



Department of Anthropology Graduate Student Handbook

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

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The Department of Anthropology Graduate Program

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

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

Graduate Student Orientations

- Anthropology Graduate Orientation for new graduate students hosted by the Vice Chair of Graduate Studies and the Graduate Coordinator. Discusses the graduate program, expectations, policies, funding and other useful information for students
- New Academic Student Employee Orientation (ASE). A **mandatory** orientation for new students who will be employed as Teaching Assistants (TA), Readers, or Tutors.
- New Graduate Student Orientation hosted by the Graduate Division.
- Anthropology's DEI training. The department offers a practical training for new Teaching Assistants (TA). The training is geared specifically towards preparing TAs in the department to begin teaching Diversity, Equity and Inclusion (DEI) courses. The training will involve specialists from the campus Center for Engaged Teaching, faculty and senior TAs.
- New International Student Orientation hosted by the International Center. Only for international students.

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

Department Roles

Vice Chair of Graduate Studies (VCGS): Professor Paul Goldstein & Joseph Hankins

The Vice Chair of Graduate Studies is the faculty member who consults with graduate students on program requirements, academic progress, program advising, and curriculum planning.

Graduate Coordinator: Laura Jimenez

The graduate coordinator assists graduate students in all areas during their time in the PhD program. They assist the graduate students from the time of application through the defense such as: answering academic questions, qualifying examination, final defense, and more. They advise graduate students on employment campus opportunities and processes employment paperwork.

Department Chair: Steven Parish

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

Program Requirements for the MA or MA equivalency in Anthropology

Required Courses

- ANTH 230: Departmental Colloquium (4 quarters, 1 unit each)
- ANTH 281A-B: Introductory Seminars (1 unit each)
- ANTH 295: MA Thesis Preparation (1-12 units)
- Six core courses in Anthropology offered. Only four core courses are required for your subdiscipline:
 - ANTH 280A. Core Seminar in Social Anthropology (4 units)
 - ANTH 280B. Core Seminar in Cultural Anthropology (4 units)
 - ANTH 280C. Core Seminar in Psychological Anthropology (4 units)
 - ANTH 280D. Core Seminar in Anthropological Archaeology (4 units)
 - ANTH 280E. Core Seminar in Biological Anthropology (4 units)
 - ANTH 280F. Core Seminar in Linguistic Anthropology (4 units)

Anthropological Archaeology Core Requirements

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

Biological Anthropology Core Requirements

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

Sociocultural, Psychological, and Linguistic Anthropology Core Requirements

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

Sociocultural Core Requirements

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

Psychological Anthropology Core Requirements

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

Linguistic Anthropology Core Requirements

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

Students must take the four required core courses by the end of their second year in the program. The department strongly encourages all students in all sub-disciplines to take additional core courses as electives.

Elective Courses

Four elective letter grade courses are required for the MA. These courses can be undergraduate or graduate seminars selected in coordination with the faculty mentor. At least two of these elective courses must be within the Department of Anthropology. Other electives may be taken outside of the department with the approval of the Vice Chair of Graduate Studies.

The First Year

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

The primary focus of evaluation in the first year is the student's performance in coursework, with particular focus on the required four of the six Core Seminar sequence in Anthropology

- 280A (Social Anthropology)
- 280B (Cultural Anthropology)
- 280C (Psychological Anthropology)
- 280D (Anthropological Archaeology)
- 280E (Biological Anthropology)
- 280F (Linguistic Anthropology)

See specific core course requirements above for each subdiscipline.

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

Students shall also take elective courses, which should be chosen in consultation with their mentors (see below). UCSD students who are employed as TAs also register for a four credits as part of their employment.

By spring of the first year, students are encouraged to confirm their MA thesis mentor and topic, and to plan and begin MA reading or research over the summer. The first draft of the MA is due at the end of Fall quarter of the second year.

Throughout the year, First -year students must attend the weekly Introductory Seminar (1 credit). The seminar will include both research talks by faculty and visitors and talks by faculty, visitors and advanced students on orientation to courses, research and TAs and other topics on professionalization in Anthropology.

First Year Faculty Mentors

The Vice Chair of Graduate Studies assigns each first year graduate student a Faculty Mentor based upon their subdiscipline. Students are encouraged to meet regularly with their faculty mentors for course planning and guidance, at least once each quarter. It is possible that the first year mentor assignment will continue in the second year as the student's MA thesis chair, but not guaranteed.

First year evaluation file

Anthropology Students are expected to maintain a file of all their written coursework, with any faculty comments. The student file is submitted to the Graduate Coordinator at the beginning of Spring quarter. Each spring quarter students will be asked by Grad Division to list accomplishments for the year in the online evaluation process. Faculty will evaluate the student on the basis of their file, transcript, TA evaluations, and self-reported accomplishments and suggest any areas for improvement.

MA Committees

Students form the MA committee (MA thesis mentor, first reader, and second reader) in consultation with the Vice Chair of Graduate Studies before the end of the spring quarter of the first year.

The Second Year

The primary focus of evaluation in the second year is the student's timely completion of an excellent quality MA thesis. Students will also be expected to show continued excellence in coursework.

The first draft of the MA or MA equivalency thesis is due at the end of Fall quarter of the second year. Revisions to the thesis take place in Winter quarter, and must be finished by the end of winter quarter of the second year. Students may register for up to two offerings of ANTH 295 (the MA thesis independent study).

By the end of second year, students should also be considering professional activities in Anthropology including fieldwork, specialized training, conference presentations, publications, and grant writing for future research and the dissertation

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

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

The MA Thesis

Students must complete three quarters of coursework in order to begin writing the thesis. Students must complete a master's thesis or master's thesis equivalency project of a length, format and scope to be approved by the student's M.A. committee and the Vice Chair of Graduate Studies. Generally, the M.A. thesis should not exceed 10,000 words. Students must have completed three quarters of coursework in order to begin writing a master's thesis. By the end of the spring quarter of the student's first year, he or she will form a master's committee in consultation with the Vice Chair of Graduate Studies and 1st year faculty mentor.

Students will submit a draft of the master's thesis or master's thesis equivalency project by the first day of Winter quarter of their second year. Students may revise the master's thesis or master's thesis equivalency project in the Winter quarter. Students may register for up to 8 credit hours of ANTH295 (Master's thesis preparation) in their second year. Successful and timely completion of the master's thesis or master's thesis equivalency by the end of the winter quarter will determine whether an MA degree is awarded, where applicable, and weigh significantly in second year student evaluations.

The form of the final draft must conform to procedures outlined in the publication. Instructions for the Preparation and Submission of Doctoral Dissertations and Masters Theses visit:

<https://grad.ucsd.edu/files/academics/BlueBook%202017-18%20updated%204.13.18.pdf>

Filing the Thesis

The deadlines for filing the MA thesis is the Friday before the last day of Fall and Winter quarters, and one week earlier for Spring quarter.

Timeline:

1. The thesis must be submitted to the MA thesis mentor, first reader and second reader at least three weeks before a filing deadline.
2. Student must schedule a "Preliminary Appointment" with the Graduate Division at: <https://gradforms.ucsd.edu/calendar/index.php>.

The Third Year and Beyond

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

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

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

Requirements for the Doctoral Degree

Required Courses

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

Apprentice Teaching

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

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

Foreign Language Requirement

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

Doctoral Committees

Students choose the chair of their doctoral committee by the end of their second year and choose two more internal department members by the end of the fall quarter of their third year. In consultation with the doctoral chair, two faculty members from outside the department (one of whom must be tenured) should be added to the committee by the end of the winter quarter of the third year.

Anthropologists in other departments who are identified by the faculty may serve as either inside members or outside members of the committee. However, there must be at least two inside members from within the department, and only one outside member may be an anthropologist. The final composition of the committee is approved by the Graduate Division.

The chair of the doctoral committee serves as the student's advisor for the remainder of the student's program.

Note: Doctoral dissertation research may be entirely independent or be undertaken with some degree of collaboration with one or more UCSD or outside faculty, students, or independent PIs or other researchers. The scope and topics of collaborative research should be carefully planned in writing in advance to avoid misunderstandings.

Reconstitution of Doctoral Committee

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

The Fieldwork Proposal

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

Position Papers

Students should enroll in directed reading courses (ANTH 298) during the quarters in which they are writing the position papers. Students can enroll with their doctoral chairs or with a committee member.

A maximum of three quarters is allowed for the preparation of both the position papers and proposal. The position papers, research proposal, and the oral examination for advancement to candidacy must be completed no later than the end of the spring quarter of the student's fourth year.

Advancement to Candidacy

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

Oral Qualifying Examination

Successful completion of an oral qualifying examination marks the student's advancement to doctoral candidacy. These exams will be open to the extent that university regulations allow.

Students must be in good academic standing in order to take the qualifying examination and advance to candidacy.

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

Scheduling the Qualifying Examination

1. Submit your doctoral committee members to the Graduate Coordinator 6 weeks in advance
2. Schedule exam date with your doctoral committee
3. Reserve the Melford E. Spiro Library
4. Submit your research papers to your doctoral committee 3 weeks in advance
5. Submit exam date, time, title of research proposal and abstract to Graduate Coordinator three weeks in advance

Candidacy, Fieldwork, and Dissertation

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

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

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

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

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

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

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

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

Dissertation and Final Examination

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

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

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

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

Filing and Scheduling the Dissertation

The deadlines for filing dissertations is on the Friday before the last day of Fall and Winter quarters, and one week earlier for Spring quarter.

Timeline:

1. Confirm doctoral committee members to the Graduate Coordinator 6 weeks in advance before dissertation
2. Schedule exam date with your doctoral committee
3. Reserve the Melford E. Spiro Library
4. Schedule an appointment with the Graduate Division for a "Preliminary Appointment" 4 weeks in advance at: <https://gradforms.ucsd.edu/calendar/index.php>
 - a. The morning of the preliminary appointment upload dissertation paper to <http://www.etdadmin.com>. Print and bring hard copies
5. Submit dissertation to doctoral committee 4 weeks in advance
6. Submit exam date, time, title of dissertation and abstract 3 weeks in advance to Graduate Coordinator
7. Schedule a Final Appointment with the Graduate Division after successfully defending doctoral dissertation <https://gradforms.ucsd.edu/calendar/index.php>
 - a. One day before final appointment submit final paper to: www.etdadmin.com

Department of Anthropology Policies

Elective Courses Taken In the Department of Anthropology

Upper division undergraduate courses and graduate seminars taken for a letter grade satisfy the elective requirement.

Elective Courses Taken Out of the Department of Anthropology

Students are encouraged to take courses outside of the Department of Anthropology. To receive elective credit for non-anthropology upper division or graduate courses, students must ask his/her advisor/mentor and the Director of Graduate Studies to sign off on a copy of the course syllabus and deliver a copy to the graduate program coordinator for the student's file. The course must be offered for a letter grade and be taught by a tenure track instructor at UCSD or a Visiting Lecturer/Instructor in a tenure track position at the home institution. Only two approved non-anthropology courses can be counted for elective credit for the MA.

Approval Procedure for Non-Anthropology Electives

Students should obtain the course syllabus in advance from the instructor and submit it to the mentor for review and signature approval. The final signature approval is given by the Vice Chair of Graduate Studies. The student gives the syllabus with the approval signatures to the Graduate Coordinator for the student's file.

Requesting an Incomplete "I" ("I" Grades)

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

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

Failure to remove the Incomplete may jeopardize both good academic standing and future financial support. It is the responsibility of the student to submit unfinished work in a timely fashion well in advance of the deadline.

Registration Requirements and Procedures

All students must enroll and pay fees on or before the deadline dates established by the Office of the Registrar for each quarter to avoid paying late fees. Students are responsible to be aware of these deadlines and follow through accordingly.

Annual Spring Evaluations

Graduate Council policy requires that all doctoral students be evaluated every Spring. A satisfactory evaluation on file in the Graduate Division is necessary for future support to be approved.

The Department of Anthropology evaluates each student's overall performance in coursework, apprentice teaching, and research progress every Spring quarter. A written assessment is given to the student after the evaluation. If a student's work is found to be inadequate, the faculty may determine that the student should not continue in the graduate program. Student signature is required on every evaluation. The signature does not indicate agreement with the evaluation and student comments are encouraged. Each student will receive a copy of his/her evaluation.

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

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

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

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

Dispute resolution: Graduate students and faculty members should always first work together directly to resolve any misunderstandings. In cases where direct discussions do not resolve grievances, students or faculty should first consult with the Director of Graduate Studies, who may refer the matter to the Anthropology Department Chair, or the Anthropology Grievance Mediation Committee (VCGS, Dept. Chair, DBO/MSO, and one further faculty member selected by faculty and graduate student agreement at the outset of each year).

Time and Support Limits

1. Pre-candidacy status is limited to four years for Anthropology students. Students must advance to Candidacy by the end of their fourth year.
2. Candidates for the doctorate remain eligible for university support for eight years.
3. Instructional support (teaching assistantships, associate in lieu of, readerships, and tutor positions) is limited to six years (eighteen cumulative quarters).
4. International doctoral candidate will receive a 100% reduction in nonresident tuition beginning with the first quarter following advancement to candidacy for a maximum of three consecutive years. After 3 years students will have to pay nonresident tuition again.
5. The doctoral dissertation must be submitted and defended within eight years. This is in accordance with UCSD policy.
6. The expected time to complete and defend doctoral dissertation research for the PhD for anthropology students is eight years, also known as normative time. Students have completed the degree in as little as 5 years.

International Students

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

Verification of Anthropology's Handbook received

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

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

Signature _____ Date _____