

New York University
Department of Anthropology

DOCTORAL
STUDENT
HANDBOOK
2021-2022

TABLE OF CONTENTS

Introduction	3
➤ Advisory Committees	
➤ Main Requirements	
Coursework	4
➤ Core Courses by Concentration	
➤ Transfer Credits	
➤ Skills Courses	
➤ Consortium Courses	
Second-Year Paper	7
PhD Plan of Study	8
Comprehensive Exams	10
Dissertation Proposal Hearing	13
Dissertation Defense	14
Timeline and Time to Degree	15
Coursework Expectations and Policies	16
➤ Grades and Progress	
➤ Incomplete Grades	
➤ Academic Probation	
Policies Regarding Research	18
➤ Human Subjects and Animal Welfare Review	
➤ Responsible Conduct of Research	
Advising and Review of Student Progress	19
Student Enrollment Policies	20
➤ Full Time Status	
➤ Maintenance of Matriculation	
➤ Leaves of Absence	
Graduation and Conferral of Degrees	22
➤ M.Phil.	
➤ Certificate in Culture and Media	
➤ Doctoral Convocation	
Funding	24
➤ MacCracken Fellowship	
➤ Fellowship Reserve	
➤ Departmental Funding	
➤ GSAS Funding	
➤ External Funding	
Teaching	26
Glossary	28

INTRODUCTION

Welcome to the NYU Department of Anthropology. This handbook outlines many of the requirements and procedures that help define passage through our graduate program.

Over the course of their matriculation in the department, students are expected to be in regular contact with their Advisory Committees and the Director of Graduate Studies (DGS) as they move through program requirements, fine-tuning them to meet their particular needs. The Chair and Associate Chair of the Department, working with the DGS and the Departmental Administrator, oversee student financial aid packages, teaching assignments, and internal department fellowship monies. Students should be in regular contact with the Graduate Administrative Aide for routine administrative matters.

Please note that this handbook supplements the requirements and procedures of the Graduate School of Arts and Sciences (GSAS), which all students are encouraged to read. It is online at: <https://gsas.nyu.edu/about-gsas/policies-and-procedures/policies-and-procedures-manual-and-forms.html>

ADVISORY COMMITTEES

After initial consultations with admitted students, the DGS and the Department Chair assign each student a three-person Faculty Advisory Committee. Based on the specifics of each field, archaeological and biological students are assigned a chair in their first semester; cultural and linguistic students normally identify a chair only in the third semester as part of the PhD Plan of Study.

Students regularly change the composition of this committee after consulting with its chair and getting approval from the DGS. Such adjustments are often made as a result of changes in student research interests, or as faculty leave or join the department. Students have to fill out an Application for Change in Advisory Committee (from the forms available online via the Graduate Program page), which is then added to the student's file in the department office.

6 MAIN REQUIREMENTS FOR THE PHD IN ANTHROPOLOGY

1. 72 Credits of Coursework
2. Second-Year Paper (for Archaeology and Biological Anthropology Students)
3. PhD Plan of Study
4. Comprehensive Exams
5. Dissertation Proposal Hearing
6. Dissertation Defense

1. **COURSEWORK:** A total of 18 graduate courses (72 credits @ 4 credits/course, typically, 3 courses/semester for 6 semesters), is required for the PhD in Anthropology. Each concentration has its own course requirements that include both obligatory core courses and more specialized elective courses.

The core courses for each of the sub-disciplines are as follows:

Archaeology Concentration:

1. ANTH-GA 2213 *History of Archaeological Theory*
2. ANTH-GA 2214 *Archaeological Methods and Techniques*
3. ANTH-GA 1202 *Archaeological Professionalization*
4. At least one area course
5. A course in Geographical Information System (GIS) or Quantitative Methods

Biological Anthropology Concentration:

1. ANTH-GA 1504 *History and Philosophy of Biological Anthropology*
 2. ANTH-GA 1506 *Professional Development in Biological Anthropology*
 3. ANTH-GA 1507 *Primate Behavior, Ecology, and Conservation*
 4. ANTH-GA 1508 *Evolutionary Morphology*
 5. ANTH-GA 1509 *Genetics and Molecular Systematics*
- *Three NYCEP internships* (research-based experience) must be completed informally or for credit (as research courses). At least one internship must be undertaken with a non-NYU NYCEP faculty, and one internship must be in an area outside of the student's main research focus (such as morphology/paleontology, primate ecology/behavior, or genetics/molecular systematics). The Second-Year Paper at NYU counts as one internship.

Cultural and Linguistic Anthropology Concentrations:

During the first year:

1. ANTH-GA 1010 *Social Anthropology Theory and Practice I* (fall)
2. ANTH-GA 1011 *Social Anthropology Theory and Practice II* (spring)
3. ANTH-GA 1040 *Linguistic Anthropology* (spring)

During the second year:

4. ANTH-GA 1636 *History of Anthropology* (fall)
5. ANTH-GA 3211 *Professionalization Seminar* (spring)

Dual Degree Program -- PhD in Anthropology and Advanced Certificate in Culture and Media:

This dual-degree program is an option for students enrolled in the PhD program in Cultural or Linguistic Anthropology. Culture and Media students take a total of 86 credits, fulfilling all requirements for that PhD program (listed above), as well as those listed below.

1. ANTH-GA 1215 *Culture and Media I: History of Ethnographic Film* (prerequisite to all others; fall)

2. *ANTH-GA 1216 Culture and Media II: Ethnography of Media* (spring)
3. *CINE-GT 2002 Cultural Theory and the Documentary*
4. *CINE-GT 1998 Sight and Sound* OR *CINE-GT1999 Sight and Sound Documentary* (summer; prerequisite for ANTH-GA 1218-19)
5. *ANTH-GA 1218-19 Video Production* (two-semester studio class, usually taken in the third year; fall and spring)
6. *1 approved, 4-credit elective in Cinema Studies*

Transfer Credits

- Students who have done graduate work elsewhere may transfer credits from some courses or from prior graduate-level work toward their NYU PhD.
- The transfer of credits must be made before the end of the student's first year.
- Students wishing to transfer credits for one or several courses must first obtain approval from their advisory committee and then contact the DGS and Graduate Administrative Aide. Faculty routinely request syllabi from the external coursework proposed for transfer. In the final paperwork submitted to the Graduate School of Arts and Sciences, or "GSAS," however, only a formal copy of the transcript, sent directly to the Graduate Administrative Aide, is required for approval. If the transcript is in a foreign language, it must be accompanied by a translation prepared and notarized by the degree-granting institution or a certified translator.
- If a student chooses to have NYU recognize an entire MA, it is always 36 credits, regardless of the actual credit value of the original MA completed elsewhere. Please see page 15 for effects on time-to-degree allowances when a student transfers 24 credits or more.

Skills Courses

- While there is no longer a formal language requirement for the PhD in Anthropology, many projects depend on proficiency in a foreign language, or training in a specific subject area not offered at the graduate level.
- For students at the PhD level only, GSAS will cover tuition costs for undergraduate language or other training courses, referred to as "skills courses" in GSAS terms.
- Any student wishing to register for such an undergraduate-level skills course must contact the Graduate Administrative Aide in advance, providing the course name and number, in order for the department to seek permission from GSAS. Approved undergraduate skills courses appear on the transcript with a grade, but the grade does not count toward the GPA, nor do the credits apply toward the doctoral degree.
- In the less common instances that skills courses—such as reading courses with substantial language components—are offered at the graduate level, such courses will count toward the PhD.

Consortium Courses

- PhD students may take courses through the Inter-University Doctoral Consortium (IUDC) beginning in their second year. This consortium of nine local universities offers students the opportunity to take courses necessary for their particular research interests when students can demonstrate that comparable courses are not offered at NYU. More information is online at: <http://gsas.nyu.edu/academics/inter-university-doctoral-consortium.html>
- In many instances, courses offered at other universities are only for 3 credits, while courses at NYU are for 4, so a student who takes courses through the consortium will have to make up the shortfall in credits in order to obtain the 72 credits necessary for the PhD.
- Toward the end of a student's coursework period, by the third year, students will need to make up the shortfall in one of two ways:
 - a Reading or Research course of variable point value in order to make up the credit deficit;
 - an existing course anywhere in the university. If the total number of points for that semester exceeds the 12 points that GSAS considers a full load, the DGS and Graduate Administrative Aide can obtain permission from GSAS for the student to exceed the credit limit.

2. SECOND-YEAR PAPER

- Students in the Archaeology and Biological concentrations choose a faculty member of the department under whose supervision they complete a Second-Year Paper. No later than the fall of the second year, each student selects a Second-Year Paper Committee, consisting of a first (supervisory) and second reader from among department faculty. These may—but need not necessarily—include two members from the student’s Advisory Committee.
- Students who wish to transfer blanket credit for an entire prior MA in anthropology are still required to write a Second-Year Paper.
- By signing the “Second-Year Paper Committee Form” (available online) both faculty members approve the paper topic.
- Early on, the student should come to a clear understanding with this committee regarding arrangements for consultation, as well as expectations for the Second-Year Paper’s content, scope, and length. Generally, the paper is similar to a peer-reviewed journal article within the student’s sub-discipline. It should be the length of a publishable paper, about 25-30 pages, and demonstrate mastery of a specific topic or problem as well as techniques of writing and editing papers in an anthropological style.
- Students in the Biological concentration take ANTH-GA 1506, “Professional Development,” in the spring semester of their second year, offering time and structure for them to work on their Second-Year Paper.
- The Second-Year Paper must be submitted to the committee by the specified due dates in the spring semester of the second year. A full draft is due by the first Friday in April, and the final copy must be submitted by the first Friday in May. Given the emphasis of this exercise on undertaking professional work within a set time frame, students who submit after the deadline automatically receive a grade of B.
- Permission to continue toward the PhD is contingent on approval of this paper by the readers as pre-PhD caliber. If the paper is not approved, then the student will have 30 days to resubmit a revised version. If the revised version is still not deemed satisfactory, then the student will not be allowed to continue in the program.
- Once the Second-Year Paper has been approved, the student submits the “Second-Year Paper Approval Form” (available online) to the Graduate Administrative Aide, each signed by the first and second readers.

3. PhD PLAN OF STUDY

- Students in the fall semester of their second year draft a plan of study, which sketches the research areas in which s/he expects to work as well as a road map for work ahead. This is not a dissertation proposal. For archaeology and cultural/linguistic students, this plan includes identifying three scholarly areas in which the student plans to take PhD comprehensive examinations. In Biological Anthropology, students take exams in three pre-designated areas: primate behavior and socio-ecology; fossil record, paleoanthropology and evolutionary morphology; genetics, molecular systematics and human biology.
 - Students wishing to transfer blanket credit for a prior MA in anthropology must submit a plan by the spring semester of their first year. Approval of the plan during the first year will result in the transfer of credit for the prior MA.
- These exam areas correspond to commonly identifiable sub-fields rather than specific research questions; they point to the scholarly literatures within which the specific research project will be situated (and which the student aims to master), as well as ultimately defining the student's professional identity within the discipline. In consultation with the advisory committee, students define their own exam areas; for cultural/linguistic and archaeology students, these usually include one geographic specialty and two topical specialties.
- Students are expected to prepare their plans in close collaboration with a faculty advisory committee comprising no less than three (occasionally four) permanent members of the department faculty.¹ All members of this committee sign off on the plan before it is submitted to the full faculty. They may—but need not necessarily—include all or some of the members of the student's initial advisory committee.
- This committee should be chosen as a function of the specialty areas in which the student plans to develop expertise. Typically, each member of the faculty advisory committee works with the student on one exam area, although the committee may agree to other arrangements. All students designate a chair of their PhD committee at this time.
- The student should initiate discussion with his/her advisory committee by the end of the semester before s/he expects to submit the plan, and should prepare to submit a draft plan to these advisors in October, allowing sufficient time to work through several drafts.
- The specific due date for submission of the final draft to the Graduate Administrative Aide (signed off by all members of the advisory committee) will be posted each year, but is generally early November.

¹ Advisory committees for archaeology students must include at least two permanent members of the department, but the third member may, with the approval of the advisor, come from outside the department.

- All faculty members review the plans over the subsequent weeks. Approval decisions are made at a faculty meeting held in early March. Occasionally, a plan is sent back for revision. Any revisions must be resubmitted by April 1 for approval by the full faculty.
- A student whose plan has not been approved by all department faculty by the end of spring semester of the second year will not be allowed to continue in the program.

4. COMPREHENSIVE EXAMS

- Completing and passing the comprehensive exams constitute important milestones for our doctoral program. Scheduled toward the end of formal coursework and before dissertation research, they are meant to allow students to demonstrate their ability to think critically and test their knowledge of the field. They are meant to prepare the student for writing grant proposals, as well as test the student's competence to undertake original research.
- Only after successfully passing the PhD comprehensive examinations and completing all other requirements for the PhD except the dissertation, does the student become a certified PhD Candidate, a legal status required by most granting agencies before activation of a PhD dissertation grant.
- Archaeology
 1. Timing and Format
 - a. The exam consists of an in-class oral exam on three pre-arranged subject areas (the subjects of the comprehensive exam essays) and a short (maximum twenty-minute) presentation on the dissertation proposal.
 - b. Students prepare by developing three, ten-page, double-spaced essays (one for each of the three exam areas), as well as a fifteen-page, NSF-style dissertation proposal. The statements and the proposal should be handed in to the student's committee at least two weeks before the agreed date of the exam.
 - c. Coursework in the fall of the third year should focus on preparing for the oral exam.
 - d. The exam is taken in early February and both parts (comps and proposal) must be completed at least by the end of May of the student's third year.
 - e. Students must pass the oral exam on the three topics. However, corrections on the dissertation proposal can be returned to the committee for a final assessment within a pre-arranged window of time, not to exceed the end of the semester.
- Biological Anthropology
 1. Timing and Format
 - a. Students are expected to take their comprehensive exams during their third year in the program (or during the second year, for those who have received "blanket" credit for a prior MA). Typically the exam will be taken during the spring semester.
 - b. Students may take up to 4 reading credits during the semester in which they are completing their exams.
 - c. The comprehensive examination consists of a series of three questions covering the following broad areas that range across biological anthropology. Exam questions will be supplied in mid to late January:
 - i. Theory & Concepts (due February 28th)
 - ii. Big Debates (due March 31st)
 - iii. Application/Methods/Empirical Research (due April 30th)
 - d. The third question - Application/Methods/Empirical research - will be chosen by the student in consultation with their thesis advisor.

This topic should be one they would like to explore and may be a topic that is relevant to their thesis proposal. This question must be approved by the faculty by March 15th.

- e. Students must also pass an oral follow-up on the three topics in early May. The goal of the oral is to explore the topics presented in your written essays.

2. Exam Preparation

- a. Reading materials include a series of key books and edited volumes that cover all areas of biological anthropology and cognate disciplines. These seek to provide essential background and reference materials necessary to grasp the primary literature, and include many that students will have encountered in courses.
- b. The current literature in biological anthropology, primatology, and related disciplines published in leading scientific journals *over the past five years*.

3. Marking and Results

- a. The exam essays in each of the areas are graded by each of the Biological Anthropology Faculty. The essays are assessed based on the following:
 - i. Content of your essay
 - ii. Structure of your essay
 - iii. Writing and Style of your essay (grammar, typos, citations and formatting, etc.)
 - iv. Content of your oral discussion
- b. Each area is scored using the following scale: Excellent = 3, Good = 2, Fair = 1, Unsatisfactory = 0. Essays may be awarded intermediate scores of 2.5, 1.5 or 0.5.
- c. Students who obtain an average score below 1.0 for two or more areas in any area will be required to rewrite an essay in that area by the end of the following semester after the first attempt.
- d. Failure to receive a passing grade within this time frame will constitute definitive failure of the exam, and the student will be terminated from the program.

- Cultural and Linguistic Anthropology

1. Timing

- a. Students take their exams as part of coursework during the school year, only while in residence in New York. There are three two-week designated examination periods on the departmental calendar, occurring in the first two weeks of the fall semester, the first two weeks of the spring semester, and the final two weeks of the spring semester. Students missing the designated slot shift their examination times to the next semester ahead.
- b. The first exam must be completed during the May dates of the second year, following participation in the Professionalization Seminar designed to walk students through this first of the three exams. It is strongly recommended to complete the remaining two exams by May of the third year, ideally in the September and January rounds, especially for students in the Culture and Media program who have an especially full semester in the spring of their third year.

- c. The three exams may be taken in one 12-day sitting or in a disaggregated fashion. If taken separately, each exam is completed within 96 hours within the designated slots above.

2. Format

- a. Each exam consists of a 10-12-page, double-spaced essay response.
- b. Each essay may include up to 3 pages of endnotes, and must include a separate bibliography that is normally 5-10 pages in length. Bibliography and citations must follow a standard scholarly format (for example, as specified in the *American Anthropologist* style sheet).
- c. Each should also have a cover page with the student's name, the name of the area examined, the question asked, and the date the essay was turned in.

3. Exam Preparation

- a. Course work ordinarily should be chosen with an eye to preparing for the three areas of specialization on the comprehensive examinations.
- b. The student is expected to work closely with his/her advisory committee, usually the faculty members identified in the PhD plan, to prepare three PhD exam areas.
 - 1. These generally include one geographically defined area and two topically defined areas, although this may vary, depending on the subfield.
 - 2. They should correspond to three areas of scholarly specialization within which the student situates his dissertation research, as well as the areas in which s/he expects to teach and publish after receiving the PhD.
 - 3. Most frequently, the student works with one faculty member on each exam area, although the advisory committee may agree to other arrangements.
- c. For each exam area, the student prepares a bibliography in consultation with relevant faculty advisor(s)
 - 1. This bibliography is essentially the student's proposal for the scholarship s/he intends to master in preparation for the exam (and subsequent research/teaching/publishing).
 - 2. It should cover a broad range of material within the given area, typically organized around a strategically chosen selection of 4-6 topical rubrics.
 - 3. It should include a judicious selection of classic or basic material, as well as relevant cutting-edge or highly specialized work that reflects the diversity of voices around a given question and new, emerging areas.
- d. For each exam area, one or several synthetic questions are developed from the approved bibliography in each area.
 - 1. The student should clarify with each faculty advisor the processes for constituting exam questions.
 - 2. Most frequently, the student works these up out of

discussions with the faculty advisor. The advisor then chooses (and may edit) one question for use on the exam.

4. Content

- a. The exam is to be an integrative, substantive essay that focuses on specific theoretical issues. Developing the bibliography will give the student an overview of the field while the exam itself can focus on particular questions. Any *Annual Review of Anthropology* article is a good model for the exam.
- b. Each essay should display the student's synthetic and analytic abilities, balancing comprehensive knowledge of scholarship in the examination area with a sense of the student's own approach.

5. Marking and Results

- a. All three essays are read and graded (Pass/Fail) by all members of the advisory committee, with added weight given to the specialist member(s) in each area. When all committee members are in residence, the student will be informed of examination results within two weeks of submission.
- b. If a student receives a failing grade in one or several exam areas, s/he will be permitted to retake the exam by the end of the semester following the first attempt.
- c. Failure to receive a passing grade on any one part of the exam within this time frame will constitute failure of the exam, and the student may be terminated from the program.

5. DISSERTATION PROPOSAL HEARING

- Before engaging in research and applying for funding for the PhD dissertation, the student defends the research proposal. This is an integral part of the PhD training itself and ordinarily requires a number of revisions under the supervision of the student's committee and particularly the student's advisor.
- The department requires that a dissertation proposal be formally approved by each student's advisory committee. Each student should meet with his/her committee no later than the fall semester of the fourth year for a proposal hearing, ideally when early drafts of grant proposals are available but there is enough time to benefit from the discussion. This will generally be from September to early October. The student's advisor arranges with the Graduate Administrative Aide for the time and place of the hearing.
- Students should not prepare a special version of the dissertation proposal for this purpose; rather the hearing should focus on a version of the proposal that actually will be (or has been) submitted to funding agencies. The hearing is meant to be a discussion in which problems are ironed out, helpful suggestions made, and difficulties likely to arise during the research discussed.
- A copy of the approved research proposal along with the signed departmental approval form is placed in the student's file.
- The NYU Institutional Review Board (IRB) also requires such approval as a condition for awarding research clearance. Both the Department's and the

IRB's requirements are satisfied by the hearing of a dissertation proposal.

- **NOTE:** With or without a grant, all research involving human beings must have clearance from the University Committee on Research Involving Human Subjects. Likewise, all research involving animals must have clearance from the University Committee on Research Involving Animals.

5. DISSERTATION DEFENSE

- GSAS requires that the dissertation be defended before a minimum five-member committee of examiners. These include a minimum of three full-time members of the department, generally comprised of the student's core advisory committee. Fourth, fifth, and further examining members may come from anywhere within or beyond the university, so long as the examiner holds a PhD in any field. Students should consult with the Graduate Administrative Aide regarding current university requirements for approval of external readers.
- Defenses will be scheduled between November 1 and December 15, and then between February 15 and commencement.
- Please make note of item 7.8 in the GSAS Policies and Procedures guide, indicating that doctoral students may graduate no later than the second graduation subsequent to the defense of the dissertation. Graduations are measured by the actual date of commencement.
- In order to defend, students are required to give the Chair of their committee a completed draft of the dissertation two months prior to their desired defense date. During the first month, the Chair will read and deliver feedback, enabling students to make corrections, after which students will distribute a complete draft of the dissertation to all members of the examination committee by at least 4 weeks prior to the defense date.
- The defense itself lasts about two hours. It usually begins with a ten-minute opening statement or presentation from the candidate, followed by questioning from all members of the committee, generally beginning with those examiners who have been least involved in the dissertation process.
- A successful defense requires that no more than one of the examiners votes to disapprove. Should permission be granted from all present, students are encouraged to audio-record the defense in order to be able to return to the comments in detail at a later date. After a successful defense, the candidate may be asked to make further revisions of the dissertation before deposit. Committee members typically delegate the chair of the advisory committee to supervise these.

TYPICAL TIMELINE and TIME-TO-DEGREE LIMITS

While each student's trajectory through the program varies, here is a typical timeline for a student entering the department (C&M refers to the Advanced Certificate in Culture and Media).

Year	Fall	Spring	Summer
1	Coursework	Coursework	
2	Coursework PhD Plan of Study	Coursework BioArch: 2nd-Year Paper L-SC: 1st Comp of 3	Preliminary fieldwork C&M: <i>Summer Sight and Sound</i>
3	Coursework C&M: <i>Video Production I</i> Comprehensive Exams	Coursework C&M: <i>Video Prod'n II</i> Comprehensive Exams	Preliminary fieldwork
4	Proposal Hearing Grant Applications IRB approval C&M: <i>Coursework</i>	Fieldwork/Research	Fieldwork/Research
5	Fieldwork/Research	Fieldwork/Research	Fieldwork/Research
6	Dissertation Writing Write-up funding apps	Dissertation Writing	Dissertation Writing
7	Dissertation Writing Postdoc and job apps	Dissertation Defense	

As seen from this timeline, the Department anticipates completion of the PhD in no more than 7 years. GSAS rules permitting, per below, students may take an eighth year to complete their degree, but continuance past the eighth year requires a majority vote of the department faculty. Students whose cases do not pass such a vote are terminated from the program.

In formal terms, GSAS sets specific time limits within which students must complete their degrees:

- For students entering a doctoral program who have no prior graduate coursework, or choose to transfer fewer than 24 credits of prior coursework, the degree must be completed within 10 calendar years after the date of first enrollment in that PhD program.
- For students entering a doctoral program who choose to transfer 24 or more credits toward the PhD, the degree must be completed within 7 calendar years after the date of first enrollment in that PhD program.
- Students who fail to qualify for the M.Phil. degree by the end of their fourth year are put on automatic probation and may be terminated from the program.

GSAS will consider requests made by the department to extend the above-mentioned limits for students who are making clear progress toward the degree. GSAS will only consider one request for an extension per student.

COURSEWORK EXPECTATIONS and POLICIES

GRADES AND PROGRESS: Students may receive a maximum of two grades below B within the Department of Anthropology, another graduate department at NYU, or an external graduate department in which graduate course work has been approved. A student who receives two grades below B is placed on probation. A third grade below B terminates enrollment in the program.

INCOMPLETE GRADES: Students are expected to complete all coursework by the end of each semester. Under exceptional circumstances, they may request an Incomplete (“I”) from the instructor of a particular course. Faculty grant such requests on a case-by-case basis, normally for no longer than one month following the end of term. The department will place a student on Academic Probation if they have any remaining incompletes on their transcript by the start of classes each fall.

- GSAS requires that incomplete work be resolved within a year from the beginning of the semester in which the course was taken (e.g. fall semester courses must be completed by the beginning of the following fall semester).
- GSAS regulations stipulate that any student who fails to complete at least two thirds of all of the course credits for which s/he has registered since first matriculating at NYU will not be considered to be “in good standing,” and will be placed on Academic Probation.
- Requests for further extensions must be clearly justified in writing and submitted well in advance of this deadline to the DGS, who then seeks approval from GSAS.
- Any grade for coursework that has not been completed according to the guidelines above will revert to an “F” (see item 5.6 of the GSAS Policies and Procedures manual). The student will need to register for another course to make up these missing credits. GSAS funding does not cover the tuition for extra courses needed for this reason.

ACADEMIC PROBATION

A student who fails to make satisfactory progress toward his/her degree will be placed on Academic Probation. The student will receive a formal letter from the DGS. This letter lays out the reasons for probation and the conditions that must be met in order to reverse this status. If these conditions are met by the stated deadline (generally, the end of the next full semester from the date of the letter), probation will be reversed and will leave no trace in the student’s permanent record. If the conditions for reversing probation are not met within the stated time frame, the student may be terminated from the program.

While a student is on academic probation, he or she is ineligible for certain forms of GSAS support (e.g. Maintenance of Matriculation fee waivers, conference travel funds, the right to make application to GSAS fellowships, and the ability to reserve or withdraw fellowship funds).

Academic Probation may be triggered in several ways:

- *Grades*: a student whose GPA falls below 3.0 or who receives two grades below “B” will be placed on probation. A third grade below “B” results in termination from the program.
- *Failure to meet specific degree requirements in a satisfactory or timely manner*:
Examples:
 - A student who fails to complete in due time at least two thirds of the credit hours for which s/he has registered;
 - A student in Archaeology or Biological Anthropology who turns in a failing Second-Year Paper;
 - A student who does not successfully pass their comprehensive exams;
 - A student who does not qualify for the M.Phil. within four years;
 - A student in the biological, cultural, or linguistic wings who does not have the required minimum of three members from permanent department faculty on their committee.
- *Exceeding time-to-degree limits*. A student who fails to defend their degree and graduate in their eighth year, and who does not receive a majority vote from the department faculty for continuance will be terminated from the program. A student who has not completed the degree within GSAS time-to-degree limits (see page 15) may, if s/he is making acceptable progress toward the degree, be placed on Academic Probation pending completion of the degree. Alternatively, s/he will be terminated from the program.
- Students have the right to appeal a probation decision, the conditions imposed for reversing this status, or termination. They may do so by addressing the DGS in writing within one month of receipt of the formal letter announcing these decisions. If the department’s response is unsatisfactory, a written appeal may be made to GSAS.

POLICIES REGARDING RESEARCH

HUMAN SUBJECTS AND ANIMAL WELFARE REVIEWS

- Any NYU-affiliated student or faculty member who undertakes research (externally funded or not) based on living animals or human subjects must submit his/her proposal for clearance by the NYU Institutional Review Board (IRB). Many granting agencies will not release research funds to an awardee without documentation of such clearance.
- The NYU IRB always includes one member of the department faculty. As soon as the student has drafted a near-final research proposal, s/he should give a copy to that faculty member and arrange a meeting to discuss how best to present his/her proposal to the IRB.
- The IRB subcommittees (UCAIHS for Human Subjects; UCAW for animal welfare) meet once a month, and frequently send proposals back for further clarification or revision of protocols. To avoid delays in launching research, it is critical to begin the process early by seeking the advice of our departmental faculty representative.
- IRB clearance is generally granted for one year and is easily renewable. That is, there is no penalty for getting clearance well before the beginning of actual research, but significant delays may result from postponing the process. See:

<http://www.nyu.edu/ucaih/> [human subjects]

Or

<http://www.nyu.edu/uawc/> [animal welfare]

RCR: RESPONSIBLE CONDUCT IN RESEARCH

- Through an effort to ensure compliance with increasing federal oversight of government-funded research, the university requires that every student undergoes RCR training.
 - The Graduate Aide contacts doctoral students at the start of each term with instructions for fulfilling the requirement:
 - Archaeology students need to only once complete the two university “book-end” seminars offered each term, as well as the CITI “Short Course”;
 - Biological Anthropology students complete a Professionalization Seminar in their fourth semester;
 - Cultural and Linguistic students complete a Professionalization Seminar in their fourth semester, as well as the two university “book-end” seminars.

Doctoral students in any wing who have failed to complete the requirement as a regular part of their coursework can fulfil the requirements through the CITI “Full International Course.”
- **For more information:**
 NYU Guidelines may be found at:
<https://www.nyu.edu/research/resources-and-support-offices/research-administration-training/rcr.html>

Please also consult the NSF guidelines at:

<http://www.nsf.gov/bfa/dias/policy/rcr.jsp>

- For contacts by departmental wing, please contact:
Archaeological: Pam Crabtree
Biological: Shara Bailey
Cultural/Linguistic: Bruce Grant

ADVISING AND REVIEW OF STUDENT PROGRESS

ADVISING

Each student meets with his or her Advisory Committee twice a year on a Friday, approximately one month before the end of the semester.

Each student is given a specific appointment time. Prior to these meetings, the student is required to provide the committee with a brief written progress report and a statement of future plans (via the “PhD Plan of Study” form online). The Graduate Administrative Aide will notify students by email as to when statements should be submitted and the date, time, and place of the meeting.

The committee will discuss the student's progress in the program to date, courses to be taken in the upcoming semester, and other procedures to be followed for meeting the student's needs. The head of the Advisory Committee then signs a form indicating the courses to be taken as well as any other actions the student should follow. The committee also appends a brief statement indicating any important issues that must be resolved or difficulties in the student's progress toward the degree. These reports become part of the student's file.

“ROUND UP,” THE ANNUAL REVIEW OF STUDENTS

Every year in early May, the faculty hold an all-day meeting to review each graduate student's progress and take note of degree milestones as well as particular achievements or difficulties. A brief note of congratulations, encouragement, or probation is sent to each student under the signature of the department chair.

STUDENT ENROLLMENT POLICIES and PROCEDURES

FULL-TIME STUDENT STATUS

Most students maintain full-time student status until they obtain their target degree in order to maintain eligibility for student loan deferrals, student visas, or various kinds of financial aid and medical insurance. Full-time status may be maintained in several ways:

- *Course load.* Enrollment in at least 12 credits (usually 3 courses)/semester
- *Equivalencies.* Involvement in any combination totaling at least 40 hours/week of coursework, research, thesis write-up, PhD Exam preparation, teaching assignments.

The Graduate Administrative Aide routinely completes the paperwork required to certify full-time equivalency.

Students who have completed all course requirements for the target degree and who have not been making regular progress but who nevertheless wish to maintain full- or part-time student status must make a special request to the DGS.

MAINTENANCE OF ENROLLMENT

GSAS requires that students maintain enrollment from the time of their initial registration until the granting of their final degree. This may be done by several means:

- Enrollment for at least 1 credit during both the fall and spring semesters
- Students who are no longer taking courses register each semester for Maintenance of Matriculation (MAINT-GA 4747).
- Doctoral students in good standing can be granted up to 6 semesters of Maintenance of Matriculation fee waivers (typically to cover the post-coursework periods of research design/PhD exams and 4 semesters of thesis write-up.)
- Up to 4 semesters of additional Maintenance of Matriculation fee waivers may be awarded to cover externally funded periods of dissertation field-research.
- Individuals will be considered as having dropped out and thus no longer students if they have not maintained continuous NYU matriculation beginning with their initial course enrollment until the granting of their final degree.

LEAVES OF ABSENCE

A student in good standing who is obliged to withdraw temporarily for reasons beyond their control, due to:

- *National service*
- *Serious illness*
- *Compelling personal reasons*

may request a leave of absence (LOA) from the DGS, who must seek approval from GSAS. If the LOA is approved, the student's status is maintained, and readmission is assured at the end of the leave.

The following considerations apply:

- No maintenance of matriculation fees accrue during an approved LOA;
- A student on LOA is ineligible for full-time or half-time equivalency;
- Foreign students on non-medical LOA generally will not be permitted to remain in the U.S.
- While on LOA, students may not make use of any University resources. Students may continue for a limited time in the student health insurance plan at their own expense.
- While on LOA, a student may not enroll in any other universities for the purpose of transferring credit earned there toward the NYU degree.

Please consult the GSAS Policies and Procedures Manual for further information.

GRADUATION and CONFERRAL OF DEGREES

GRADUATION

Students graduate in September, January, or May. As you approach graduation and ready for the doctoral defense, please pay particular attention to the paperwork required in advance, online at: <http://gsas.nyu.edu/academics/submitting-your-dissertation.html>. The NYU commencement ceremony for all schools is held in May.

- In order to graduate in a specific semester, you must apply for graduation within the application deadline periods that are posted in the website listed below.
 - It is recommended that you apply for graduation no later than the beginning of the semester in which you plan to complete all program requirements.
 - Waiting to receive end-of-term comprehensive exams, thesis or final project results before you apply for graduation can result in a delay in your graduation date.
 - If you do not successfully complete all academic requirements by the end of the semester, you must reapply for graduation for the following cycle. Please refer to the specific deadlines for the completion of requirements for each graduation available in the Graduation Deadlines Calendar link: <http://www.nyu.edu/registrar/graduation/deadlines.html>

MASTER OF PHILOSOPHY (MPhil DEGREE)

- Students qualify for the MPhil degree once they have completed all requirements for the PhD except dissertation research/write-up. Students should contact the Graduate Aide if they do not see the degree on their transcript within six months of the traditional graduation date following the completion of their requirements.
- Please contact the Graduate Administrative Aide to initiate the process. If a student fails to complete all degree requirements by the deadline for the graduation for which s/he initially applied, it is simple to re-apply for the next degree date without penalty.
- Application for a degree prompts the NYU Recording Office to issue a copy of a Check Sheet to both the student and the Graduate Administrative Aide. The Check Sheet details all requirements that must be completed by the student in order for the degree to be awarded and signals any that remain outstanding (e.g., incomplete coursework, unpaid Maintenance of Matriculation fees).
- Application for the MPhil thus provides early warning for any PhD requirements that may inadvertently remain unmet.

CONFERRAL OF THE ADVANCED CERTIFICATE IN CULTURE AND MEDIA

- Early in the semester, when a student expects to complete all requirements for the Advanced Certificate (spring of the third year or fall of the fourth) s/he must register for conferral. Please contact the Graduate Administrative Aide to initiate the process.

- Registration for advanced certificate conferral prompts NYU Graduation Services to issue a copy of a Check Sheet to the student and to the department's Graduate Aide. The Check Sheet details all requirements that must be completed by the student in order for the certificate to be awarded and signals any that remain outstanding (such as incomplete coursework).
- The student is responsible for contacting the Graduate Aide in regard to clearing up these matters, well in advance of the deadline specified on the Check Sheet.

DOCTORAL CONVOCATION

- A doctoral convocation ceremony is held once a year in mid-May. Students who have completed all degree requirements—including deposit of the dissertation—by posted GSAS deadlines are eligible to participate. (This includes all those who completed the degree in time for graduation the previous January or September).
- Exceptionally, a student who is not certain to have deposited his/her dissertation by the May deadline may request permission to participate in the Commencement ceremony. A written request should be made to the DGS by the advisor, confirming the following:
 - That the student has submitted a draft of the dissertation to his/her full examination committee;
 - That the student is expected to have successfully defended the dissertation by the deposit deadline for the May degree.

FUNDING

MacCRACKEN FELLOWSHIPS

- All PhD students at NYU receive multi-year funding packages (MacCracken Fellowships), contingent upon satisfactory progress toward the degree, which cover the full cost of tuition. Typically, these also include ten semesters of stipend.
- Students who secure external funding for graduate training (such as an NSF Graduate Research Fellowship or a Ford Foundation Fellowship) combine the full amount of this support with a MacCracken Fellowship on a payment schedule negotiated between the Department and GSAS. The department's aim is for students to maximize access to all funds they receive in external competitions within the framework of a given agency's regulations.
- MacCracken funding may be used for dissertation fieldwork or laboratory research (usually undertaken in the fourth or fifth year), but ideally such work is supported by external funding. Faculty advisors work closely with students to secure external funding for dissertation research. In the latter case, the MacCracken Fellowship is suspended during the dissertation research period, and resumed subsequently.
- NYU funding is guaranteed only through the five years of the MacCracken Fellowship, but further support is available competitively through the department or GSAS.
- Students earn extra money from any teaching assignments they accept. The department allocates teaching assignments such that all students have the possibility of earning the equivalent of an extra year of MacCracken Fellowship support.
- With the exception of teaching assignments, students are considered ineligible for any NYU funding beginning in the eighth year. (NB: This clock stops during any period of externally funded field research.) Under most conditions, students should be able to complete the degree before eligibility for NYU funding runs out.

FELLOWSHIP RESERVE

- During teaching semesters, students have the option of "banking" with GSAS the equivalent of their teaching pay, in the form of withheld quarter-portions of their MacCracken stipend up to 100%.
- This reserve may be redeemed at any time while the student is matriculated in good standing and still eligible for NYU support (usually until 7 years after first matriculation, with the clock stopped for periods of externally funded off-campus dissertation research). It is most frequently used to support either post-MacCracken semesters or summers.
- While one advantage of banking is that funds are paid out at slightly higher, standard stipend rates in later years, students should be aware that all MacCracken monies must be disbursed before the start of any GSAS dissertation writing fellowship.

DEPARTMENTAL FUNDING

- One award is made each year to an advanced PhD student in Cultural or Linguistic anthropology from the Annette B. Weiner Fund for Cultural Anthropology to help support field research at either the pre-dissertation or dissertation level. To be eligible, students must have applied elsewhere for field research funding. Selection is made by a departmental faculty committee each spring.
- The Claire G. Goodman and Bert Salwen Fellowships are awarded each year to students pursuing archaeological research, either in the laboratory or in the field. Applications are normally due in mid-March.

GSAS FUNDING

1. **Conference Travel:** Each year students may apply for up to \$500 through the GSAS Dean's Student Travel Grant Program to present papers at conferences and workshops. First-time applicants in PhD programs are generally given priority. MA students and repeat applicants in PhD programs are funded on the basis of a lottery. Funds are awarded three times a year: be sure to check application deadlines well ahead of time at: <http://gsas.nyu.edu/financial-support/fellowships/dean-student-travel-grant-program.html> and <http://www.nyu.edu/about/leadership-university-administration/university-senate/membership/councils/student-senators-council/conference-funding.html>.
2. **Summer Predoctoral Fellowships:** Funding for exploratory summer research is available for students who are within one year of completing all PhD requirements except the dissertation by the summer for which funds are sought. The department nominates students, and final selection is made by the GSAS Honors and Awards Committee. The deadline is usually in early February. For further information, see: <http://gsas.nyu.edu/financial-support/fellowships.html>
3. **Dean's Dissertation Fellowships:** GSAS offers competitive funding for the last year of the dissertation write-up. The department nominates students, and final selection is made by the GSAS Honors and Awards Committee. The deadline is usually in early October. For more information, see: <http://gsas.nyu.edu/financial-support/fellowships.html>

EXTERNAL RESEARCH FUNDING

- PhD students are encouraged to apply for external funding to support predissertation summer research (especially for the summer prior to submission of dissertation research proposals) as well as summer language training as needed.
- All PhD students are expected to apply to external funding agencies to support dissertation research.
- The Department maintains an online Fellowship Directory for students at: <http://as.nyu.edu/anthropology/graduate/fellowship-directory.html>

TEACHING

TEACHING ASSIGNMENTS

- GSAS funding does not include an obligation to teach, but teaching assignments for extra income are available to all PhD students. All PhD students are expected to teach for a minimum of two semesters during their matriculation and most will teach for four to six semesters, beginning in their second year.
- The Chair and Associate Chair of the Department, in consultation with the DGS and the Departmental Administrator, oversee teaching assignments. As far as possible, these assignments are allocated so as to
 - Assure that all students needing such support get a combination of teaching assignments that will allow them to accrue the equivalent of one year of MacCracken support by the end of their fourth year;² and
 - Assure that all PhD students ultimately experience both general courses in their sub-discipline (usually AI assignments) and more specialized courses relevant to their specific research interests (usually CA assignments).
- Every effort is made to take account of graduate student research expertise and training needs, but priority is given to curricular needs. Teaching assignments are also driven by undergraduate enrollment patterns. Initial assignments for each academic year are made in late spring, but these are always adjusted up to the last minute and are not guaranteed until the course itself starts.

TEACHING DURING THE ACADEMIC YEAR

The department offers two kinds of teaching assignments during the academic year to its students:

- *Adjunct Instructors (AIs)* teach two sections or two labs in large lecture courses (such as in an introductory course or through NYU's College Core Curriculum)
- *Course Assistants (CAs)*, are usually assigned to more specialized classes with no sections but particular grading needs or lab-intensive course work; CAs are responsible for grading and other assistance, but are not required to perform any classroom teaching.

AI assignments pay roughly twice as much as CA assignments, generally corresponding to the difference in time investment required for each type of position. AI pay is about the same as half of the MacCracken stipend for a given semester; CA pay is roughly equivalent to one-quarter the semester's MacCracken stipend.

SUMMER SESSION TEACHING

- Advanced PhD students -- usually those who are in the final writing stages of their dissertation or those who have defended their dissertations -- can apply to teach

² This will usually not apply to students receiving such non-NYU support as NSF or Ford Foundation support. They can nonetheless expect to be offered at least two semesters of teaching assignments during their matriculation.

stand-alone courses during the two Summer Sessions.

- The following criteria are applied by the Chair and Associate Chair for selecting students for this teaching opportunity:
 - Seniority: including the stage of career development of the student. An important consideration is whether the student is at a phase in his/her career where the opportunity to teach a stand-alone course would enhance his/her position on the job market.
 - Merit: assessed by previous work as a TA (AI or CA) and by proposed syllabi. Those interested in applying should develop (1) a syllabus for “Culture, Power, Society,” the course offered every year, as well as (2) another course they would like to teach, and (3) teaching evaluations from one of these courses.
 - Potential appeal of proposed course: Summer courses often do not run because not enough students sign up. It is not clear what topics will appeal to students but the selection committee will make its best guess from among those proposed.

A GLOSSARY OF NYU ABBREVIATIONS FOR THE PHD LIFE

- ABD: “All-But-Dissertation”—the completion of all departmental requirements for progress to dissertation research
- AFC: Avery Fisher Center, the university media center on the second floor of Bobst Library
- AGSA: Anthropology Graduate Student Association
- AUSA: Anthropology Undergraduate Student Association
- Bobst: NYU’s main library on Washington Square
- CAS: College of Arts and Sciences (Undergraduate)
- C&M: Program in Culture and Media
- CMCH: Center for Media, Culture, and History, housed in Anthropology
- CEMS: Center for European and Mediterranean Studies
- CLACS: Center for Latin American and Caribbean Studies
- CSHO: Center for the Study of Human Origins, housed in Anthropology
- DGS: Director of Graduate Studies
- DURF: Dean’s Undergraduate Research Fund
- DUS: Director of Undergraduate Studies
- FAS: Faculty of Arts and Sciences
- FCM: Facilities and Construction Management
- Gallatin: NYU’s School of Individual Study, offering B.A. and M.A. degrees
- GSAS: Graduate School of Arts and Sciences
- IFS: Institute for French Studies
- IRB: Institutional Review Board (*see* UCAIHS)
- IUDC: Inter-University Doctoral Consortium
- KJCC: King Juan Carlos Center, 50 Washington Square South
- Matriculation: Full enrollment status
- MCC: Dept of Media, Culture, and Communication, housed in the Steinhardt School
- MEIS: Middle Eastern and Islamic Studies
- MPhil: the degree automatically awarded upon reaching ABD status
- NYCEP: New York Consortium for Evolutionary Primatology
- SCA: Social and Cultural Analysis, an interdisciplinary dept at 20 Cooper Square
- Steinhardt: NYU School of Culture, Education, and Human Development

Tisch: NYU School of the Arts

UCAW: University Committee on Animal Welfare

UCAIHS: University Committee on Activities Involving Human Subjects

XE: NYU's interdisciplinary MA program in Experimental Humanities