum of 73 credits is required for the PhD. This can include up to 24 transfer credits for students coming into the program with an MA degree in anthropology (or in special circumstances, a related discipline), meaning a student's coursework for their MA can count towards the 73 credit coursework requirement at UNR. For students coming into the PhD program with an MA from an institution other than UNR, a minimum (depending on how many MA credits transfer) of 24 credits of new coursework at the 600 and 700 level are required (including three core seminars chosen from ANTH 703, 704, 705, and 709), along with 24 credits of dissertation (ANTH 799) and

²¹ <https://catalog.unr.edu>

²² <https://www.unr.edu/grad/tuition-and-fees>

²³ <https://www.unr.edu/grad/graduate-faculty>

²⁴ <https://www.unr.edu/anthropology/people/faculty>

one credit for the Comprehensive Exam (ANTH 795). At least 30 post-baccalaureate credits must be at the 700 level, ***not counting thesis and dissertation credits***. Specific coursework requirements set by the student's committee are aimed to help doctoral students develop broad expertise in the field and more specialized training in research areas associated with their dissertation.

All PhD students must successfully complete (i.e., with a “B” or better) three of the following courses (as part of the coursework requirement). Students should consult with their committee about which seminars are most relevant for their program of study, but they must complete the seminar in their own sub-discipline. ANTH 706 (seminars on special topics in anthropology) cannot be substituted for any of these core seminars.

- **ANTH 703: Graduate Seminar in Cultural Anthropology**
- **ANTH 704: Graduate Seminar in Biological/Physical Anthropology**
- **ANTH 705: Graduate Seminar in Archaeology and Prehistory**
- **ANTH 709: Graduate Seminar in Linguistic Anthropology**

Students must earn a grade of B or better in the required seminars. If a student earns less than a B (including B-), they must retake the seminar (assuming they are still in good standing in the program).

Students with MA degrees from UNR are exempt from the requirement to take the three core anthropology seminars as they will have already taken two. They are required, however, to take one additional core seminar to bring their total up to the three core seminars required of all PhD students. In special circumstances, doctoral students may petition to be exempted from a seminar if they can document the satisfactory completion of a comparable course at another institution. However, the department does not encourage this, and in most cases, doctoral students will take the core seminars at UNR.

RESIDENCE

Six semesters of residence beyond the bachelor's degree is required of all PhD students. This includes two consecutive semesters where the student takes a minimum of 9 credit hours during each semester. Summer sessions and winteresters are not included in this residency requirement.

LANGUAGE(S) AND/OR RESEARCH TOOL

PhD students are required to demonstrate competency in one language other than English OR a research tool; either option should be relevant to the student's work. If the research tool option is chosen, requirements will be determined by the student in consultation with the student's Advisory Chair and Committee. If the language option is chosen, this condition can be met by four semesters of study at the undergraduate level, but the language must be acceptable to the Advisory Chair and Committee. Language proficiency can also be determined by an examination in a form agreed to by the Advisory Committee; this is usually done through the Department of World Languages and Literatures at UNR. In such exams, a PhD student is typically expected to translate an article in the language and area of specialization appropriate to his/her field. The student may choose, however, to take the language proficiency exam of the Educational Testing Service.

WRITTEN QUALIFYING AND ORAL COMPREHENSIVE EXAMINATIONS

To qualify for advancement to candidacy, PhD students must complete a written qualifying exam and defend their responses in an oral defense. This will usually occur in the student's third year in the program (see the "Timeline for Completing the PhD" on Page 15 of this manual). The exam and oral defense will be scheduled for the semester following the student's development of and advisory committee approval of a comprehensive bibliographic reading list (including articles, book chapters, and books [edited volumes and single-authored works]) designed to establish mastery of the state of knowledge in three specified areas of anthropological research.

The exam will consist of three questions developed by the student's advisory committee, one per specified area of anthropological research; it will be designed to assess the student's mastery of and ability to synthesize the information contained in the bibliographic reading lists. Following the distribution of the questions to the student, the student will have 14 days (this includes weekends) to answer all questions in formal essays (appropriate citations and references cited sections for each essay are required). The limit for the three essays is 18,000 words (approximately 60 double-spaced pages), or roughly 6,000 words (20 pages) per essay. The references cited sections are not included in the page limit. As a general guideline, each essay should be 5,400-6,000 words (18-20 pages). After the student submits their essays, the advisory committee will have two weeks to evaluate the student's responses prior to the oral comprehensive examination.

The oral comprehensive exam will be scheduled approximately two weeks following the student's submission of their essays. Successful completion of ANTH 795 entails both producing high quality written essays and an effective oral defense of those essays. The student's performance in both arenas will be assessed using three ordinal categories: (1) pass with distinction; (2) pass; and (3) fail.

Pass/Pass with Distinction: To receive a passing grade (i.e., an 'S' satisfactory on the transcript), the student must demonstrate mastery of all examination material. Exceptional essays may earn the student a "pass with distinction."

Fail: If the student demonstrates major deficiencies (e.g., a poor understanding of fundamental concepts, an inability to synthesize or derive implications from relevant material, poor overall preparation), the student will fail, will receive a 'U,' and be dismissed from the program.

Second Opportunity: If a student demonstrates a general understanding of the material with minor deficiencies, the committee may opt to provide the student a second opportunity to demonstrate mastery of the material. In such cases, the student's committee will provide feedback on areas requiring improvement shortly after the initial defense. The student will have four weeks to prepare for one or more additional comprehensive examination questions designed to assess whether the student has overcome any deficiencies. Upon receiving the additional question(s), the student will have no more than 14 days to craft new essays following the same guidelines outlined above. A second defense will be scheduled shortly after the new essays are submitted, except in cases when they are submitted outside of the academic year (i.e., late May-late August or during winter break). In such cases, although the essays must still be submitted no more than 14 days after the student receives the second question(s), the actual defense will not occur until the following semester begins unless all committee members agree to a summer/winter break defense. In such cases, an unsatisfactory grade ('U') will result if the semester in which the student enrolled in ANTH 795 concludes before the process is complete. A successful second defense will result in the 'U' grade being changed to 'S'. An unsuccessful second defense will result in dismissal from the program (see "Dismissal for Failure of the MA Comprehensive Examination or PhD Qualifying Examination and Oral Defense" on Page 20).

PHD PROSPECTUS

Following the successful defense of the oral comprehensive exam, PhD students will develop and present a written prospectus that describes their dissertation research. The prospectus must be defended within one year of passing the comprehensive exam. The prospectus should detail the research topic, with particular attention to the theoretical framework, research methodology, relevant literature, and (if relevant) development of a pertinent database. The dissertation prospectus should be no longer than 10 single spaced pages with font no smaller than Times New Roman 11 pt; up to 5 additional pages of charts, images, or graphs are permitted. In addition to clear descriptions of research question(s), background, and methodology, the prospectus should include sections on intellectual merit (i.e. for anthropology) and broader impacts (i.e. beyond anthropology). The format of the prospectus can follow the Wenner-Gren Dissertation Fieldwork Grant or NSF Doctoral Dissertation Research Improvement Grant (appropriate sub-discipline). The written prospectus must be presented and defended in front of the Advisory Committee. The student's prospectus and defense will be assessed using three ordinal categories: (1) pass; (2) pass pending revision; and (3) fail.

Pass: After a successful defense of the prospectus, the student is eligible to advance to candidacy. This sets the stage for the final phase of a PhD program: independent research, and then writing and defending a doctoral dissertation.

Pass pending revision: If the prospectus defense is passed but the prospectus requires revision, the student has one semester to complete the revisions and resubmit the proposal for the approval of the Advisory Committee Chair (and the Advisory Committee, if so determined by committee). Another defense is not required. If the revised prospectus is approved, the student is eligible to advance to candidacy.

Fail: If the prospectus defense is not successful, the student will be dismissed from the program.

Research funding: All PhD students are encouraged and expected to apply for external funding to support their research, and the prospectus can be tailored to the specifications of various funding bodies; students should consult with the dissertation advisor and the Advisory Committee about submitting grants and fellowship applications.

ADVANCEMENT TO CANDIDACY

With advancement to candidacy, the department certifies that the student has: (1) met the university's residence requirements; (2) completed the coursework outlined in the program of study; (3) successfully completed the written qualifying and oral comprehensive examinations; (4) developed a dissertation topic approved by the Advisory Committee; (5) presented and defended a research prospectus; and (6) fulfilled the department's language/research tool requirement. The [Admission to Candidacy Form](https://www.unr.edu/main/pdfs/verified-accessible/colleges-schools/grad/progressions/doctoral-degree-admission-to-candidacy.pdf)²⁵ is available online.

DISSERTATION AND DEFENSE

²⁵ <https://www.unr.edu/main/pdfs/verified-accessible/colleges-schools/grad/progressions/doctoral-degree-admission-to-candidacy.pdf>

Generally, at the beginning of his/her second year in the PhD program, a student should have defined a dissertation topic. The student is guided in completion of the dissertation by his/her Advisory Committee, with primary responsibility resting with the Advisory Committee Chair. The dissertation, upon approval of the written draft by the committee, is defended in a session open to the public. Please also refer to the [Doctoral Dissertation Filing Guidelines](#)²⁶, the [Dissertation Title Form](#)²⁷, and the [Doctoral Dissertation Final Review Approval Form](#)²⁸ for appropriate dissertation resources.

PhD students are required to enroll in a minimum of 24 dissertation credits (ANTH 799).

Doctoral students must apply for graduation at least eight months prior to the date of graduation.

DISSERTATION DEFENSE TIMELINE

1. The final dissertation draft should be submitted to the committee **at least three weeks** in advance of the planned proposal defense.
2. A copy of the **approved** dissertation must be submitted to the department office **one week before** the dissertation defense.
3. The date of the defense is set by the student and the Advisory Committee (along with an alternate date). The student must arrange a room for the defense. Since this is a public defense, the student is required to create and post notices specifying the date, hour, place and event.
4. The defense consists of a presentation by the candidate, followed by a question and answer period. The length of the presentation is determined by the Advisory Committee (typically 30-40 minutes). Following the presentation, the Chair opens the questioning to the public. Subsequently, the audience is dismissed and the Advisory Committee Chair conducts the defense meeting along with members of the Advisory Committee. Afterwards, the Advisory Committee meets in closed session to pass or fail the student on the defense. The defense is unsuccessful when there is one (1) negative vote cast. If the vote is positive, the student is advised on revisions the committee deems necessary, when applicable. The student then submits the revised dissertation for the committee's final approval in accordance with UNR Regulations.
5. Students must conform to thesis format requirements and to thesis submission deadlines as specified in General Catalog. Students should refer to the [American Anthropological Association guidelines](#)²⁹ for formatting publications (e.g., in the journals *American Anthropologist*, *American Antiquity*, *Current Anthropology*, etc.) to conform to disciplinary conventions. The final date for submission of the dissertation (in final approved form) is one week prior to the close of the semester.

²⁶ <https://www.unr.edu/grad/forms-and-deadlines/dissertation-filing-guidelines>

²⁷ <https://www.unr.edu/grad/student-resources/filing-guidelines/title-form>

²⁸ <https://www.unr.edu/main/pdfs/verified-accessible/colleges-schools/grad/progressions/Dissertation-Final-Review-Approval-Form-2018.pdf>

²⁹ <http://www.americananthro.org/StayInformed/Content.aspx?ItemNumber=2044>

PROGRESS WITH GOOD STANDING

To remain in good standing in the department, a student must maintain a 3.0 GPA or better. A new student must meet with the interim advisor at least once a semester until the Advisory Committee Chair is designated, must designate an Advisory Committee Chair and assemble an Advisory Committee no later than **March 1 of the first program year**. **Following this**, the student should meet with the Advisory Committee once per year. A research topic should be developed no later than the end of the third semester. Receiving departmental funding (TA, RA) is contingent upon remaining in good standing. Students who fail to remain in good standing are placed on probation for one semester, and asked to correct the problems. Students who do not correct the problems after one semester are dropped from the program.

PHD PROGRAM QUICK REFERENCE SHEET

1. 48 graduate credits at the 600 and 700 levels (of which, 24 may be transferred from the student's MA or M.S. program). 30 credits of these must be at the 700 level.
2. Three of the four subdisciplinary core seminars passed with a "B" or better, including the seminar in the student's subdiscipline.
3. 24 credits of dissertation (ANTH 799).
4. One credit of Comprehensive Exam (ANTH 795) to be taken during the semester that the student delivers the oral defense of their qualifying examination.
5. One non-English language OR research tool determined by student in consultation with advisory committee.
6. Qualifying and oral comprehensive exams.
7. Written dissertation prospectus and defense.
8. Advancement to Candidacy.
9. Written dissertation with public oral defense.
10. Maintain good standing with 3.0 GPA or better.
11. Time limit: eight years to degree following admission to program.

TIMELINE FOR COMPLETING THE PHD

Below is a sample timeline for completing the PhD. It is provided to give you a general idea of what you should be accomplishing each year that you are in the program. Please note, however, that even more so than the MA, a PhD entails a program of study that is tailored specifically to each student and their research objectives. Consequently, substantial variations in this timeline are not only possible but likely. Due dates, however, should be adhered to. Your trajectory towards the PhD will depend on the specific attributes of your subfield, research project, and

direction from your advisory committee. Be sure to consult with your committee regularly to make sure you are on-track for the timely completion of your PhD

Year 1	Task	Due dates
<i>Fall</i>	<ul style="list-style-type: none"> ◦ <i>Advisor shopping (if necessary); consider committee</i> ◦ <i>Identify dissertation topic/research question</i> ◦ <i>Brainstorm funding; begin pursuing if applicable</i> 	Selection by October 15
<i>Spring</i>	<ul style="list-style-type: none"> ◦ <i>Selection of committee and first meeting</i> ◦ <i>Completion of Program of Study</i> 	March 1 March 1
<i>Coursework</i>	◦ <i>Prioritize core seminars and topic seminars in consultation with advisor and committee</i>	
Year 2		
<i>Fall</i>	<ul style="list-style-type: none"> ◦ <i>Topics for qualifying exam approved by committee</i> ◦ <i>Submit draft bibliographies</i> ◦ <i>Identify / pursue funding sources</i> 	October 1 December 1 December 1
<i>Spring</i>	<ul style="list-style-type: none"> ◦ <i>Final bibliographies submitted to advisor for approval</i> ◦ <i>Prepare for, take and defend qualifying exam</i> 	February 1 March - April
<i>Coursework</i>	◦ <i>Directed study credits (ANTH 701) to prepare for qualifying exam</i>	
Year 3	<ul style="list-style-type: none"> ◦ <i>Human subjects (IRB) (if applicable)</i> ◦ <i>Apply for permits to conduct fieldwork (if applicable)</i> ◦ <i>Apply for external funding</i> 	
<i>Fall</i>	<ul style="list-style-type: none"> ◦ <i>Prospectus</i> ◦ <i>Oral defense of prospectus</i> 	November 15 December 1
<i>Spring</i>	◦ <i>Fieldwork, dissertation research</i>	
Year 4	◦ <i>Fieldwork, dissertation research, and writing</i>	
Year 5	◦ <i>Dissertation research, writing and defense</i>	

GENERAL POLICIES



STUDENT-FACULTY-STAFF INTERACTION AND PROFESSIONALISM

In our department, the faculty serve as direct mentors to graduate students, which requires developing very close working relationships. Open and respectful communication is consequently essential to developing and maintaining positive and productive mentor-mentee relationships. Professional conduct is a must in this regard and it is expected that faculty and students alike treat each other with courtesy and respect both on campus and in other, outside settings. This includes how one represents themselves and discusses their program, colleagues and cohort with people both within and outside of the program and university, whether it be in person, over the phone, online, or in press.

On a more practical level, most faculty members maintain an "open door" policy, but their time is also valuable. So try to plan your meetings with them for their office hours, or schedule an appointment for more in-depth conversations. Finally, from time to time students request faculty members to write recommendations either for study elsewhere, job applications, grant proposals, summer institutes, language school, and so on. Normally the faculty will respond promptly to such requests. However, to facilitate the process, it is desirable that the student provide the faculty member with a curriculum vitae, a transcript showing coursework completed, a stamped and addressed envelope (if hard copies are required or requested), information about the institution or job for which the recommendation is needed, and any required forms well in advance of deadlines.

The office staff members keep the Department of Anthropology running. The office manager/assistant to the chair and their assistants (when we are able to hire them) has an enormously important role, and it is very important to treat all department staff with the respect and courtesy they deserve. **Please be attentive to all emails from the department staff, and be sure to reply to any inquiries promptly.** Please also be patient with staff who may not be able to help you immediately.

Your fellow graduate students will be your collaborators and your colleagues for the rest of your academic career; these relationships are critical to your academic and professional success. It is important to strive to build professional working relationships with all members of the department. Students are expected to maintain professionalism in the classroom, in TA assignments, and in departmental spaces such as labs, offices, and the copy room, as well as in other professional spaces such as field schools and conferences.

If you are working with undergraduate students as a TA or in the lab, please make sure you model professional and respectful behavior and are adhering to all university protocols regulating supervisory relationships. Please familiarize yourself with the policies as outlined by the Equal Opportunity & Title IX Office (<https://www.unr.edu/equal-opportunity-title-ix>), as well as the Department of Human Resources (<https://www.unr.edu/hr>).

GRIEVANCE PROCEDURES AND CAMPUS SUPPORT

Students may feel, as individuals or as a group, that they have a grievance with another student(s), faculty member(s), the department, or the university. Examples of grievances may include microaggressions, bullying, sexual harassment, discrimination, academic or professional misconduct, among others. When such circumstances arise, it is suggested (as appropriate and depending on the nature of the grievance) that the matter be openly and frankly discussed in consultations with the advisor, the Graduate Program Director, and/or the Department Chair. Depending on the nature of the problem, one or the other may be able to mediate the matter and resolve the grievance. If the matter is not resolved or the student is not comfortable with any of the faculty holding these roles, the student has a right to request meetings with individual faculty members, or faculty members and other students. If departmental policy is violated, the faculty as a whole may need to arrive at a decision. If a grievance is not satisfactorily resolved within the department, or is of a nature that it cannot be handled by the department, students should contact the Graduate School Dean and/or the Equal Opportunity – Title IX Office.

The university also has ample resources for students who are struggling. All students are welcome to use the university Counseling Service: <https://www.unr.edu/counseling>

The Crisis Call Center has a 24 hour staff to help students in need: 775-784-8090

All students have the right to an education without fear of discrimination. We have an office of Equal Opportunity and Title IX on campus: <https://www.unr.edu/equal-opportunity-title-ix>. (775) 784-1547, with an online reporting mechanism.

If you witness or experience an act of hate or bias in the classroom or elsewhere on campus, you can make an anonymous report here: <https://www.unr.edu/bias-reporting>. You may also call the Equal Opportunity and Title IX office directly to report a Bias or Hate Incident at (775) 784-1547 or the Bias or Hate reporting line at (775) 784-1030.

If a graduate student has been found to be in violation of the policies outlined by the university or the department, there are several possible repercussions. A course of action will be determined by the Graduate Program Director, the Department Chair, the advisor, the Graduate Programs Committee, the Graduate Dean, Equal Opportunity – Title IX Office, and/or Human Resources, as appropriate.

ETHICS IN RESEARCH

Students must adhere to the professional ethics guidelines of the anthropological community (i.e., the [AAA Website](#)³⁰) and their subdiscipline (e.g., the SAA's [Principles of Archaeological Ethics Website](#)³¹, the code of ethics of the [World Archaeological Congress Website](#)³², that of the [American Association of Physical Anthropologists](#)³³). Students are encouraged or may be required to conduct field research, which may in turn require interacting with human subjects, human remains, or performing archaeological survey or excavation. It is absolutely critical that anthropology students be cognizant that research on human subjects, human remains, and archaeological research on public lands and in foreign countries is regulated by U.S. federal and international law and may also be regulated by local legislation and enforcement. It is also subject to review by the [UNR Office of Human Research Protection](#)³⁴. ***Students are responsible for obtaining the appropriate permits and permissions from communities, agencies and others who may be involved in or affected by their research.*** All proposals, including those for summer research, are reviewed by the faculty with this in mind. Consult with your advisor and committee as to what types of permissions you need to obtain before conducting your research. Two critical types of permission are discussed below: IRB (Institutional Review Board) Approval and ARPA (Archaeological Resources Protection Act) permits.

IRB APPROVAL. IRB Approval in all cases must be secured before research on human subjects commences. This applies to even seemingly innocuous and informal situations where interactions with individuals or groups are related to a student's research. A statement on the use of human subjects is required in which potential harm to human subjects is discussed, as well as means to avoid or minimize any such potential harm. This statement must be signed by the proposed investigator. The student should specify the proposed research methods, such as participant observation, questionnaire, interview schedules, and so forth. A consent form for study participants is also typically required. Refer to [UNR's Research Integrity](#)³⁵ Office for University policy and procedure for IRB Approval and work closely with your advisor and committee to ensure this critical component of working with

³⁰ <http://ethics.americananthro.org/>

³¹ <http://www.saa.org/AbouttheSociety/PrinciplesofArchaeologicalEthics/tabid/203/Default.aspx>

³² <http://worldarch.org/code-of-ethics/>

³³ <https://physanth.org/about/committees/ethics/>

³⁴ <https://www.unr.edu/research-integrity>

³⁵ <https://www.unr.edu/research-integrity>

human subjects is adhered to, if required. Students should also contact a representative of the IRB prior to writing a protocol application.

ARPA PERMITTING. Conducting archaeological research on federally-managed public lands (e.g., U.S. Forest Service, Bureau of Land Management) requires in most cases issuance of an ARPA permit by the agency responsible for managing the land on which the student plans to conduct research. The application for such consists of a research design, methodology and plan to curate any collections made as part of the research. See the [National Park Service](#)³⁶, U.S. [Forest Service](#)³⁷ and [Bureau of Land Management](#)³⁸ websites for more information. Additional or other types of permits may be required for your field research, depending on where (especially internationally) and how it is conducted. Consult with your advisor and committee as to the specific permitting requirements of your research.

ACADEMIC INTEGRITY AND STUDENT MISCONDUCT

All students must abide by UNR academic standards as outlined in [Section II](#)³⁹ of the *Student Conduct Regulations and Policies*. Violations of these standards include behaviors such as cheating on exams, plagiarizing, and other forms of intellectual dishonesty as well as indecent or dangerous conduct, theft, false accusation, discrimination, the use or threat of force or violence, sexual harassment, hazing and violations of local, state and federal law. [Section III](#)⁴⁰ of the document explains penalties for violating university standards, and they can be severe (up to and including expulsion from the university). Please familiarize yourself with these regulations and policies.

PLAGIARISM. UNR's Office of the Provost defines plagiarism as "...submitting the language, ideas, thoughts or work of another as one's own; or assisting in the act of plagiarism by allowing one's work to be used in this fashion."⁴¹ Another good definition is: "representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials"⁴². As such, ***plagiarism is the antithesis to the type of original research required of graduate students and the intellectual honesty and transparency required of all legitimate scholarly research.*** Plagiarism consequently entails lack of professionalism and unethical conduct. Penalties for plagiarism include warning, grade adjustment, and receiving a failing grade or no credit for the assignment, exam or course for which the plagiarism was committed. Plagiarizing will negatively affect the student's annual evaluations and may also affect graduate student funding allocations. Other penalties may be imposed by the Department of Anthropology and UNR's Office of Student Conduct. These penalties may include probation, suspension, expulsion from the program or university, withholding of transcripts, denial or revocation of degrees and other disciplinary actions; please reviewsee [The University Administrative Manual](#)⁴³ for UNR disciplinary actions. For more

³⁶ <https://www.nps.gov/archeology/sites/permits.htm>

³⁷ https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fsm9_018623.pdf

³⁸ <https://www.blm.gov/>

³⁹ <https://www.unr.edu/student-conduct/university-policies/student-code-of-conduct/section-ii>

⁴⁰ <https://www.unr.edu/student-conduct/university-policies/student-code-of-conduct/section-iii>

⁴¹ <https://www.unr.edu/administrative-manual/6000-6999-curricula-teaching-research/6502-academic-standards>.

⁴² Excerpted from Utah State University's *Code of Policies and Procedures for Students*, Article V, Section 3A.1.

⁴³ <https://www.unr.edu/student-conduct/policies/student-code-of-conduct/section-iv>

information on plagiarism, this UNR library site on [avoiding plagiarism](#). Additional information is contained in this [privately-run website](#)⁴⁴⁴⁵.

GRADUATE PROGRAM POLICY AND PROCEDURE FOR MISCONDUCT. Misconduct by students in UNR's graduate program in anthropology, including but not limited to evidence of cheating, plagiarism and other forms of academic misconduct, may be referred to the department's graduate committee at the request of the individual identifying the misconduct, in most cases faculty members and other instructors like LOA's. The identifying individual will submit to the graduate program director directly, in writing, the evidence for the misconduct including, but not limited to the date of the misconduct, the type of misconduct and the reasoning for their accusation. Based in this information and in consultation with the graduate committee and the identifying individual, the graduate program director will develop a plan to deal with alleged misconduct, which in egregious cases can lead to student dismissal (see below).

GRADUATE PROGRAM POLICY AND PROCEDURE FOR STUDENT DISMISSAL

Policies for dismissal from UNR's graduate program in anthropology are based on Title 2, Chapter 11 of the [Nevada System of Higher Education \(NHSE\) Code](#)⁴⁶ in the Board of Regents Handbook.

A student may be dismissed from UNR's graduate program in anthropology for academic reasons which may include but are not limited to inadequate grades or failure to remain in academic good standing as defined by the program (3.0 GPA), a lack of professionalism or unethical conduct, or failure to comply with other specific program requirements. The program dismissal procedures established here are not applicable to expulsion from the University for violating the applicable student code of conduct and therefore apply only to UNR's graduate program in anthropology.

DISMISSAL FOR FAILURE TO MAINTAIN REQUIRED GRADES OR REQUIRED GRADE POINT AVERAGE (GPA)

If the program dismissal is based upon failure to maintain required grades or required GPA (3.0) for the program or for a course within the program, this program dismissal procedure does not apply and the student may be summarily dismissed from the program. The student's only recourse to challenge a grade is to utilize UNR's grade appeal process. If the student's grade appeal is successful, the student must be reinstated in the program.

DISMISSAL FOR FAILURE OF MA COMPREHENSIVE EXAMINATION/PHD QUALIFYING EXAMINATION & ORAL DEFENSE

If the program dismissal is due to failing either the MA Comprehensive Examination or PhD Qualifying Examination and Oral Defense, the student will be summarily dismissed from the program. There is no appeal.

DISMISSAL FOR LACK OF PROFESSIONALISM OR UNETHICAL CONDUCT

⁴⁴ <https://library.unr.edu/help/quick-how-tos/avoiding-plagiarism>

⁴⁵ <http://plagiarism.org/>

⁴⁶

[https://nshe.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T2CH11StudentProgramDismissalProcedures\(1\).pdf](https://nshe.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T2CH11StudentProgramDismissalProcedures(1).pdf)

Students may be dismissed for unprofessional behavior, unethical conduct and other infractions of the standards outlined in [Section II](#)⁴⁷ of the Student Conduct Regulations and Policies. Violations of these standards include but are not limited to cheating on exams, plagiarizing, and other forms of intellectual dishonesty. They also include indecent or dangerous conduct, theft, false accusation, discrimination, the use or threat of force or violence, sexual harassment, hazing, and violations of local, state and federal law.

DISMISSAL PROCEDURES

The student must be provided with a written statement of reasons for the program dismissal action before the student is dismissed from the program. However, student behavior or actions that threaten professional and/or ethical standards or norms may result in a modification of this procedure. Student actions related to the program, which cause life, health and safety risks, or program disruption, may be a basis for immediate removal from program activities (including but not limited to academic classes) pending the outcome of a review conference. Approval by the University's president or designee is required in cases of immediate removal from a program where a notice of dismissal and review conference occur subsequently.

The notice of dismissal must include information about the review conference procedure (set forth below) and the date for the review conference. A student may but is not required to be given a warning and the opportunity to correct any violations of program requirements before the issuance of a notice of dismissal.

REVIEW CONFERENCE. The student must be afforded the opportunity for a review conference. A review officer (see below) will administer and carry out the review conference. The review conference is an informal meeting that is not intended to be adversarial in nature. The student may be accompanied by an advisor during the conference. The advisor serves in a support role to the student during the review conference. In this process the advisor has no right to speak during the review conference except to the student. If a student, who has been given notice, does not appear for the review conference, the review conference will still proceed.

The review conference is the time for presentation of the information, documents or witnesses in support of the dismissal. The review conference is the time at which the student is afforded the opportunity to present information, documents or witnesses on his or her behalf. Witnesses may present a statement to the review officer. However, only the review officer may ask questions of any witnesses. Further, the individual who made the recommendation for program dismissal has the opportunity to participate in the review conference and may present information, documents or witnesses in support of the program dismissal recommendation. The review officer may also include a representative from the anthropology program in the review conference.

A review conference must occur no earlier than three (3) college working days after the date on which written notification of the recommendation for dismissal was sent to the student by e-mail or by personal delivery. If the notice was sent by US Mail, the review conference must occur no earlier than five (5) college working days after the date of mailing. However, upon request by the student, the review officer, in his or her sole discretion, may grant an extension of time with regard to the review conference. Unless an extension of the time for the review conference has been granted by the review officer, the review conference must take place no later than 10 college working days after the date the written notice of dismissal was sent or delivered to the student.

REVIEW OFFICER. The review officer will be either the Vice Provost of Undergraduate Education or the Graduate Dean. The review officer must not have been involved in the program dismissal recommendation.

⁴⁷ <https://www.unr.edu/student-conduct/university-policies/student-code-of-conduct>

WRITTEN DECISION. After careful review of all the materials, statements and relevant circumstances, the review officer must issue a written decision setting forth the reasons upon which the final decision is based. If the review officer does not uphold the recommendation for dismissal, the student must be reinstated in the program. The review officer will render a decision to the student and the program within five (5) college working days after the review conference.

STANDARD OF REVIEW. The review officer's determination shall be made on the basis of whether it is more likely than not that the student engaged in behavior or actions related to the program that warrant program dismissal.

DECISION FINAL. The decision of the review officer is final and is not subject to appeal.

GRADUATE STUDENT OFFICE SPACE

Office space in the department is limited, and priority is given to teaching assistants and PhD students. Space is allocated on a year-by-year basis with no automatic renewals. Students must see the department administrative assistant for a space assignment.

FORMS

There are numerous forms that students are required to submit or that need to be submitted on their behalf during the course of their studies. The most common and important forms are available on the [Graduate School Website](#)⁴⁸. You can also see a list of the most important ones for students in Anthropology in the department's Table of Forms. A small collection of General Graduate Forms will also be provided here:

- [Graduation Application](#)⁴⁹ (particular to each student through MyNevada log in)
 - Every student must purchase a graduation application by the designated deadline: May Graduation, March 1; August Graduation, June 1; December Graduation, October 1. After submission, you will receive an email within 3-8 weeks outlining the result of the graduation review. All candidates for graduation should visit their department advisor to confirm expectations for the final semester. This link will direct you to MyNevada to apply for graduation.
- [Notice of Completion \(Master's\)](#)⁵⁰
 - This is a generic form which every student must complete in their graduating semester which relates to the cumulative project (thesis, professional paper, comprehensive exam). Fill out the sections that apply to your requirements. The advisory committee listed on the program of study signs the form. The notice of completion must be submitted by established deadlines for graduation.
- [Notice of Completion \(PhD\)](#)⁵¹
 - This is a generic form which every student must complete in their graduating semester which relates to the cumulative project (dissertation, professional paper, comprehensive exam). Fill out

⁴⁸ <https://www.unr.edu/grad/forms-and-deadlines>

⁴⁹ <https://www.unr.edu/grad/forms-and-deadlines>

⁵⁰ <https://www.unr.edu/main/pdfs/verified-accessible/colleges-schools/grad/progressions/notice-of-completion-master-degree-2019.pdf>

⁵¹ <https://www.unr.edu/main/pdfs/verified-accessible/colleges-schools/grad/progressions/notice-of-completion-doctoral-degree-2019.pdf>

the sections that apply to your requirements. The advisory committee listed on the program of study signs the form. The notice of completion must be submitted by established deadlines for graduation.

- [Exit Survey](#)⁵²
 - The Graduate School is interested in assuring that the graduate experience is the best it can be. Please help us by completing this voluntary, short survey. Choosing to decline participation in this survey will have no adverse effect on your relationship with the University or the Graduate School. Your survey responses will be confidential and will not be reported individually.

GRADUATE STUDENT CULTURE, CITIZENSHIP AND ADVICE

YOU ARE A MEMBER OF A SCHOLARLY COHORT. Graduate students learn from each other by reading, studying, and arguing with one another. Get to know each other. This creates an outlet for both troubleshooting your graduate experience and for letting off the steam that invariably develops during graduate school. Your colleagues may have insights into solutions for the obstacles you may encounter, just from having spent more time in the program or by having different experiences than you.

GRADUATE SCHOOL IS IMMERSION, not just taking classes and paying for credits. You not only participate in, but also help create and maintain the culture of this department. So, participate in all of the department events you can. These include lectures, volunteering, and the Anthropology Club. Be here, be active, and be engaged.

BE A READER. You will have plenty of reading in your classes, but you should also be tracking journals and reading additional articles in your areas of interest. Subscribing to RSS feeds of journals, Google Scholar alerts, or other databases within your area of interest are good ways to keep up with the new literature. Allot blocks of time each week as “library days” when you intentionally read beyond the material in your classes and beyond areas of knowledge to which you are accustomed. Broaden and deepen the scope of your interests.

BE PROFESSIONAL. Your behavior and bearing reflect not only on you, but also on your cohort, the department and the university. Though you are enrolled as a student, this is first and foremost a place of work, study, research and serious intellectual inquiry; your behavior and the respect you show others should reflect this.

YOUR ADVISOR IS MORE THAN A TITLE. This person is your mentor, colleague, and advocate. The advisor respects you and your work (otherwise they wouldn’t have taken you on as a student) and is deeply committed to your education, your research, the completion of your degree, and your success after graduation. Show them the same level of respect and commitment in part by taking their advice and direction seriously and following through, on time and to the absolute best of your ability, every single time. Be prepared for criticism and be aware that it is offered in the most constructive manner possible and with the ultimate goal of facilitating your education and improving your research. If you are having trouble reaching your advisor or scheduling time with your advisor, please contact the Graduate Program Director. You can also contact the external member of your committee with any concerns about your committee.

DO NOT AVOID THE FACULTY. Take the initiative to meet the professors in the department and learn about their research. When you do this, you will gain a sense of the times when you can visit informally versus times when a visit with a professor should be scheduled, prepared and task-oriented. You might also learn something outside of your coursework and research.

⁵² https://nevada.formstack.com/forms/grad_exit_survey

COMMITTEE MEETINGS SHOULD BE NO LESS THAN ONCE PER YEAR. The more you stay in contact with your committee, the more on-track you'll stay, even if the meeting is just a half-hour long. You are responsible for approaching your chair to propose a meeting, for tracking down all your members, and for finding a date and time that is good for everyone.

IF THERE IS SOMETHING THAT YOU'RE WONDERING ABOUT (REQUIREMENTS, ETC.), DO NOT RELY ON ANY ONE SOURCE FOR THE ANSWER TO THAT QUESTION (even if it says so in this handbook). Make sure you get the answer corroborated – this handbook, the graduate school, your advisor, the department's administrative assistant, and from the Graduate Program Director. If there is a discrepancy, seek to resolve it. Once you form your committee, however, do note that you will find that there is the potential to tailor your education to your specific educational and research needs.

HAVE FUN. Despite the work and stress involved in graduate school, you are here for much more than just a degree and the advancement of your professional career. You are here because you are passionate about anthropology, lifelong learning and conducting your own original research. Getting to do this with your life is a privilege that will ultimately lead to new discoveries and deeper insights. As such, your education and work will hopefully end up being not only intellectually but also quite emotionally rewarding. This is a type of fun. Maybe not the same kind of fun found downtown or up at Mt. Rose, but a deeper kind of fun that provides truly lifelong rewards.

GRADUATE STUDENT ASSOCIATION (GSA)

The purpose of the Graduate Student Association shall be to promote the welfare and interests of the graduate students of the University. This includes supporting GSA's Graduate Student Rights and Responsibilities document. The GSA defines a graduate student as any student enrolled in a graduate degree program as well as all students enrolled as graduate specials. The government of this GSA shall function through the Council of Representatives, Executive Council and established committees. The GSA shall work closely with all appropriate university administrative offices, including the Graduate School and Student Services. GSA shall report to the President of the University. The [GSA Website](https://www.unr.edu/gsa)⁵³ is also an excellent resource to students.

CONTACT INFORMATION

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⁵³ <https://www.unr.edu/gsa>