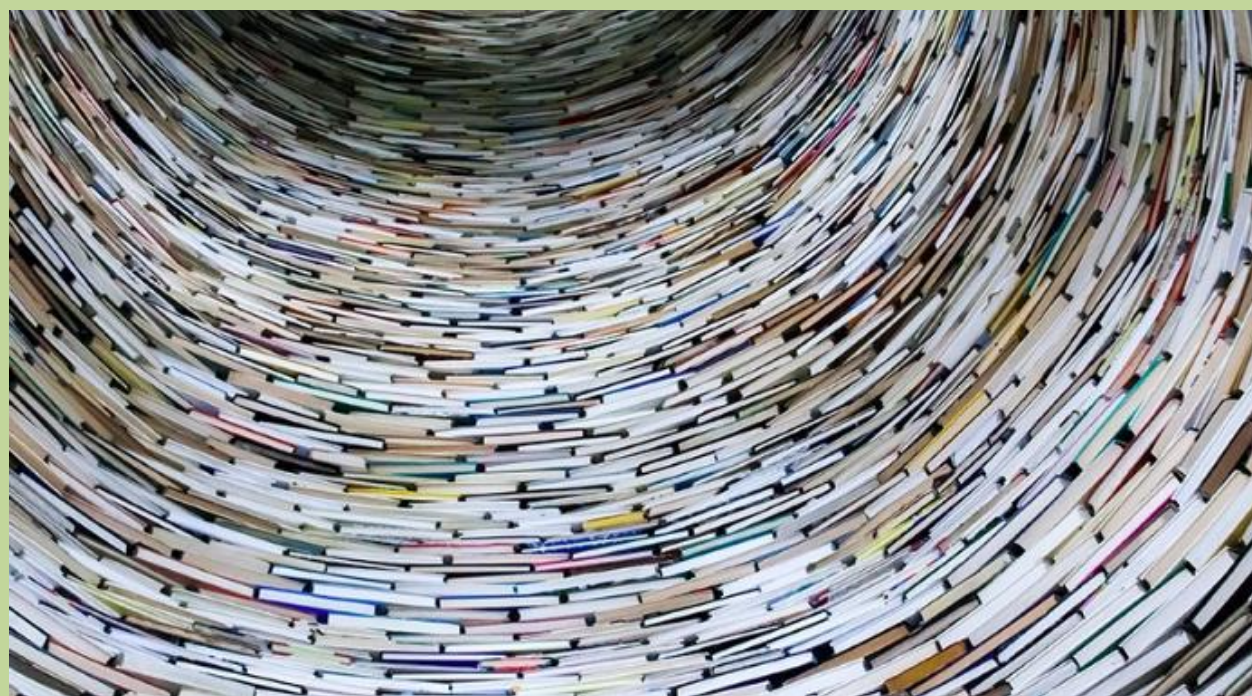


**New York University
Department of Anthropology**



**Doctoral Student Handbook
2023-2024**

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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 degree, students are expected to be in regular contact with members of their Advisory Committee and the Director of Graduate Studies (DGS) who will guide them through program requirements and help to fine-tune them to meet individual needs. The Departmental Chair and Associate Chair, working with the DGS and the Departmental Administrator (or DA), oversee student financial aid packages, teaching assignments, and internal department fellowship monies. For routine administrative matters, students should be in regular contact with the Graduate Aide (or GA).

Please note that this departmental handbook supplements the [Policies and Procedures](#) of the Graduate School of Arts and Sciences (GSAS), which all students must read and follow.

Advisory Committees

After initial consultations with admitted students, the DGS and Department Chair assign each student a three-person Faculty Advisory Committee. A minimum of two of these members must be tenure-stream departmental faculty. Archaeological and biological students select a committee chair in their first semester; cultural and linguistic students select a chair in the third semester as part of the PhD Plan of Study.

Students change the composition of this committee by notifying the DGS and GA. Such adjustments are often made as a result of changes in student research interests, or as faculty leave or join the department.

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

Coursework

72 credits, typically taken through 18 courses at 4 credits/course, at a pace of 3 courses/semester for 6 semesters), is required for the PhD in Anthropology. Each wing of the department 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*

Courses ANTH GA 1507, GA 1508, and GA 1509 are taken through the NYCEP Consortium (see Consortium Courses below). They may be taught at NYU or at the location of one of the NYCEP-participating institutions.

Internships in Archaeology and Biological Anthropology:

The concentrations in Archaeology and Biological Anthropology require that students complete three internships (research-based experience) through NYCEP, in addition to the core courses above. These may be completed informally (no credit) or formally for credit as research courses. At least one internship must be undertaken outside of the Center for the Study of Human Origins; one internship must be in an area outside of the student's main research focus. The research conducted for, and the completion of, the Second-Year Paper may be counted 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:

Culture and Media students take a total of 86 credits, fulfilling all requirements for the concentration in Cultural and Linguistic Anthropology concentrations noted above, as well as:

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 toward their NYU PhD. However, GSAS requires that a minimum of 32 credits be earned at NYU to receive the degree. All credit transfers must be made before the end of the student's first year.

Students who wish to transfer credits for one or several courses begin a conversation with their advisory committee to determine which prior courses may be eligible. Courses transferred must be relevant to the new NYU program being undertaken. Upon approval from the advisory committee, the student then contacts the DGS and GA to complete the paperwork with the Registrar. Although faculty may request syllabi from the external coursework proposed for transfer, only a formal copy of the transcript is required to submit to GSAS for approval. If the transcript is in a foreign language, it must be accompanied by a translation that has been prepared and notarized by the degree-granting institution or a certified translator.

A student may choose to have NYU recognize an entire MA. In this case, it is translated as 36 credits, regardless of the actual credit value of the original MA completed elsewhere. Note that if a student transfers 24 or more credits, GSAS limits their maximum time to degree to seven (vs. ten) years.

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..

GSAS will cover PhD students' tuition costs for undergraduate language or other training courses, referred to by GSAS as "skills courses" (for example, training in a specific subject area not offered at the graduate level).

Any student wishing to register for an undergraduate-level course on this basis must first receive permission from GSAS. To do so the student must contact the GA in advance, providing the course name and number. Approved undergraduate skills courses appear on the transcript with a grade, but the grade does not count toward the student's 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 doctoral degree.

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. In these cases, a student who takes courses through the consortium has to make up the shortfall in credits in order to obtain the 72 credits necessary for the PhD.

By the third year, students make up the credit deficit in one of two ways: i) a Reading or Research course of variable point value; or ii) 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 GA can obtain permission from GSAS for the student to exceed the credit limit.

New York Consortium for Evolutionary Primatology (Archaeological and Biological and concentrations)

NYU participates in the New York Consortium for Evolutionary Primatology (NYCEP). NYCEP is a unique research and graduate training consortium that brings together researchers, educators and resources from five institutions in New York City—CUNY, Columbia, NYU, the AMNH, and the Wildlife Conservation Society at the Bronx Zoo. The consortium includes more than sixty scholars with research interests in comparative anatomy, paleontology, molecular systematics,

population genetics, social behavior, ecology, and conservation of primates (including humans), spanning the entire breadth of the field of evolutionary primatology. In addition to providing a wider menu of courses from which graduate students may choose, NYCEP also offers an integrated educational curriculum and research program with a multidisciplinary and global agenda. For more information visit: <http://www.nycep.org>.

Second-Year Paper (Archaeology and Biological Anthropology only)

No later than the fall of the second year, students in Archaeology and Biological concentrations select 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. By signing the “Second-Year Paper Committee Form” (available online) both faculty members approve the paper topic.

Students who choose to transfer credits for their entire prior MA in anthropology are still required to write a Second-Year Paper.

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.

A full draft of the Second Year Paper 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 the Second-Year Paper by the committee 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 departs 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, signed by both the first and second readers.

Plan of Study

Students in the fall semester of their second year draft a plan of study that sketches the research areas in which s/he expects to work as well as a road map for work ahead. This is an essential early exercise for all students to get in the habit of regularly communicating their project in schematic terms that are legible to both specialists and non-specialists alike.

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, the comprehensive examination consists of a series of three questions covering the following broad areas that range across the subfields of biological anthropology (1) Theory and Concepts; (2) Big Debates; (3) Application/Methods/Empirical Research.

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. All members of this committee approve the plan before it is submitted to full faculty review. They may, but need not necessarily, include all or some of the members of the student's initial advisory committee.

The faculty advisory 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 committee chair must be from the department permanent faculty.

The student should initiate discussion with their 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 GA (signed off by all members of the advisory committee) will be posted each year, but is generally early November.

All departmental 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.

Comprehensive Exams

Completing and passing the comprehensive exams constitutes an important milestone 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. Students will work on their comprehensive essays and dissertation proposal during the spring semester of their third year. All requirements (comps, oral exam and proposal presentation) must be completed by the end of May of the student's third year.
 - e. Students must pass the oral exam on the three topics. After the exam, students will be given the opportunity to address suggestions for improving their dissertation proposal. All changes/corrections must be submitted by the end of May.

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 and Concepts (due February 28th)
 - ii) Big Debates (due March 31st)
 - iii) Applications, Methods, and 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. 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 (such as grammar, typos, citations and formatting)
 - 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 their advisory committee, usually the faculty members identified in the PhD plan, to prepare three PhD exam areas.
 - i. These generally include one geographically defined area and two topically defined areas, although this may vary, depending on the subfield.
 - ii. 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.
 - iii. 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)
 - i. 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).
 - ii. It should cover a broad range of material within the given area, typically organized around a strategically chosen selection of 4-6

topical rubrics.

- iii. 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.
 - i. The student should clarify with each faculty advisor the processes for constituting exam questions.
 - ii. 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. Faculty inform the student 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.

Dissertation Proposal Hearing

Students must defend a research proposal before engaging in research and applying for funding for the dissertation. This is an integral part of the PhD training and ordinarily requires a number of revisions under the supervision of the student's committee.

Each student should meet with their committee no later than the spring semester of the third year for a proposal hearing, ideally when early drafts of grant proposals are available but there is enough time to benefit from the discussion. Following the hearing, the advisory committee chair notifies the GA of a successful proposal defense.

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.

The NYU Institutional Review Board (IRB) 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.

- NB: With or without external funding, 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.

Dissertation Defense

GSAS requires that a dissertation be defended before a minimum five-member committee. Two must be permanent members of the department faculty, who are typically already part of the student's core advisory committee. A third member may be from any program within the Faculty of Arts and Science, including the Department. Fourth, fifth, and additional 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 GA regarding current university requirements for approval of external readers.

Defenses may be scheduled between November 1 and December 15, or between February 15 and the end of spring classes.

Following item 7.8 in the GSAS Policies and Procedures guide: Students may graduate no later than the second graduation subsequent to the dissertation defense. Graduations are marked on 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 the student to make corrections, after which students will distribute a complete draft of the dissertation to all members of the examination committee by at least one month prior to the defense date.

The dissertation defense typically lasts 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 previously been less involved in the dissertation process and who, therefore, bring the freshest perspectives.

A successful defense requires approval from all but one examiner. 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 any revisions.

Timelines and Time-to-Degree

Timeline for PhD in Archaeology and Biological Anthropology (72 credits)

(Program will vary if credits are transferred from previous graduate work)

Five-Year Model

| Year | Fall | Spring | Summer |
|------|---|---|--|
| 1 | Coursework | Coursework Choose Second-Year Paper Committee | Collect data for Second-Year Paper (will become first internship) Field school or second internship |
| 2 | Coursework Second internship PhD Plan of Study | Coursework Second-Year Paper Third internship | Preliminary fieldwork; Field school or third internship (if needed) |
| 3 | Third iinternship (if needed) Develop PhD Proposal | Comprehensive Exams Proposal Hearing | Preliminary fieldwork |
| 4 | Grant Applications | Fieldwork/Research Grant Applications | Fieldwork/Research Data analysis/writing |
| 5 | Data analysis/writing Dissertation Writing Postdoc and Job Apps | Dissertation writing/revising Dissertation Defense | |

Six-Year Model

| Year | Fall | Spring | Summer |
|------|--|---|-----------------------|
| 5 | Fieldwork/Research | Fieldwork/Research | Data Analysis/writing |
| 6 | Dissertation Writing Postdoc and Job Apps | Dissertation writing/revising Dissertation Defense | |

Seven-Year Model

| Year | Fall | Spring | Summer |
|------|--|---|----------------------|
| 5 | Fieldwork/Research | Fieldwork/Research | Fieldwork/Research |
| 6 | Data Analysis/Writing | Data Analysis/Writing Dissertation Writing | Dissertation Writing |
| 7 | Dissertation writing Postdoc and Job Apps | Dissertation writing/revising Dissertation Defense | |

Timeline for PhD in Cultural and Linguistic Anthropology (72 credits)

(Program will vary if credits are transferred from previous graduate work)

Seven-Year Model

| Year | Fall | Spring | Summer |
|------|---|---|---|
| 1 | Coursework <i>GA 1010 Soc Th & Practice 1</i> + 2 electives | Coursework <i>GA 1011 Soc Th & Practice 2</i> <i>GA 1040 Ling Anth</i> + 1 elective | Preliminary Fieldwork |
| 2 | Coursework <i>GA 1636 Hist of Anth</i> + 2 electives Teaching PhD Plan of Study | Coursework <i>GA 3211 Professionalization</i> +2 electives Teaching 1 st of 3 Comp Exams | Preliminary Fieldwork |
| 3 | Coursework Grant Writing Teaching Proposal Hearing | Coursework Grant Writing Teaching 2 nd of 3 Comp Exams | Preliminary Fieldwork 3 rd of 3 Comp Exams IRB Approval |
| 4 | Fieldwork/Research | Fieldwork/Research | Fieldwork/Research |
| 5 | Fieldwork/Research | Fieldwork/Research | Fieldwork/Research |
| 6 | Dissertation Writing Write-Up Grant Writing | Dissertation Writing | Dissertation Writing |
| 7 | Dissertation Writing Postdoc and Job Apps | Dissertation Defense | |

Timeline for PhD in Anthropology with Certificate in Culture and Media (86 credits)

(Program will vary if credits are transferred from previous graduate work. C&M core courses are offered every year and can be shifted flexibly, with the exception of Video Production)

Seven-Year Model

| Year | Fall | Spring | Summer |
|------|--|--|--|
| 1 | Coursework <i>GA 1010 Soc Th & Practice 1</i> <i>GA 1215 Cult & Media 1</i> <i>+ 1 elective</i> | Coursework <i>GA 1011 Soc Th & Practice 2</i> <i>GA 1040 Ling Anth</i> <i>GA 1216 Cult & Media 2</i> | Preliminary Fieldwork |
| 2 | Coursework <i>GA 1636 Hist of Anth</i> <i>+ C&M Elective</i> <i>+ 1 Elective</i> Teaching PhD Plan of Study | Coursework <i>GA 3211 Professionalization</i> <i>CINE-GT Cult Th & Doc</i> <i>+1 Elective</i> Teaching | Coursework <i>CINE-GT Sight and Sound: Documentary</i> <i>(mid-May to July 4)</i> 1 st of 3 Comp Exams |
| 3 | Coursework <i>GA 1218 Video Prod 1</i> <i>+2 electives</i> Grant Writing Teaching Proposal Hearing | Coursework <i>GA 1219 Video Prod 2</i> <i>+2 electives</i> Grant Writing Teaching 2 nd of 3 Comp Exams | Preliminary Fieldwork 3 rd of 3 Comp Exams IRB Approval |
| 4 | Coursework <i>2 electives (can be reading courses)</i> | Fieldwork/Research | Fieldwork/Research |
| 5 | Fieldwork/Research | Fieldwork/Research | Fieldwork/Research |
| 6 | Dissertation Writing Write-Up Grant Writing | Dissertation Writing | Dissertation Writing |
| 7 | Dissertation Writing Postdoc and Job Apps | Dissertation Defense | |

As seen from these timelines, the department anticipates completion of the PhD in no more than seven 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 seven 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.

Over a twelve-year period from 2011 to 2023, students in our program have reached candidacy, on average, within 4.3 years (archaeology), 4.7 years (biological anthropology), 4.0 years (cultural anthropology), and 3.0 years (linguistic anthropology). “Candidacy” status means a student has completed their coursework and other requirements to qualify for the M.Phil. degree, preparing them to move on to primary data collection for the PhD. This is also known as ABD or “All but Dissertation” status.

Over the same twelve-year period, doctoral students have completed the degree, on average, within 7.4 years (archaeology), 7.0 years (biological anthropology), and 7.7 years (cultural and linguistic anthropology).

Grades and Probation

Grades

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.

Incompletes

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 places 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 (for example, fall semester courses must be completed by the beginning of the following fall semester).

GSAS places on Academic Probation any student who fails to complete at least two thirds of all course credits for which s/he has registered since first matriculating at NYU.

Requests for further extensions must be clearly justified in writing and submitted in advance of this deadline to the DGS, who then seeks approval from GSAS.

An Incomplete grade for coursework that has not been completed according to the guidelines above converts to an "F" per 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.

Probation

A student who fails to make satisfactory progress toward their degree will be placed on Academic Probation, indicated in 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, probation is reversed and removed from the student's record. If the conditions for reversing probation are not met within the stated time frame, the student is terminated from the program.

While a student is on academic probation, he or she is ineligible for certain forms of GSAS support such as 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” is placed on probation.
- *Failure to meet specific degree requirements in a satisfactory or timely manner, for example:*
 - A student who fails to complete at least two thirds of the credit hours for which s/he has registered in due time;
 - 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 may, if s/he is making acceptable progress toward the degree, be placed on Academic Probation pending completion of the degree.
- Students have the right to appeal a probation decision, the conditions imposed for reversing this status, or termination. They 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.

Research Policies

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 their 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 their 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.

Advising, Mentorship, Problem-Solving, Review of Student Progress

Advisement

Students are strongly encouraged to meet regularly with members of their committee individually, and to organize other full-committee sessions when needed. The department schedules mandatory advisement for each student with all members of their committee two times a year, normally in person, on a Friday in November and April, approximately one month before the end of the semester. Prior to these meetings, the student must provide the committee with a brief written progress report and a statement of future plans. Together with the student, the committee discusses progress in the program to date, courses to be taken in the upcoming semester, and other procedures to be followed for meeting research needs. The department sees these meetings as the minimum foundation for successful passage through the program.

Mentorship

When a student identifies a chair of their advisory committee, GSAS requires that both parties sign a formal mentorship agreement that follows [set guidelines](#). While eager to ensure that every student receives close attention from their chosen faculty advisor, the department also believes that the best mentorship comes from multiple engagements both within and beyond the university. Students can build such networks through conversation with more advanced graduate students, members of their dissertation committee, NYU faculty outside the department, and by regularly attending professional meetings. As always, the department strongly encourages students to regularly evaluate the composition of their advisory committees and to make changes when necessary.

Problem-Solving

All departmental faculty want students to have a positive passage through the degree. Any student encountering problems related to discrimination, harassment, mentoring, or wellness should draw on the many departmental and university resources maintained at [NYU Anthro Grad Central](#).

“Roundup,” the Annual Review of Students

Every year in early May, the faculty hold an all-day meeting to review each 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.

Enrollment Policies and Procedures

Full-Time Student Status

Most students maintain full-time student status until they obtain their PhD 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 GA routinely completes the paperwork required to certify full-time equivalency.

Students who have completed all course requirements for the PhD 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.

“M&M” or Maintenance of Matriculation (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 one 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 six semesters of Maintenance of Matriculation fee waivers (typically to cover the post-coursework periods of research design/PhD exams and four semesters of thesis write-up.)

Depending on the number of credits transferred, up to four 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 (LOA)

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 LOA from the DGS, who then seeks 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 US;
- While on LOA, students may not make use of any University resources. Students may continue for a limited time on the student health insurance plan at a revised, normally slightly-higher-than-usual premium determined by the University;
- 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 may graduate in September, January, or May. As graduation and the doctoral defense approaches, students should 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, students must apply for graduation within the application deadline periods that are posted by GSAS. It is recommended that students 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 a student applies for graduation can result in a delay in your graduation date.

If a student does not successfully complete all academic requirements by the end of the semester, they must reapply for graduation for the following cycle. Students should refer to the specific deadlines for the completion of requirements for each graduation posted by GSAS.

The MPhil Degree

Students qualify for the MPhil or Masters of Philosophy degree once they have completed all requirements for the PhD except dissertation research/write-up. Students should contact the GA if they do not see the degree on their transcript within six months of the traditional graduation date following the completion of their requirements. GSAS mandates the MPhil degree of all doctoral students, and requires that all program requirements excepting the dissertation be completed by the close of the student's fourth year.

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 GA 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 GA. 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 GA 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 by posted GSAS deadlines—including deposit of the dissertation—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 their dissertation by the May deadline may request permission to participate in the Commencement ceremony. A written request should be made to GSAS as far in advance as possible.

Funding

MacCracken Fellowships

All PhD students at NYU receive multi-year funding packages known as MacCracken Fellowships. Typically, these cover the full cost of tuition and ten semesters of stipend.

Students who secure external funding for graduate training, such as an NSF Graduate Research Fellowship, combine the full amount of this support with a MacCracken Fellowship on a payment schedule negotiated between the department and GSAS. The department works to maximize student 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. By student choice or by regulations imposed by external funders, the MacCracken Fellowship can be suspended during the dissertation research period and resumed subsequently. NYU funding is guaranteed only through the five years of the MacCracken Fellowship; 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 if the student works with the DA to take a Fieldwork Waiver) Under most conditions, students complete the degree before eligibility for NYU funding runs out.

Fellowship Directory and Successful Grants Wiki

The department strongly encourages all first-year students, upon their entry into the program, to read through our online [Fellowship Directory](#) in its entirety, regardless of research specialty. The directory is an essential font of knowledge about the many different types of funding available, and early awareness of different options will make every student's funding changes better. Each year, in regular outreach, the department relies on students and faculty alike, to help maintain this database.

Equally importantly, students who have been successful in grant competitions are asked to consider sharing anonymized versions of their proposals in a department-specific, password-protected [Successful Grants Wiki](#), opening the way for students coming after them to

understand a given competition's profile. While the GA makes every effort to give access to this database each fall, please contact the GA if there are problems logging in.

Reserving the MacCracken

At any point during their program, 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 seven 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. The department therefore normally recommends that students take their fellowship funds without reserve, and bank them on their own if not immediately needed.

Departmental Funding

One award is normally 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

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>.

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>

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 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.

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 encouraged 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 DA, 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;¹ and
- 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 interest, but priority is given to curricular needs. Undergraduate enrollment patterns drive assignments. Initial assignments for each academic year are made in mid-spring, but these are always adjusted up to the last minute and are not guaranteed until the course itself starts. Priority is accorded to second-year students, followed by third and up. When additional spots are available, positions may be offered to first-year students, although the department normally encourages first-year students to adjust to the new program before considering this gratifying but time-consuming labor.

Teaching during the Academic Year

The department offers two kinds of assignments during the academic year:

- *Adjunct Instructors (AIs)* teach two sections or 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.

¹ 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.

AI assignments pay roughly twice as much as CA assignments, generally corresponding to the difference in time investment required for each type of position.

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 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: An important consideration is whether the student is at a phase in their career where the opportunity to teach a stand-alone course would enhance their position on the job market;
- Merit: Assessed by previous work as a TA (AI or CA) and by proposed syllabi;
- Potential appeal of proposed course: Summer courses sometimes 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 Names and Abbreviations for Graduate-Student 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), a division of FAS

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, a division of FAS

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, housing CLACS and History

Matriculation: Full-time 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