



Department of Anthropology's Graduate Student Handbook

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

CONTENTS

The Department of Anthropology Graduate Program	2
Department Roles and Contacts	2
Graduate Orientations	4
Timeline of the Program	5
The First Year	5
The Second Year	6
The Third/Fourth Year	6
Post-Candidacy	6
Program Requirements	7
Required Coursework	7
Program Requirements for the MA or MA equivalency in Anthropology	9
Requirements for the Doctoral Degree	10
Apprentice Teaching	10
Foreign Language Requirement	11
Doctoral Committees	11
Advancement to Candidacy	12
Candidacy, Fieldwork, and Dissertation	13
Funding/Travel	13
In Absentia	14
Dissertation and Final Examination	14
Department of Anthropology Policies	16
Additional Resources	19
Teaching and Learning Commons	19
Office for Students with Disabilities	20
Counseling and Psychological Services	21
Campus Advocacy, Resources, and Education (CARE) at the Sexual Assault Resource Center (SARC)	22
Graduate and Professional Studies Associate (GPSA)	22
Affiliate Programs	22
Graduate Housing	24
International Students and Programs Office	24

The Department of Anthropology Graduate Program

The Department of Anthropology offers a Doctoral degree in Anthropology. We offer training in archaeology, biological, sociocultural, psychological/medical, and linguistic anthropology. The program is designed to provide the 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 choose one program (archaeology, biological, sociocultural, psychological/medical, or linguistic anthropology) to specialize in. Each program has different requirements, which are listed below under [Program Requirements](#). Despite the small variations in requirements for each program, the only degree title is "Anthropology."

Department Roles and Contacts

Graduate Coordinator: Dr. Veridiana Chavarin (anthrophd@ucsd.edu)

The Graduate Coordinator is a position filled by staff on a permanent basis. The Graduate Coordinator assists graduate students from the time of application through the defense in all areas, including academic advising, curriculum planning, examination qualification, and final defense. They also advise graduate students on employment, campus opportunities, hiring paperwork, and financial support. If you have any questions, come to the Graduate Coordinator first, and they can assist or direct you to the appropriate person.

Vice Chair of Graduate Studies (VCGS), sometimes called Director of Graduate Studies (DGS): Dr. David Pedersen (dpedersen@ucsd.edu), 2023-2025

The Vice Chair of Graduate Studies (VCGS) is a position filled by an Associate or Full Professor for a three-year term of service. They are the faculty member liaison to graduate students, coordinating communication through town halls, quarterly Student-Faculty Lunches, and attending part of AGSA meetings. The VCGS serves as the voting chair of the Graduate Steering Committee and works closely with the Graduate Admissions Committee. The VCGS works in collaboration with the Graduate Coordinator on a regular basis to implement the day-to-day aspects of the graduate program, including assigning TAs, tracking student progress through the program, tracking and expanding student funding opportunities, and handling any issues that arise for students.

Department Chair: Dr. Paul Goldstein (psgoldstein@ucsd.edu), 2021-2024

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. The Chair answers questions and addresses concerns of faculty, staff, and students. Working with staff, the Chair approves course schedules and instructor assignments (but not TA assignments). They establish and maintain 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.

Graduate Steering Committee

The graduate steering committee comprises representatives from each of the department subfields and meets as necessary, but minimally once a quarter, to discuss any potential

changes to the graduate curriculum and make proposals to the full faculty, and to make decisions on graduate student awards.

Graduate Admissions Committee

The graduate admissions committee comprises representatives from each of the department subfields and meets over the admission season to identify promising applicants, route their applications to potential mentors, and coordinate subfield decisions on admission and departmental decisions on fellowship and housing nominations.

AGSA Representatives 2023-2024

The AGSA representatives are graduate students appointed for a one-year term. They host monthly AGSA meetings and work with the VCGS to organize quarterly Student-Faculty Lunches and report on graduate student issues at monthly faculty meetings.

Chair:	Eric Rodriguez (earodrig@ucsd.edu)
Co-Chair:	Lauren Medina (l3medina@ucsd.edu)
Treasurer:	Javier Garcia-Colon (jgarcia@ucsd.edu)
Secretary:	Kelly Moss (kemoss@ucsd.edu)
Archaeological Representative:	Karla Gaspar (kgaspar@ucsd.edu)
Sociocultural Representative:	Moon Pankam (mpankam@ucsd.edu)

Lead/Senior TAs 2023-2024: Eric Rodriguez (earodrig@ucsd.edu)

The senior TA is a current graduate student whose role includes coordinating departmental TA trainings and skill-shares, being a point person for TAs when questions arise, and liaising with the VCGS as issues arise that need departmental support or answers.

Writing Consultant 2023-2024: Alicia Wright (amw069@ucsd.edu)

The writing consultant is a current graduate student with training from the Writing Hub who coordinates professionalization trainings focused on writing, organizes writing accountability and feedback groups, and offers one-on-one consultations.

Chief Administration Officer (CAO): Courtney Nunez (cnunez@ucsd.edu)

Responsible for managing or overseeing all administrative aspects of the department; manages all grant and general funds.

Undergraduate Coordinators: Erin Warren, Alexis Burnstan, and Shawnessy Negrotto (anthroadvising@ucsd.edu)

Responsible for all tasks relating to undergraduates in Anthropology and Global Health; manage schedule of classes, program management, advising, curriculum/program planning, instructional support; distribute book copies for TAs.

Academic Personnel/HR Specialist: Anita Wu (ayw001@ucsd.edu)

Responsible for all academic appointments (recruitment, hiring, review, leaves) of professors and temporary faculty such as visiting scholars, lecturers, and Associate Ins.

Administrative Assistant: Debbie Kelly (dekelly@ucsd.edu)

Processes all travel reimbursements, orders supplies, makes and manages all facility-related issues (keys, maintenance requests, etc.)

Graduate Orientations

The following orientations and trainings will be provided in the first year:

Anthropology Graduate Orientation

Hosted by the Vice Chair of Graduate Studies and the Graduate Coordinator prior to the beginning of fall quarter, this training provides an overview of the program, expectations, policies, funding, grant/fellowship applications, teaching/pedagogical approaches and other useful information for new students.

Academic Student Employee (ASE) Orientation

A mandatory orientation for new students who will be employed as a Teaching Assistant (TA) and/or Reader. The UAW/ASE will reach out to the ASEs directly to invite them to the mandatory UAW/ASE training, providing the orientation dates and times (with associated zoom links as applicable).

New Graduate Student Orientation

This orientation is hosted by the Graduate Division for all incoming graduate students. In addition to the general orientation, the Graduate Division hosts a series of sessions available during Graduate Triton Weeks of Welcome. Please refer to their [website](#) for a schedule of events and registration information. You will need to login with your UCSD email and credentials to register.

Anthropology TA training

The department offers practical training for new Teaching Assistants (TAs) as part of our orientation and Proseminar. Some TA training components are geared specifically towards preparing TAs in the department to begin teaching sections of Diversity, Equity, and Inclusion (DEI) courses. The training will involve specialists from the campus Engaged Teaching Hub, faculty, and/or senior TAs.

New International Student Orientation

This orientation is hosted by the International Center and consists of a series of sessions offered over several days prior to the beginning of the fall quarter. International students can sign up for all required sessions and as many optional sessions as they would like to attend. Registration instructions, schedule of events and description of sessions are available at the [International Students and Programs Office](#) and on the [UCSD Orientation](#) websites.

Timeline of the Program

The First Year

Anthropology's Graduate program 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-unit credit courses in their first year. Students are expected to take three or more 4-credit courses each term (including apprentice teaching) except by permission.

Courses

Students should plan with their mentors to complete as many of their four required [Core Courses](#) as possible within their first year. Students should also take elective courses chosen in consultation with their mentors. Students who are employed as a TA within Anthropology can also register for a 4-credit Apprentice Teaching course (ANTH 500) to receive credit for the workload and pedagogical development associated with TAs. In Fall and Winter quarters, first-year students must attend a weekly Proseminar that will include research talks by faculty, introduction to resources around campus, teaching pedagogy trainings, and other topics on professionalization in Anthropology. Students will enroll for a total of 4 units for Proseminar, either by enrolling once in ANTH 281 A (4 units) OR enrolling in both ANTH 281B (2 units) for fall and in ANTH 281C (2 units) for winter. Typically, Proseminar enrollment will be a student's fourth course (in addition to the two seminars plus ANTH 500 that students typically enroll in). In consultation with their adviser, students who are on fellowship and not employed as a TA can elect to enroll in ANTH 281A (4 units) in place of a third course in either Fall or Winter.

First Year Faculty Mentors

Graduate students are assigned a Faculty Mentor based upon their sub-discipline. Students are encouraged to meet regularly with their faculty mentor for course planning and guidance. We encourage faculty and students to use the [Anthropology Department Adviser-Advisee Document](#) to guide discussions. It is possible that the first year mentor will continue in the second year as the student's MA thesis chair, but this is not required.

First year evaluation file

First year students are expected to maintain a file of all their written coursework with any faculty comments. The primary focus of evaluation in the first year is the student's performance in coursework, with particular focus on the Core Courses in Anthropology. First-year students will need to submit this file to their faculty mentor at the beginning of spring quarter as part of their spring evaluation. Each spring quarter, students will be asked by the Graduate Division to complete an online evaluation process, which includes listing their accomplishments for the year (e.g., presentations, awards) and contextualizing their progress in the program. Faculty mentors provide feedback to the student that can be based upon meetings, their coursework file, transcript, TA evaluations, and self-reported accomplishments and will suggest any areas for improvement in their spring evaluation.

Preparing for the MA and establishing the MA Committee

By the end of spring quarter, first-year students will need to confirm their MA committee, thesis topic, and plan and begin MA reading/research over the summer. They should regularly meet

with their mentor to discuss their MA thesis and ensure they are on track to complete it by the end of Winter quarter of their second year. The first draft of the MA is due the first day of the 5th week of Winter quarter of their second year. Students form their MA committee (MA thesis chair, first reader, and second reader) based upon their research interests during spring quarter of their first year. They will submit the names of these three committee members to the Graduate Coordinator.

The Second Year

The primary focus of the second year is the student's completion of an MA thesis. Students will also continue to complete coursework, and must register in ANTH 295 *MA Thesis Prep* in the fall and winter quarters. Students can register in ANTH 284 *MA Writing Practicum* in the fall quarter either in place of or in addition to ANTH 295. By the end of the second year, students should consider professional activities in Anthropology, including fieldwork, specialized training, conference presentations, publications, and grant writing for future research, including dissertation fieldwork.

The second year evaluation will review the student's 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 progress, it will be noted in your Spring evaluation. If there are additional concerns, a warning letter may be sent by the Department outlining any issues and ways to correct them. Afterwards, your committee members will meet to check your progress. If the problems persist, a final letter will be sent which may not allow you to continue in the program.

The Third/Fourth Year

The third year of most UCSD Graduate programs involves specialized coursework (e.g., independent study courses) and research tailored to meeting candidacy requirements, which includes position papers, a research proposal, and an oral qualifying exam. Constitution of a viable committee is vital to this process (see details below). 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, and funding or permitting required prior to the dissertation, Anthropology may extend pre-candidacy into the fourth year as appropriate.

Third (or fourth) year students may register for any elective courses and/or ANTH 296 *Dissertation/Fieldwork Prep* or ANTH 298 *Independent Study* tailored to their candidacy project, chosen in collaboration with their mentors.

Third (or fourth) year students should also consider registering in ANTH 285 *Grants Writing Practicum* and become familiar with grant writing, conference presentations, and publication and other professional activities as they consider pre-candidacy training or fieldwork.

Post-Candidacy

Following the successful completion of their qualifying exams, PhD candidates will conduct their research and then write it up to submit as a dissertation. The timeframes and formats of the

dissertation vary significantly from candidate to candidate and among the subfields. Candidates should be in active dialogue with their committees to determine the form, scope, and length of their research and dissertation. While conducting research or writing their dissertations, candidates will register in 12 units of ANTH 299 *Dissertation Research* and/or ANTH 297 *Research Practicum* or ANTH 296 *Dissertation/Fieldwork Prep* which are all placeholder classes as described under [Required Courses](#).

Program Requirements

The PhD program requires successful completion of coursework, the MA equivalency, the constitution of a committee, position papers and qualifying exams, dissertation research/fieldwork, and dissertation writing and defense.

Required Coursework

Required Courses

- ANTH 281A or B-C: Proseminar (Fall and Winter, 4 units total). Students will enroll in ANTH 281B (2 units) in Fall and ANTH 281C (2 units) in Winter OR ANTH 281A (4 units) in Fall or Winter by permission only.
- ANTH 230: Departmental Colloquium (4 quarters, 1 unit each)
- ANTH 284: MA Writing Practicum and/or ANTH 295: MA Thesis Preparation (2 quarters, 4 units each)
- **Four of six sub-field core courses, as described below**
- **Six elective courses, four of which are required for fulfillment of the MA, two more for the PhD**

Elective Courses

Four elective letter-grade courses are required for the MA; two additional electives are required for the PhD. These courses can be upper-level undergraduate (numbered 100+) 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 student's faculty mentor.

Other Courses

The following course codes serve as placeholder courses. They typically do not involve didactic instruction but focus on mentored pedagogy, research, and writing.

- ANTH 500: Apprentice Teaching (4 units; enroll when TAing in the department. Other departments may require you register in their 500 course when TAing outside of Anthropology)
- ANTH 296: Dissertation Fieldwork Proposal Preparation (4 units; enroll in the quarter/s you write your proposal. Students may enroll in the course more than once.)
- ANTH 297: Research Practicum (1-4 units; enroll when completing mentored research)
- ANTH 298: Independent Study (1-4 units; enroll when completing a self-designed project - typically used in years 3-4 when writing position papers and grants)
- ANTH 299: Dissertation Research (1-12 units; enroll when advanced to candidacy and writing your dissertation)

Overview of Core Courses

The department offers the following six core courses, of which students must take at least four by the end of their second year. Specific core course requirements vary by subdiscipline, as outlined in the next section.

- 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)

Core Course Requirements by Subfield

Students must satisfy the requirements of their area of concentration as listed below. Students with two or more areas of concentration must satisfy the requirements of each of these areas.

Anthropological Archaeology

- 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

- 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

Linguistic Anthropology

- 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

Psychological/Medical Anthropology

- 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;

Sociocultural Anthropology

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

Program Requirements for the MA or MA equivalency in Anthropology

The MA Thesis

In the second year, students complete a Master's degree/thesis equivalent en route to their doctoral degree. For students who enter the program without a master's degree, they will receive an MA upon completion and approval of their thesis. University regulations prohibit students who already have a master's degree in Anthropology or a related field from receiving an Anthropology MA degree. However, they are required by the department to complete an MA equivalency; these students should consult with their advisers to determine the most useful MA equivalency project to support their graduate trajectory.

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 MA committee. Generally, the MA thesis should not exceed 10,000 words. Examples of a project that would fulfill the MA include:

- A theoretically oriented article-length argument based on your own or your lab's research (typically 5,000 - 10,000 words depending on subfield)
- An empirically oriented article-length manuscript based on analysis of original or secondary data (typically 5,000 - 10,000 words depending on subfield)
- A literature review of bodies of literature you and your advisers deem relevant to your dissertation project (typically around 10,000 words)
- A "research prospectus" consisting of (a) 7-10 pages of preliminary dissertation research questions/argument and research design and (b) two well-researched reading lists of 50-100 works each, developed in conversation with your mentors, to serve as the basis for your position papers and qualifying exams

Students must register for ANTH 284: Master Writing Practicum and/or ANTH 295: Master's Thesis Preparation (4 units each) during Fall and Winter quarter of their second year. Students will submit a draft of the master's thesis or master's thesis equivalency project by the first day of the 5th week of Winter quarter of their second year. Students revise their master's thesis or master's thesis equivalency project during Winter quarter. 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 weighs significantly in second year student evaluations.

The final draft must conform to formatting and procedures outlined in [The Preparation and Submission of Doctoral Dissertations and Masters Theses](#).

Filing for the MA degree

Students who already have an MA degree do not qualify for a second MA and do not need to complete the steps below.

At the beginning of Spring quarter, students file for an MA degree after their MA thesis has

been approved by their committee. These actions must be initiated before the end of week 2 of the spring quarter of the second year and must be finalized by the 11th Friday of the spring quarter of the second year. If the deadline is missed, the degree will be awarded in the next quarter.

1. Notify the Graduate Coordinator to create a DocuSign to collect MA committee signatures on the Final Report Form.
2. Schedule a “Preliminary Appointment” with the Graduate Division at:
 - a. <https://gradforms.ucsd.edu/calendar/index.php>.

Requirements for the Doctoral Degree

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, unless an exemption is approved. This experience may take place either in Anthropology or any department/program at UCSD.

Students who TA a course in the Department of Anthropology typically enroll in ANTH 500: Apprentice Teaching for 4 units and select the S/U grade option. All new TA/Readers are required to complete the [New Academic Student Employee Orientation](#) before they can teach. International students who are non-native English Speakers must satisfy the oral English proficiency requirement before they TA either by earning a score of 28-30 on the TOEFL exam, a score of 8.5-9 on the IELTS, a score of 83-90 on the Pearson Test of English, or by taking the [English Language Certification Exam](#) (ELCE) at UCSD.

Before the start of the quarter, the TA/Readers will receive an appointment offer which includes the course/s they have been assigned to and a description of duties outlining their job responsibilities. It is the TA/Reader’s responsibility to complete the tasks stated in their description of duties and follow all deadlines set by their instructor. We recommend using the resource “[Checklist for Instructional Assistants: Meeting with the Course Instructor](#)” to guide initial discussions of expectations. TA/Readers are generally expected to attend lectures, complete course readings, facilitate sections if applicable, grade papers and exams, and hold office hours. TA/Readers duties and expectations may vary and will be determined by the instructor of record.

Additional TA resources and assistance are available through the Teaching + Learning Commons (<https://commons.ucsd.edu/>). By encouraging participation and engagement in its six hubs (Academic Achievement, Digital Learning, Education Research and Assessment, Engaged Teaching, Experiential Learning and Writing), the Teaching + Learning Commons focuses on continuously improving pedagogical training and developing learning environments that foster student academic success.

UAW: Union for Academic Student Employees

The University of California employs about 11,746 academic student employees. These academic student employees, who are primarily graduate students, provide vital services as teaching assistants, readers, and tutors in support of faculty and lecturers. They play

an important role in helping to fulfill the university's instructional mission. The unit includes academic student employees at all campuses except UCSF, and is represented by the United Auto Workers (UAW). All information about the agreement between the Regents of the University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO Academic Student Employees Unit can be found [here](#). The UAW/ASE [Contract](#) with the UC System is also available for your review.

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

A doctoral committee should consist of at least four faculty: a primary advisor or “chair,” two further faculty within anthropology, and one faculty from a department different from the chair’s primary department. At least one member must be tenured or emeritus. Students may have additional members beyond these four (e.g., an external member from an anthropology department at another university, an untenured outside faculty member). Proposed members from other UC campuses, other universities, or industry are exceptions and must be requested in writing and would be considered the 5th member of a committee.

Students should designate the chair of their doctoral committee by the end of their second year and designate two more internal department members by the end of the fall quarter of their third year. In consultation with their chair, students should designate one faculty member outside of anthropology to their committee by the end of the winter quarter of the third year. **Students who do not have, minimally, a chair and two internal faculty members by the end of the third year will not be allowed to continue in the program beyond the third year.** The Graduate Coordinator will electronically submit a committee constitution request as soon as the student solidifies their committee members and no later than five weeks prior to the qualifying exam. Final committee composition is approved by the Graduate Division.

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 principal investigators (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 to the Graduate Coordinator no less than five 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.

Advancement to Candidacy

Students may advance to candidacy as early as the spring quarter of the third year, if all candidacy requirements have been satisfied. This requires the agreement of the doctoral committee. Advancement to doctoral candidacy typically takes place by the end of the spring quarter of the fourth year. Unless students have additional time due to a leave of absence or an approved extension based on extenuating circumstances, failure to advance by the end of the fourth year may result in being asked to leave the program. 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 should be submitted to the student's committee at least three weeks prior to the examination or according to a timeline agreed upon by committee members. Unless otherwise approved, a maximum of six quarters is allowed for the preparation of both the position papers and proposal.

Position Papers

Students will complete two position papers designed, in consultation with their committee, to demonstrate expertise in the student's chosen fields. Students should enroll in independent study courses (ANTH 298) during the quarters in which they are writing position papers. Students can enroll with their doctoral chair or with another committee member.

The Dissertation Research Proposal

In addition to the position papers, the student will also complete a dissertation research proposal. Students enroll in ANTH 296 with their committee chair during the quarters in which they are writing their dissertation research proposal.

Oral Qualifying Examination

Prior to the Oral Qualifying Exam, students submit their position papers and proposal to their committee. The oral examination, which is open to the university community, will take up to three hours, and the format should be decided between student and committee. Students must be in good academic standing in order to take the qualifying examination and advance to candidacy. Successful completion of an oral qualifying examination marks the student's advancement to doctoral candidacy.

Scheduling the Qualifying Examination

1. Confirm your doctoral committee members with the Graduate Coordinator 5 weeks in advance of your exam
2. Schedule an exam date with your doctoral committee
3. Submit your positions papers and proposal to your doctoral committee 3 weeks prior to your examination date (or the timeline agreed upon by committee members)
4. Submit your exam date, time, title of research proposal, and abstract to Graduate Coordinator 2 weeks in advance of your exam date
5. The day of your qualifying exam, the Graduate Coordinator will send your DocuSign paperwork to your Doctoral Committee to sign.

The Report of the Qualifying Examination and Advancement to Candidacy form is initiated by the Graduate Coordinator and 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. The Graduate Coordinator will submit the candidacy form to the Graduate Division for processing via DocuSign.

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 required of anthropologists. Annual student evaluations during these years assess the timely advancement towards these goals.

Funding/Travel

Funding

Students are expected to write grant applications and find the necessary funding for their dissertation research. The department offers the FG Bailey grant (AKA Project Bucks) to students who have applied for at least three outside grants. The Department also offers the George Haydu Prize and David K. Jordan grant. For more information and for additional research grants/awards, visit Anthropology's [Financial Information site](#).

In addition, [The Graduate Fellowship Initiative](#) in partnership with students' home departments will also supplement tuition and fees when students apply for and receive select extramural fellowships. A [list of approved fellowships](#) is available online, but students may work with the Graduate Coordinator if they receive an external award that is not listed.

The Graduate Coordinator will email students various calls for internal and external fellowship and funding competitions throughout the academic year. Students may also visit the [American Anthropological Association](#) (or other professional organizations) for more information on various funding opportunities or search for various Anthropology and Archaeology funding on the [GRANTS.GOV](#) database.

Fieldwork and Conference Travel

The Department of Anthropology recognizes the importance of supporting students with costs associated with travel for fieldwork and conference participation. For any business related travel reimbursement visit [Anthropology's Travel Support Page](#). To request funding to help cover travel costs associated with conference participation or attendance, students should submit a request via the [Conference Funding Request Form](#). Students can request up to \$500 per year if presenting at a conference or up to \$250 per year if attending a conference without presenting. Students can reach out to the Graduate Coordinator for questions about funding for travel purposes.

Permits

Candidates are responsible for all permitting or other authorizations or approvals required for their research and should work with their faculty advisors for assistance.

In Absentia

Students who advance to candidacy and who conduct research outside the designated local campus (research location must be outside of San Diego County, Los Angeles County, Orange County, Riverside County, Imperial County and San Bernardino County) or outside of California are eligible to apply for In Absentia. The Anthropology Department offers up to six quarters of In Absentia tuition/fees payment. To be eligible, students must have advanced to candidacy, be enrolled in 12 units of ANTH 299, and be in good academic standing. Students must apply for In Absentia by submitting a Department award application. The Department will send a call spring quarter, and applications will be reviewed by the Graduate Committee. It is important to plan ahead and submit an application before your expected advancement to candidacy to qualify for Department funding. Once approved, the Graduate Coordinator will submit the In Absentia application to the Graduate Division on behalf of the student. Applications must be submitted to the Graduate Division no later than the second Friday of each quarter, so students should submit any In Absentia requests by the deadlines set forth by the department.

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 the In Absentia quarters 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.

SHORE Housing Recipients

If you are a SHORE recipient, you will need to sublease your on-campus housing to maintain your guaranteed housing. Talk to housing management BEFORE leaving, and inform them you're a SHORE recipient and would like to sublease your place. If you sublease, when you return from In Absentia, you can still maintain your SHORE housing. However, if you end your housing contract, you void your SHORE housing and will be put on a waitlist for housing upon your return and will lose your guaranteed housing privileges. For any questions, talk to housing management.

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](#).

If the committee does not issue a unanimous report on the examination, the Dean of Graduate Division 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 via DocuSign and 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 Division, 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 Division, represents the final step in the completion by the candidate of all requirements for the doctoral degree. All dissertations submitted in satisfaction of the doctoral 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

1. Confirm doctoral committee members with the Graduate Coordinator 5 weeks in advance before defense
2. Schedule exam date with your doctoral committee. For Spring graduation, you will need to defend before the end of week 9 of Spring quarter
3. Schedule an appointment with the Graduate Division for a "Preliminary Appointment" 3 weeks in advance at: <https://gradforms.ucsd.edu/calendar/index.php>
4. The morning of the preliminary appointment, upload your dissertation paper to
 - a. <http://www.etdadmin.com>
 - b. Print and bring hard copies
5. Submit exam date, time, title of dissertation, and abstract 2 weeks in advance to Graduate Coordinator
6. The day before the defense, the Graduate Coordinator will create DocuSign documents for Doctoral Committee to sign final paperwork

Department of Anthropology Policies

Elective Courses Taken In the Department of Anthropology

Upper division undergraduate courses (courses numbered 100+) and graduate seminars taken in UCSD's Anthropology Department for a letter grade automatically satisfy the elective requirement. Elective courses are required for the [MA](#) and [advancement to candidacy](#).

Elective Courses Taken Outside 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 their primary advisor for approval. Once approval has been granted, the student must notify the Graduate Coordinator to update their degree audit. The course must be taken for a letter grade to count as an elective. Only two approved non-anthropology courses can be counted for elective credit for the MA.

Requesting an Incomplete ("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 with the instructor must be no later than the first working day of finals week.

The student should make arrangements with the instructor for completion of all missing work at the earliest possible date, but no later than the last day of week 10 in the following quarter. We recommend students and instructors complete an [Incomplete Form](#) to ensure the expectations of work to be completed and deadlines are clear. If not completed by the date specified above, the "I" grade will lapse into an "F" grade. Failure to remove the Incomplete may jeopardize both good academic standing and future financial support.

Registration Requirements and Procedures

All students must enroll in 12 units to be a full-time student to qualify for their stipend, employment, and/or Department payment of their tuition/fees. Waitlisted courses and lower division undergraduate courses (courses numbered 1-99) do not count towards these 12 units. Students are able to enroll in classes starting Wednesday of week 6 for the following quarter. It is important students enroll in classes by week 9 before the next quarter to avoid late fees and ensure a spot in their preferred classes. If a student is not enrolled in 12 units before their billing is posted, it will result in late fees, which the student will need to pay. Students are responsible for maintaining these deadlines. The billing and enrollment dates are posted on the [Office of the Registrar's website](#).

Annual Spring Evaluations

Graduate Council policy requires that all doctoral students be evaluated every Spring quarter. A satisfactory evaluation on file is necessary for future support, funding, and employment to be approved. Every Spring quarter, the Department of Anthropology evaluates each student's overall performance in coursework, apprentice teaching, and research. The students list their accomplishments and plans for the following years through an online evaluation sent by the Graduate Coordinator. The student's faculty advisor and other committee members review this information and write an evaluation on the student's progress and list any concerns. If a student's work is found to be inadequate, the faculty may determine that the student should not continue in the graduate program. A student's online 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 their evaluation through the online evaluation system.

Students are advised to work with their Faculty Advisor for a timely submission of their evaluation so their future support 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. Discussion should consider how the duties expected of the student (e.g. lab or fieldwork and analysis, literature reviews, interviewing, training and supervising of students) 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 and/or 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 Vice Chair of Graduate Studies, who may refer the matter to the Anthropology Department Chair.

Time and Support Limits

Pre-candidacy status is limited to four years for Anthropology students (not counting leaves of absence). If a student does not advance to candidacy by the end of their fourth year, they will be asked to leave the program. Candidates for the doctorate are eligible for university support for eight years. Once a student reaches their "Support time limit" (SUTL) of 8 years, they are not eligible for any Department or University employment and/or financial support. If students plan to stay for a 9th year, they will need to pay all university expenses, tuition, and fees out of pocket.

Instructional support (teaching assistantships, associate in, readerships, and tutor positions) are limited to six years (eighteen cumulative quarters). Every quarter a student is a TA and/or

Associate In, it counts towards their TA quarters. Students have a maximum of 18 TA quarters (21 quarters for students who were registered during the 2020-2021 academic year) for their entire time at UCSD. Once a student uses all 18 (or 21) TA quarters, they are no longer eligible to hold a TA and/or Associate In position. Reader and summer positions do not count towards this time limit.

International doctoral candidates 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.

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 few as 6 years.

For any questions about the time and support limit, contact the Graduate Coordinator.

International Students

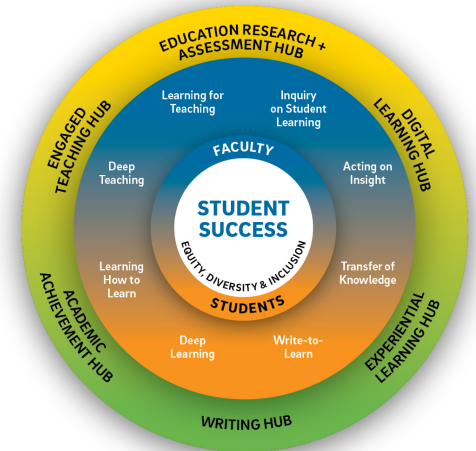
It is the responsibility of all international students to work closely with the campus International Students and Programs Office (ISOP). ISPO's orientation will acquaint new students with the mandatory requirements for study in the U.S. including required number of units each quarter, assistance with 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. ISOP also hosts various workshops each quarter, and their advisors are also available throughout the year to assist students with I-20/DS-2019 and visa requirements and extensions, post-graduation visa options, taxes and employment within and outside of UCSD, general petitions, and funding policies/requirements. Please refer to their website <https://ispo.ucsd.edu/> to schedule an appointment or for more information.

Additional Resources

Teaching and Learning Commons

<https://commons.ucsd.edu/>

The Teaching + Learning Commons offers programs and services which create a contiguous, multi-layered network of support that jointly enhance learning and increase academic success. It consists of six hubs; the ones most geared towards graduate students are the Writing Hub and the Engaged Teaching Hub.



Writing Hub

<https://writinghub.ucsd.edu/>
writinghub@ucsd.edu

The Writing Hub offers a variety of writing support programs to graduate students at UC San Diego. Academic writing projects can be complex, long-term, and stressful. That's why we build networks of support around graduate students to help them succeed in their writing and thrive in their programs. Our aim is to support your success and well-being, one writing project at a time!

From one-on-one consultations with graduate writing consultants, to in-depth writing retreats and graduate-level writing workshops, the Writing Hub can help you make progress on your project and gain confidence as an academic writer.

Engaged Teaching Hub

<https://engagedteaching.ucsd.edu/>
cet@ucsd.edu

Teaching + Learning Commons' Engaged Teaching Hub promotes faculty and student success through services that support educators in their teaching roles. Our goal is to inspire and advance teaching excellence through collaborative, evidence-based, student-centered, and equitable teaching practices. [Learn about who we are.](#) [Learn about our teaching framework.](#)

Services offered include interactive workshops and teaching consultations and observations. The Engaged Teaching team prepares instructional assistants (IAs), which includes teaching assistants; instructional apprentices; tutors; and readers for success in their teaching roles. We offer workshops, consultations, and support for IA programs in the home department. We support graduate students preparing to be course instructors by offering guidance in pedagogy and course design, and learning communities during the teaching experience. [Learn about programs for graduate students.](#)

The Engaged Teaching Hub assists non-native English speaking TAs and instructors at UC San Diego with developing their language and cultural awareness related to the teaching experience. [Learn about our programs for non-native English speaking graduate students.](#)

Office for Students with Disabilities

<https://osd.ucsd.edu/>

osd@ucsd.edu

The Office for Students with Disabilities (OSD) at UC San Diego works with undergraduate, graduate, and professional school students with documented disabilities, reviewing documentation and, through an interactive process with the student, determining reasonable accommodations. Disabilities can occur in the following areas: psychological, psychiatric, learning, attention, chronic health, physical, vision, hearing, and acquired brain injuries, and may occur at any time during a student's college career.

We encourage you to contact the OSD as soon as you become aware of a condition that is disabling so that we can work with you.

In order to receive support, students must [schedule an appointment with the OSD](#) to discuss [obtaining reasonable accommodations](#) based on their current, functional limitations, particularly as they pertain to a higher education academic setting.

If students are interested, they can schedule a preliminary exploratory meeting, which does not commit them to registering via OSD. In this meeting, OSD can provide information about what their office has done for people in similar situations. This would be confidential, so the department would not have to know about it.

If a student takes a health- or disability-related **leave of absence**, they do not have to lose access to graduate housing. OSD can provide an accommodation letter stating that the student has provided documentation and has an accommodation that would allow them to stay in housing. OSD can provide this letter to Housing, Dining, and Hospitality (HDH).

Disability Counseling and Consulting

<https://blink.ucsd.edu/sponsor/hr/divisions-units/disability-counseling-and-consulting.html>

hrdcc@ucsd.edu

While OSD supports graduate students in their role as students, Disability Counseling and Consulting (DCC) supports students in their role as employees - as Instructional Assistants, Graduate Student Researchers, etc. DCC is the division of Human Resources responsible for providing disability management and job accommodation consultation services to UC San Diego faculty and staff who have a medical condition (physical or mental) that interferes with their ability to work or return to work.

DCC provides educational outreach through both UC San Diego's Staff Education & Development and UC San Diego's Career Connection on topics ranging from disability management, employment discrimination law, job accommodations, networking tips, job interviewing skills and pregnancy disability.

Counseling and Psychological Services

<https://caps.ucsd.edu/>

Counseling and Psychological Services (CAPS) offers integrative and student-centered services designed to support students towards their academic success and personal development and well-being while at UC San Diego. To this end we deliver:

- High quality, culturally-sensitive, and confidential counseling services, including individual, couples, family and group counseling, crisis/urgent care interventions, and referral services FREE of charge.
- Psychiatric services and consultation.
- Psycho-educational workshops and drop-in forums grounded on the latest science of optimal well-being and peak performance to support students in their life and leadership skills acquisition.
- A Wellness Peer Education Program, nationally recognized as a model of best practice for empowering students to develop leadership and helping skills.
- Campus mental health and prevention programming focused on stigma-discrimination reduction and community-building.
- Student mentoring and advocacy.
- Outreach and consultation services to faculty, staff and University administrators.
- An APPIC-approved post-doctoral fellowship training program.

CAPS4GAPS (Graduate and Professional School Students)

CAPS recognizes the complex challenges and demands that UC San Diego Graduate and Professional School Students face, and we understand the importance of providing a variety of services, specifically designed to support Graduate and Professional School Students. While the majority of CAPS offerings are open to Graduate and Professional School Students, see [our website](#) for programming created especially for UC San Diego Graduate and Professional School Students. You can also look for the **CAPS4GAPS** logo to easily identify CAPS programming created especially for UC San Diego Graduate and Professional School Students.

CAPS offers the following services specifically for Graduate and Professional Students who are navigating through these challenges. Graduate and Professional Students who have paid current UC San Diego registration fees are eligible for services.

When to Use CAPS

Students also consult with CAPS about a variety of more specific personal, academic and relationship problems. No problem or concern is too big or small.

To schedule a counseling appointment, please call (858) 534-3755. For more information about appointments, please visit their [Appointments](#) page.

Campus Advocacy, Resources, and Education (CARE) at the Sexual Assault Resource Center (SARC)

[https://care.ucsd.edu/
careinfo@ucsd.edu](https://care.ucsd.edu/careinfo@ucsd.edu)

Campus Advocacy, Resources, and Education at the Sexual Assault Resource Center (CARE at SARC) -- CARE at SARC is an independent confidential campus resource for individuals impacted by sexual assault, relationship violence, and stalking. CARE at SARC also provides comprehensive prevention education and trainings for UC San Diego students, staff, faculty, organizations, and departments. CARE at SARC provides free and confidential services for students, staff and faculty who are survivors, or those supporting survivors. CARE at SARC serves as the primary point of contact for victims and survivors who need advocacy, support services and/or assistance with reporting options.

Graduate and Professional Studies Associate (GPSA)

[https://gpsa.ucsd.edu/
contact@gpsa.ucsd.edu](https://gpsa.ucsd.edu/contact@gpsa.ucsd.edu)

The Graduate and Professional Student Association (GPSA) exists to advocate for the rights and interests of our diverse community, to provide for the enjoyment of social, cultural, and service-oriented events, and for the betterment of academic and non-academic life of all graduate and professional students at UC San Diego.

Affiliate Programs

The Department of Anthropology offers a variety of collaborations with affiliate programs, ranging from joint degrees to specialization. Our affiliate programs include:

Anthropogeny

[https://carta.anthropogeny.org/
carta-info@anthropogeny.org](https://carta.anthropogeny.org/carta-info@anthropogeny.org)

A transdisciplinary graduate specialization in Anthropogeny is available for Ph.D. students in Anthropology and other disciplines. This specialization is administered through the Faculty of Anthropogeny. It provides students an opportunity to specialize in research and education on the origins of humans. Over a three-year period, students in the Anthropogeny Specialization take required courses (Introduction to Anthropogeny, Advanced Anthropogeny, and Current Topics in Anthropogeny), attend monthly journal meetings, and engage with researchers at the thrice yearly symposia on human origins hosted by the Center for Academic Research and Training in Anthropogeny (CARTA). Fellowship opportunities are available for students in the Anthropogeny Specialization and are awarded by CARTA.

Critical Gender Studies

<https://cgs.ucsd.edu/graduate-specialization/index.html>
cgs@ucsd.edu

UCSD has long been a vibrant site for the study of gender and sexuality, with many graduate students and faculty already engaged in gender-related projects. These students and faculty have collaboratively organized toward recognition of this focus in their research. The specialization has been put in place to respond to such demands, providing a central program through which graduate students may develop their work among peers who take up similar questions. The program encourages applications from all graduate students (who have been admitted to the participating departments) whose work takes up questions of gender. **Students typically apply in their first or second year of the PhD program.** Through the contributions of CGS faculty who specialize in women of color feminism(s) and queer of color critique, the program helps to develop and foster an understanding of gender as necessarily linked to race, sexuality and other social formations.

MD/PhD

<https://medschool.ucsd.edu/education/mstp/Pages/default.aspx>

The Department of Anthropology offers a joint M.D. and Ph.D. degree. Typically two years are spent in the school of medicine, then the student completes an anthropology Ph.D., followed by the remainder of the medical training. Learn more about this program from UCSD's School of Medicine.

Program for Interdisciplinary Environmental Research (PIER)

<https://cmmbc.ucsd.edu/education/pier/>
akellum@ucsd.edu

Pier is an approved UCSD Specialization in Anthropology. PIER is designed to train students to find creative and practical solutions within ecological, social, economic, and ethical constraints. The Center for Marine Biodiversity and Conservation (CMBC) is seeking the next generation of scholars capable of confronting the biological and societal issues with respect to the health of the world's ocean. We are interested in people that bring unusual and valuable skills to the program and think creatively about how to solve environmental problems.

Science Studies

<https://sciencestudies.ucsd.edu/>
ssadmin@ucsd.edu

The Science Studies Program at UCSD was established in 1989. Students and faculty in the Program are seeking to understand science using the theories of methods of the humanities and social sciences. Some of the questions driving this metascientific approach are: How is scientific knowledge actually produced and applied in real places and times? What are the ethical implications of its production? What power structures uphold it? What power structures does it uphold? What is the relationship between science, technology, and society? The Program offers students an opportunity to learn the interdisciplinary field of science studies while at the same time receiving a thorough training at the professional level in their home discipline.

Graduate Housing

[https://hdhgradfamilyhousing.ucsd.edu/
gradfamilyhousing@ucsd.edu](https://hdhgradfamilyhousing.ucsd.edu/gradfamilyhousing@ucsd.edu)

Graduate housing is coordinated by Housing, Dining, and Hospitality. If you are interested in living in grad housing, we encourage you to sign up on their wait list as soon as possible.

International Students and Programs Office

<https://ispo.ucsd.edu/>
(see contact information on website)

The International Students and Programs Office (ISPO) advises international students on immigration and degree issues.