GRADUATE STUDENT HANDBOOK

2025-2026

DEPARTMENT OF ANTHROPOLOGY
UNIVERSITY OF CALIFORNIA, RIVERSIDE

Oct.10, 2025 version

Dear Anthropology Graduate Students,

Welcome to the University of California, Riverside and our PhD Anthropology program! Please use this Handbook to guide your journey. This document will familiarize you with Graduate Division and Departmental general procedures and requirements for the PhD program, specific documentation required, and how the Department is organized. If anything is not covered or unclear, feel free to ask! Please remember the following:

- The Handbook is updated every year. Please keep a copy for the year you entered the program, as these are the requirements to which you are held.
- Keep in contact with your Faculty Advisor about major professional and personal issues that may affect your studies and be willing to ask for advice or help as needed.
- Note campus resources (to the right) if you need help beyond the Department.
- Keep your contact information updated at all times via R'Web Self Service.
- PAPERWORK processing requires a **minimum of two weeks to about one month** during the academic year (late September to early June). Expect longer processing times during summer. Submit all paperwork to faculty and the Graduate Affairs Assistant (GAA). Please see contact information below.
- EXCEPTIONS to Department and Graduate Division policies and procedures must be processed through the GAA. It is your responsibility to communicate with the GAA. The department is not responsible for missed deadlines, problems with Graduate Division, etc. if correct procedures are not followed.
- See Appendix A for your Checklist!

We wish you the best in your career, and let us know if you have questions!

Christina Schwenkel
Graduate Director
Office:1327 Watkins Hall
cschwenk@ucr.edu

Christina Torres
Department Chair
Office: 1312 Watkins Hall
christina.torres@ucr.edu

Tiara Caldwell
Graduate Program Coordinator
Office: 1327 Watkins Hall
tiara.caldwell@ucr.edu
Phone:(951)827-5145

QUICK LINKS
(IN ALPHABETICAL ORDER)

Anthropology Graduate Student Handbook

Anthropology Forms at the bottom of the page

Counseling and Psychological Services: https://counseling.ucr.edu

CARE Advocates provides assistance to survivors of sexual violence: care.ucr.edu

Degree Audit: registrar.ucr.edu/graduation-guide/degree-audit

Disability Resource Center: https://sdrc.ucr.edu

Funding resources:
graduate.ucr.edu/resources-finding-external-funding
PIVOT

Graduate Forms: graduate.ucr.edu/petitions-and-forms

Grad Career Resources: graduate.ucr.edu/career-resources

Grad Success: gsrc.ucr.edu

Grad Mentoring: gradmentors.ucr.edu

Grad Quantitative Methods Center: gradquant.ucr.edu

Grad Support Groups: counseling.ucr.edu

National Center for Faculty Development and Diversity: facultydiversity.org

Online Course platforms:
Canvas
iLearn (Blackboard)

Research and Economic Development (RED): research.ucr.edu

R'Pantry provides emergency nonperishable food to UC Riverside students in need: basicneeds.ucr.edu/rpantry

R'Web to access your account information: rweb.urc.edu

Statistical Consulting Lab: collaboratory.ucr.edu

Title IX Resources: titleix.urc.edu

Wellness @ the Well: well.ucr.edu

TABLE OF CONTENTS

1) General Course Information for Anthropology Graduate Students 1
- Graduate (Anth 200-299) & Upper Division Anthropology Undergraduate (Anth 100-199) Units 1
- Independent Study Units (Anth 290, 291, 297) 1
- Thesis/Dissertation (Anth 299) or Teaching Assistant Units (Anth 301 and Anth 302) 1
- Upper Division Undergraduate Courses outside of the Department 1
- Graduate Courses outside of the Department or at Other UC Campuses 1
- Registering for Courses 1
- Registration Holds, Funding, & Fees Payment 1

2) Specific PhD Requirements and Planning 2
- PhD Requirements at a Glance 2
- Detailed Description of PhD Requirements 3
  - First Year 3
  - Second Year 4
  - Third Year 6

  Research Proposal 6
  Applying for Dissertation Fieldwork Funding 7
  Protocol for the Institutional Review Board (IRB) 7
  Written Qualifying Comprehensive Examination 8
  Oral Qualifying Examination 8
  Advancement to Candidacy 9
  - Fourth and Fifth Years 9

  Dissertation Field Research 9
  Completing the Dissertation 9
  Dissertation Format 10
  Dissertation Defense 10
  Filing the Dissertation, Exit Procedures, & Graduation 10
  Necessity of Completion and Defense of PhD Degree before 7th Year 11
- Obtaining a Master's Degree 11

3) Essential Information for Completing the PhD Program 11
Submitting Items to the GAA for Departmental & Graduate Committee Review 11
Graduate Standards of Scholarship. 12
  Grades 12
  Incomplete Grades 12
  GPA/Good Standing 12
  Dismissal by Graduate Division 12
Appeals Procedure 12
Bi-Annual Review of Graduate Students 13
Academic Residence, Residency, and Registration Policies 13
  Residence 13
  Nonresident Tuition & Establishing Residency for Tuition Purposes 13
    Tips for Establishing CA Residency for Tuition Purposes 13
  Registration Policies 14
    Continuous Registration / Full-Time Enrollment 14
    Half or Part-Time Enrollment 14
    Filing Fee 14
    In Absentia Registration 15
    Leave of Absence 15
    Withdrawal 15
Professional Misconduct, Sexual Harassment, and Grievances 15
  Allegations of Misconduct and Sexual Harassment 15

Academic Integrity, Appeal Procedures, and Dispute Resolution 16
Grievances 16
Revision of Program Requirements 16
4) Financial Resources 16
Anthropology Department Resources 16
Financial Aid Office 19
Graduate Division 19
Other Sources of Funding 19
Appendix A: Progress toward PhD Degree 20
Appendix B: Understanding & Navigating Departmental Organization 21
Appendix C: Departmental Services and Research Facilities 22

1) General Course Information for Anthropology Graduate Students

- **Graduate (Anth 200-299) & Upper Division Anthropology Undergraduate (Anth 100-199) Units**

Normal coursework will consist of graduate (200-299 level) courses. At this level, classes usually are offered in seminar format, maximizing interaction between students and faculty. Occasionally, there are reasons why upper division undergraduate Anthropology courses (100-199 level)[1] courses may be appropriate. If you take an Anthropology 100-199 course, you will need to enroll in one unit of Concurrent Analytical Studies (Anth 292) and fill out the 292 form (Form).[2] The course instructor will determine additional work required to fulfill the 292-portion of the course.

- **Independent Study Units (Anth 290, 291, 297)**

Directed Studies (290), Individual Studies in Coordinated Areas (291), and Directed Research (297) can be taken under certain situations, requiring both course instructor and Graduate Advisor approval. These courses **cannot** be used to fulfill breadth requirements. Signed forms (Forms) must be submitted to the GAA no later than the end of the second week of the quarter so it can be forwarded to the Graduate Division for approval.

- **Thesis/Dissertation (Anth 299) or Teaching Assistant Units (Anth 301 and Anth 302)**

Once you are "Advanced to Candidacy" and are considered "ABD," you are eligible to enroll in Research for Thesis or Dissertation (299). Students holding Teaching Assistant positions can enroll in The Teaching of Anthropology (301 and 302) for 4 credits. Anth 301 is only offered in the Fall and meets weekly; Anth 302 is offered in Winter and Spring and meets monthly. Anth 301 is a prerequisite for 302.

- **Upper Division Undergraduate Courses outside of the Department**

For undergraduate courses outside the Department, the additional 292 unit is fulfilled in another manner. Please see the GAA if you plan to enroll in an undergraduate course outside the department or see the GAA in that department.

- **Graduate Courses outside of the Department or at Other UC Campuses**

The Anthropology department is supportive of students taking classes in other departments. Students can also take courses at other UC campuses through the Intercampus Exchange Program (for more information see https://graduate.ucr.edu/regulations-and-procedures#intercampus_exchange_ and https://graduate.ucr.edu/petitions-and-forms).

- **Registering for Courses**

Your student ID and permanent pin number are needed to access R'Web to enroll for courses. For Anth 100-299 classes, you should be able to enroll yourself. Other courses that require signed forms (Anth 290, 291, 292, 297), must be submitted to the GAA and signed by the Graduate Advisor before you can enroll. For Anth 301, 302 and Anth 299, you must contact the GAA about enrollment. In addition, the GAA will enroll all ABD students in 12 units of Anth 299 unless notified otherwise by your advisor.

- **Registration Holds, Funding, & Fees Payment**

If you have a hold placed on your registration (i.e., by Graduate Division, Student Business Services, or Financial Aid), you must take care of the reason for the hold before being able to register for classes. It is your responsibility to notify the GAA when the hold is released.

In order for funding (i.e., fellowship, TA fee remission, loans) to be applied toward fees, you must be registered for 12 units. Failure to pay fees by the deadline will result in being dropped from all courses. Additional information for Fellowships can be found here, Graduate Student Employment can be found here, Employment Resources here, and Fee Waivers here. Please contact the GAA if you need re-enroll in a course because you were dropped.

---

[1] Lower division undergraduate courses (1-99 level) do not count toward fulfilling the program or the Graduate Division PhD degree requirements.

[2] Instructors under the title of Lecturer cannot supervise a 292.

2) Specific PhD Requirements and Planning

- **PhD Requirements at a Glance**

Year 1	Year 2	Year 3	Years 4-7
Anth 200 A/B/C sequence (Q1, Q2, Q3) Anth 210 A	Anth 210 B Anth 301 Anth 302	Submit Research Proposal*	Dissertation: research, write-up, defense before the end of year 7*
Submit choice for Faculty Advisor*	Form Dissertation Committee*	Written Exam*	Exit Procedures (meet with GAA)*
Submit Language Plan*	Submit Preliminary Research Statement*	Oral Exam*	
Submit Methodological Skills Plan*	Make Public Presentation*	Advance to Candidacy	
Complete Breadth requirements (Anth 290, 291, and 297 do not count toward breadth requirement) (Years 1 and 2). **Breadth requirements must be completed prior to taking Oral Qualifying Exam**			
Complete Language requirements (1-99 lower division courses do not count as graduate program units) (Years 1 and 2). **Language requirements must be completed prior to taking Oral Qualifying Exam**			
Complete Methodological Skills and Professionalization Training (Years 1 and 2). **Methodological skills and Professionalization Training requirements must be completed prior to taking Oral Qualifying Exam**			

Note: Q1, Q2, Q3, … = first quarter, second quarter, third quarter, ….

* = Paperwork required; Please note: if paperwork is required, relevant forms have to be approved by the Graduate Committee and the Graduate Division. The approval process takes time (sometimes more than a month), so plan ahead accordingly. **This is particularly important for taking your exams. See below for details**.

- **Detailed Description of PhD Requirements**
  - **First Year**

The overarching goal of your first year (Q1-3) should be to establish a dissertation project, set meetings with faculty members who might become your Permanent Advisor or be on your dissertation committee, and work on obtaining external and internal grant funding for your summer and/or Second Year (Q4-6) research. In your first quarter (Q1) within our program as you acclimatize, you should discuss your dissertation project ideas with faculty and your cohort, begin working on your Preliminary dissertation Research Statement, and find and write grants to fund your project. Anth 210A is designed to help you define your dissertation project and develop research funding proposals. By the end of Year 1, you will need to have filed for a Permanent Advisor and submitted paperwork that shows your plan, in consultation with your Permanent Advisor, to fulfil your Language and Methodological Skills requirements. Depending on internal and external deadlines, you should also be writing grants to fund your research**. By the end of the first year Spring Quarter, the expectation is that you complete Anth 200A-C and have submitted grants or have resources to fund your pre-Candidacy dissertation research.** During Q3, you may also obtain a Master's (M.A.) degree if you wish and meet the criteria (see the section on Obtaining a Master's Degree at the end of Section 2). **If you are planning on applying for the NSF**, please let the GAA know: you cannot have a Master's Degree when you do so. The GAA will make sure your degree is formalized only in the second year. Please note, students are strongly encouraged to file Permanent Advisor paperwork by end the end of the first year to continue in the Anthropology PhD program.

We also want to emphasize that all scholars at all levels need time off, to perform self-care, and to find an appropriate work-life balance, in order to be productive. We also recognize that the Summer Quarters have fewer academic time and course restrictions. We suggest utilizing your first Summer Quarter as a time of dissertation research exploration. Our reasoning is that during your first year, you have time to test your project ideas with room for change, if necessary, that may not be as readily available in later years. Summer Quarters may also present succinct fieldwork opportunities to collect preliminary, pre-Candidacy dissertation data. These data are usually necessary to obtain major dissertation grant funding in your Second Year and beyond (e.g., National Science Foundation Doctoral Dissertation Improvement Grant, Wenner Gren Dissertation Fellowship). **Consequently, we do not expect you to work nonstop, but we do advocate utilizing Fall through Summer Quarters to advance your progress.**

Use the following First Year guide to help your progress:

1. **Begin establishing California residency**
   - Unless you are an international student, we encourage you to establish California residency to avoid paying Non-Resident Tuition in later years (see *Academic Residence and Registration Policies*).
2. **Take the Core Courses (Anth 200A-C)**
3. **Take the Grant Writing Cohort class (Anth 210A)**
4. **Begin solidifying preliminary dissertation work and start Preliminary Research Proposal**
5. **Write External and Internal Grants**
   - Use the above information under Funding Resources to begin exploring internal and external dissertation project funding.
   - Join PIVOT to see external funding opportunities.
   - Participate in funding training sessions offered by Graduate Division
   - Ask classmates and faculty about resources that may help fund your project.
6. **File a General Petition for a Permanent Advisor**
   - Become acquainted with as many Anthropology faculty members as possible during the first year
   - Meet with faculty and invite one professor to be your Permanent Advisor. Once the professor agrees, you should work with them to develop a tailored program of study. You should consider: schedules for completing program requirements, appropriate coursework for your subfield, and courses that will fulfill the breadth, language, and methods requirements.

- **By the end of Q3**, you will need to have your Permanent Advisor sign a General Petition form and turn it in to the GAA.

7. **File a Statement of Plan to Fulfill the Language (By end of Q3)**
   - You are required to demonstrate at least a reading knowledge in one language other than English.
   - If your Permanent Advisor requests it, you may need to demonstrate competence in a third language. The choice of language(s) and methods of demonstrating competence should be determined in consultation with your advisor.
   - You may fulfil the language requirements by:
     A. Language Placement Examination - Placing higher than Level 3 in a placement exam at UCR. Information about enrolling in a placement exam (https://placementtest.ucr.edu/).
     B. Course Work – earning a grade of at least "B" or "S" in a reading language course (i.e. FREN 009B or GER 002R) or in Level 3 or higher of a traditional language course (i.e. SPN 003 or FREN 003).
     C. Alternative Certification The most common form of alternative certification a translation examination administered by an Anthropology Department faculty member.
   - Once you have established the language and method, you must file the Statement to Fulfill the Language Requirement form, including bilingual students or those whose first language is not English. All students must demonstrate competency
   - Have your Permanent Advisor approve, sign off, and turn the Language Requirement form in to the GAA.
   - As per Graduate Division regulations, students may request to waive the language requirement (e.g., native speaker or completion of coursework elsewhere) by submitting the Waive Course Work Petition, via R'Grad.
8. **File a Statement of Plan to Fulfill the Methodological Skills Requirement (By end of Q3)**
   - You are required to demonstrate methodological skills competency.
   - The choice of methodological skill should be determined in consultation with your Permanent Advisor.
   - Once you have established the methodological skills requirements, you must file the Statement of Plan to Fulfill the Methodological Skills Requirement form.
   - Have your Permanent Advisor approve and sign off, and turn the form in to the GAA.
   - Once the Methodological Skills requirements have been completed, you must refile the Statement stating how and when they were fulfilled.
9. **File and Obtain a M.A. degree, if desired and criteria are met (Q3)**
   - See Obtaining a Master's Degree below for information and requirements
10. **Work on Preliminary Research / Fieldwork during your first year (Summer Quarter)**

➢ Second Year

Your second year in the Anthropology PhD program is the time to enhance your training and complete your coursework. During this year, you will take Professionalization Anth 210B course and finish Breadth, Language, and Methodological Skills requirements. It is also the year to formally choose two additional faculty as dissertation committee members to help you on your path as you Advance to Candidacy (i.e., become All But Dissertation or ABD) and continue developing your dissertation project. You and your committee members should discuss and sign off on your Preliminary Research Statement and Designation of Dissertation Committee form. The preliminary research statement shows faculty willingness to serve as your committee members, and a synopsis of your project (including area, theory, and methods) - how you have prepared for this research, and your expected timeline to complete exams, Advance to Candidacy, collect data, and defend your dissertation. We highly encourage you to present your First Year preliminary dissertation research at national or international conference in order to complete your Public Presentation requirement. This may also be a good time to pursue a Designated Emphasis in an area that is relevant to your research. Please speak with your advisor about it.
Use the following quarter-by-quarter Second Year guide to help your progress:

1. **Take Professionalization Anth 210B**
   - Usually this course is restricted to Second Year and beyond students.
   - You are required to take and pass this course before you can take your Oral Qualifying Exam.

2. **Ask faculty to be on your dissertation committee (Q4)**
   - Your committee requires three faculty, at least two of whom must be faculty members from the department, with a student's faculty advisor serving as chair.
   - If you want an additional committee member from another university or from another department who is not a voting member of the UCR Academic Senate, a memo of justification for "Outside Committee Member" from your Permanent Advisor and a copy of the external member's curriculum vitae is required.
     - The Department via the Graduate Committee, and then the Graduate Division must approve the addition of the Outside Committee Member before they can be added to your committee.
3. **Write and File: Preliminary Research Statement and Designation of Dissertation Committee form**
   - The Preliminary Research Statement and Designation of Dissertation Committee form provides the outline for your Preliminary Research Statement, a place to list your three dissertation committee faculty, and for faculty to sign off on the Statement.
   - The Preliminary Research Statement is not a full proposal, but rather a synopsis of the intended dissertation topic and how you have prepared to do this research (e.g., coursework, fieldwork, language training, etc.). It should also outline intended areas, theories, and methods of the proposed research.
   - This Statement will also need a timeline to complete your written proposal, written and oral exams, and cover the remainder of your graduate career. Realistic timelines usually should allow 5-7 years to complete the program. If more than five years are required to complete the program, the additional time requirement should be justified in the program of study.
   - The Statement should be thought of as a precursor to the materials later developed in the Research Proposal and the Written Qualifying Examination. Ideally, each area, theory, or method listed in the Statement becomes the starting point for the pre-exam Reading List and Annotated Bibliography. We suggest using a bibliography software program (e.g., Zotero, Mendeley, Endnote) to help organize your Reading List for your exams.
   - Please note, your program of study may be modified from time to time to take advantage of new course offerings or to accommodate shifts in interest. Such modifications should be made in writing, approved by your Permanent Advisor, and be turned in to the GAA to be included in your file. Extensive modifications (e.g., changing subfields) must be approved by the Department.
   - The expectation is that the Statement will be submitted to your Permanent Advisor and dissertation committee for review and approval with at least one-month lead-time.
   - Once approved by your Advisor and dissertation committee, you must submit the proposal to the GAA for Departmental Review.
4. **Further develop a concrete Dissertation project (Q4, Q5, & Q6)**
   - Both while writing your Preliminary Research Statement and after its approval, we suggest meeting with your committee members to discuss your Reading Lists and Annotated Bibliographies. This will be the basis for your Written Qualifying Comprehensive Examination and your research proposal.
   - Throughout your graduate career, the members of your dissertation committee, your Advisor, and the Graduate Advisor shall serve as intellectual resource to help Advance you to Candidacy. Post-exams, your Advisor and committee continue to provide academic guidance and evaluate your dissertation.
5. **Finishing Additional Coursework (Breadth, Language, and Methodological Skills requirements)**
   - For your Breadth requirement, you are expected to acquire a basic understanding of two of four subfields (archaeology, sociocultural anthropology, biological anthropology, or linguistic anthropology), other than your subfield of specialization.
     - You will need to take and pass two graduate level courses, outside of your subfield of specialization.
     - For students not specializing in sociocultural anthropology, one of the subfields selected must be sociocultural.
     - Anth 290, 291, and 297 do not count toward fulfilling the breadth requirement.

    - If you have questions about specific courses and which breadth categories they fall into, please contact the GAA.
  - While there is some flexibility in Language and Methods, the Breadth, Language, and Methodological Skills must be completed before taking the Oral Qualifying Exam
6. **Make a Public Presentation and File the Public Presentation form**
   - In order to provide you with experience in presenting research papers in a public context, you must make a public oral presentation at a national or international conference. Presentations made on UCR's campus are also acceptable.
   - Once a public presentation has been made, please fill out the Public Presentation Form, have your Advisor approve, and turn the form in to the GAA.
7. **Collect or add to preliminary Dissertation Data (Summer Quarter)**

➢ **Third Year**

Expectations of your Third Year in the Anthropology program revolve around finishing any additional coursework, applying for dissertation fieldwork funding, obtaining Institutional Review Board (IRB) approval, and Advancing to Candidacy (becoming ABD). For all Anthropology graduate students, the road to becoming ABD requires writing a dissertation research proposal that is acceptable to your Advisor and dissertation committee, along with passing a written exam, and an oral exam. In general, the department leaves the order of each of these three steps up to your Permanent Advisor, but we suggest following **Path A** or **Path B**. The difference is if you take your Written Qualifying Exam first, or your write your Research Proposal first. The oral defense of your exam and proposal is always the final step in the ABD process. You will need to discuss the order and expectations with your Advisor and dissertation committee. In addition, you will need to speak with your Advisor to ascertain if you require an IRB for your PhD research. **We expect that you apply to multiple internal and external funding agencies, like the National Science Foundation (NSF) and Wenner Gren, to support your dissertation fieldwork and write-up in Years 4 and 5. Grant writing is an essential part of successful PhD-level research, both pre- and post-doctorate.** Departmental expectations are below about these steps.

Path A

1. **Written Research Proposal**
2. **Submit grants for dissertation fieldwork funding (e.g., NSF, Wenner Gren)**
3. **Obtain IRB Approval-if necessary**
4. **Written Qualifying Comprehensive Exam**
5. **Oral Exams**
6. **Become ABD (by end of Year 3)**
7. **Funding & Field Research (Year 4+)**

Path B

1. **Written Qualifying Comprehensive Exam**
2. **Submit grants for dissertation fieldwork funding (e.g., NSF, Wenner Gren)**
3. **Obtain IRB Approval-if necessary**
4. **Written Research Proposal**
5. **Oral Exams**
6. **Become ABD (by end of Year 3)**
7. **Funding & Field Research (Year 4+)**

Research Proposal
(by end of Q7 for Path A or Q8 for Path B)

The Research Proposal prepares you to undertake dissertation research, and provides, in part, the basis for the Oral Qualifying Examination. Expanding greatly upon the Preliminary Research Statement, the proposal should be written in consultation with your advisor and dissertation committee, and carried out in concert with the

Written Qualifying Comprehensive Examination. The length and format of the proposal should be similar to that required by a major funding agency, such as the NSF (10 pages single-spaced), generally comprising a subfield specific discussion of the research questions/objectives, the grounding of the project in the anthropological literature, methodology, and the project's expected contributions to the discipline. Once written, drafts must be submitted to your Advisor and dissertation committee, and adjustments made as deemed appropriate by these advisors. Once your Research Proposal has been approved, you will submit a final copy along with the signed Document Review Cover Sheet to the GAA before you are allowed to take your Oral Qualifying Exam. **In addition, we strongly recommended that the proposal be submitted to the appropriate granting agencies.**

Applying for Dissertation Fieldwork Funding

Using your research proposal as a starting point, you will need to apply for dissertation fieldwork funding. Reaching out to multiple resources (i.e., your cohort, your Advisor, department faculty, Research and Economic Development, and the Graduate Writing Center) will help you find multiple opportunities to apply for and obtain appropriate fieldwork funding. Please review information on the NSF, Wenner-Gren, and Fulbright, as they are the three major funding agencies for Anthropology graduate students. Start writing and looking into funding possibilities early, so you can plan submission strategies and keep informed about submission deadlines. Many agencies review only one round of proposals per year and they can take months to complete the review process. In addition, many research agencies currently limit the total number of proposals to be submitted (i.e., NSF Biological Anthropology is limited to two NSF DDIG submissions). **Any proposal must be reviewed and approved by your Advisor prior to submission.**

All proposals must also be processed through the Department's Contracts and Grants Analyst. You must meet with them early in the process (usually 2-3 months before the deadline), and they can make recommendations regarding budget, research funding needs, and excluded expenses. The Contracts and Grants Analyst will check budgets, verify that forms are filled out correctly, and all appropriate signatures are obtained before the proposals are forwarded to Research and Economic Development. The Contracts and Grants Analyst also needs a copy of the final proposal. In addition to forms required by the funding agency, every proposal must have a UCR Proposal Approval Form. **Research and Economic Development requires at least seven working days for a review.** You must be aware of the time required for processing and take this this into account in keeping to submission deadlines. **Deadlines are not flexible.**

Protocol for the Institutional Review Board (IRB)

University policy requires all persons affiliated with UCR who conduct research with living human subjects or animals are required to obtain prior approval of the IRB—Social and Behavioral (IRB-SB). You will receive information/training on IRB during Anth 210A and/or Anth 210B, including taking IRB CITI training.

You should meet with your Advisor to determine if a protocol should be submitted to the IRB for review, following the guidelines from the Office of Research Integrity. If there is any doubt, you should submit a Determination of Activity Form to the IRB-SB. If it is determined that a protocol needs to be filed it should be done no later than when the proposal is submitted to any agency for permits or potential funding. Please keep in mind that the approval of the IRB-SB is required *anytime* that students are conducting research with human subjects, even if it is preliminary research or prior to completing your research proposal. More information is available from the Office of Research Integrity. In addition, the IRB-SB customarily includes one member from the Department of Anthropology, who may be available to advise students on the process. **Note that students cannot begin research without the necessary IRB approval.**

Written Qualifying Comprehensive Examination
(by end of Q8 for Path A or Q7 for Path B)

Your Permanent Advisor, in consultation with the dissertation committee, will generate the exam questions. In general, the exam addresses three areas of expertise, one on a geographic area and two on different bodies of theory. The Written Exam question must be submitted (along with a Document Review Cover Sheet) to the Graduate Committee. While it is permitted to ask your Advisor and committee about general content of the questions, you are not allowed to see the questions before the exam begins. After the question has been approved, the student will have a specified two-week period (chosen by the student in consultation with the Advisor) in which to complete the exam. The exam will be administered by the GAA. If approved by the committee, you may take the written exam during quarter breaks, but not over summer. The Written Exam must be approved by the your faculty advisor and dissertation committee before submission to the Graduate Committee along with a Document Review Cover Sheet. The Written Exam should be developed in conjunction with the Research Proposal, and it is strongly recommended that the exam be taken at the before the 8th quarter.

If the Written Exam is not submitted by the end of the two-week deadline, the exam is considered an automatic fail. Students who do not pass the Written Exam may have one additional opportunity to retake the exam. A vote will be held in the next faculty meeting as to whether the student should be allowed to continue in the program after the first fail. If the student is allowed to continue in the program, there will be one opportunity for a retake of the exam with new questions. The usual procedures must be followed for the approval of the new exam question. The two-week period will be established in consultation with the student's dissertation committee. Prior to the retake, the student will meet with the committee to identify the strengths and weaknesses of the original exam.

Oral Qualifying Examination
(by end of Q9)

The Oral Qualifying Examination, which usually lasts three hours, involves a demonstration of general competence in anthropology combined with an extended discussion of the proposed dissertation research (preparation, methodology, significance, etc.). The oral exam is administered by a committee of five faculty members, at least three of whom are department faculty, which the student designates in consultation with their Advisor, and approved by the Department via the Graduate Committee. Typically, the orals committee is comprised of a student's dissertation committee plus two additional faculty members. One member, designated the "outside member," must be a voting member of the UCR Academic Senate who does not hold an appointment in the Department of Anthropology (cooperating faculty cannot be outside members). The outside member serves to ensure that the exam has been carried out fairly, in accordance with university standards. Ideally, you should have had extensive professional contact with all members of their committee, and each member should be provided with a copy of your Research Proposal. All committee members must attend the oral qualifying exam. The oral exam must be held on a single day. In addition, please check with the GAA and Graduate Division as rules for remote participation during an oral presentation are in flux.

You must schedule the oral exam with your committee and the GAA. The exam **should not be scheduled** during quarter breaks or over the summer (i.e., only in extremely rare cases are Oral Qualifying Exams within the Department of Anthropology permitted during the summer break as summer is unpaid faculty time). Graduate Division must be notified of the exam date and the makeup of the orals committee at least two weeks (and preferably one month) prior to the exam via the *Nomination for Qualifying Examination for the Degree of Doctor of Philosophy* (**see GAA for more information on which form(s) are necessary**).

You cannot take the Oral Qualifying Exam until all other requirements towards the completion of the PhD program except for the dissertation itself are completed, and their research proposal has been approved by their dissertation committee and submitted to the Graduate Committee. ***You should check with the GAA that all of your requirements have been met before your oral examination.***

Advancement to Candidacy
(by end of Q9)

Once you have satisfactorily completed the Preliminary Research Statement, Research Proposal, Written Qualifying Comprehensive Examination, Language Requirement, Methodological Skills Requirement, Breadth Requirement, Public Presentation, and Oral Qualifying Examination, you will be Advanced to Candidacy for the PhD and formally begin research for the dissertation. In general, the normative time for PhD completion is seven years. If you anticipate a normative time of more than seven years, justification must be submitted to Graduate Division at this time. Students will be billed the Candidacy Fee upon advancement to candidacy. International students must advance to candidacy by the end of the third year to avoid paying NRT.

- **Fourth and Fifth Years**

Dissertation Field Research

Usually under the auspices of a major funding source(s), you should carry out one to two years of dissertation field research. Students pursuing research outside of California may petition to register *in absentia* and receive reduction in fees. Please follow the instructions "In Absentia Registration Application" that can be accessed via R'Grad here: https://graduate.ucr.edu/petitions-and-forms

Achieving a deep archaeological, ethnographic, linguistic, or biological anthropological understanding of a given area and research problem takes time, and most dissertation research is founded on preliminary field research and contacts carried out in the first three years of graduate school. Problems of getting located in the field, illness, and learning enough of the language to get around make it difficult to accomplish doctoral fieldwork in less than one year. Fieldwork in cultural anthropology, archaeology, linguistic anthropology, and biological anthropology all involve somewhat different circumstances and your research program should be discussed in detail with your advisor. Some dissertation research projects are conducted as part of a larger project involving one or more established professionals and/or graduate students. Open discussion between participants of joint research contributes to the overall success of the project and helps to avoid misunderstandings.

In planning and carrying out fieldwork, keep in mind that the ultimate goal is the writing of your PhD dissertation. Because it is often impossible to return to the field to check minor points, you need to keep your dissertation proposal in mind and collect the information required to successfully complete your dissertation, while allowing for flexibility. It is also advisable to define and possibly draft articles you intend to publish while you are either in the field or writing the dissertation, which will allow you to display substantial accomplishment when you begin applying for employment.

When carrying out dissertation research, it is extremely important to remain in close contact with your dissertation advisor. They need to know about any problems you encounter, shifts in your research design, and the kinds of information you are collecting.

Completing the Dissertation

Upon completing field research, you should spend 1-1.5 years writing up research results in the form of a dissertation that is acceptable to the members of their dissertation committee. Meet at least twice annually with your Dissertation Committee to discuss your research progress and to redefine the goals and expectations necessary to complete your dissertation. You should also be aware that Graduate Division must approve the use or incorporation of any materials that have already been published (including your own published materials). Be sure to discuss this aspect of dissertation writing with your advisor. To obtain permission to use published materials, students must submit the *Permission to Use Published Material In Dissertation/Thesis* form to Graduate Division.

The analysis and interpretation of data and the process of writing the dissertation require a great deal of effort. While it is recognized that students must often work to supplement grants or TA positions, it is imperative that students stay focused on finishing the dissertation. Maintain close contact with your committee during the write-up of your dissertation. They need to see updates of your dissertation outline and rough drafts in a timely fashion.

Reading a dissertation requires considerable time and effort, and committee members must be allowed at least six weeks to read a dissertation draft and two weeks to a month for individual chapters.

Students can apply for filing fee status for the quarter in which they intend to file their dissertation if the following qualifications are met: a draft of the dissertation has been read and approved by the dissertation committee, only minor revisions need to be made, and no more than 12 hours of faculty time will be required to assist in completion of the final manuscript. Students must submit a **complete** draft of their dissertation to the members of their committee and the GAA **at least one month before requesting filing fee status.** An *Application for Filing Fee for the Degree of Doctor of Philosophy* (accessed via R'Grad), signed by the dissertation chair, must be submitted to the GAA. The student and dissertation chair will confirm that all committee members have read a complete draft of the dissertation before obtaining the Graduate Advisor's signature and submitting the form to Graduate Division.

Dissertation Format

Dissertation format must follow the Thesis and Dissertation Format Guide. It is suggested that the official guidelines should be followed from the earliest stages of writing, including drafts submitted to committee members. Graduate Division also holds quarterly Thesis/Dissertation Workshops.

Dissertation Defense

A minimum of 30 days is required between submission of the written dissertation to the dissertation committee and the scheduling of the dissertation defense. The oral and public defense of the dissertation is a formal examination required by the Graduate Division and supervised by the dissertation committee. The intent of the defense is to present to the university community a summary of the dissertation and to answer any questions regarding the research. There are two types of defenses: a closed defense (with only committee members) and an open defense. An open defense must be publicly advertised and is accessible to students, faculty, and the public. Defenses may be held in person or in a hybrid format. To schedule a defense and arrange for advertisement, students must confirm that the dissertation committee agrees that the student is ready to defend, and then contact the GAA. The defense should not be scheduled during finals week, on quarter breaks, or over the summer. All committee members must attend the defense. Traditionally, the dissertation defense must be held on a single day. In addition, please check with the GAA and Graduate Division as rules for remote participation during a dissertation defense are in flux. Results of the defense are reported to Graduate Division via the online form, *Report on Final Examinations for the Degree of Doctor of Philosophy.* Based on the student's performance on the defense, the faculty will recommend:

1) Pass: The student has successfully passed the dissertation defense and no further revisions of the dissertation are required.

2) Pass with Revisions: The student has successfully passed the dissertation defense; however, further revision of the dissertation is required. The student has 120 days from the date of the exam to file the dissertation with the Graduate Division. If a student's 120 days extends into another quarter, they *must* be paid/enrolled or on filing fee in order to file the dissertation.

Filing the Dissertation, Exit Procedures, & Graduation

The final version of the dissertation must be approved by your dissertation committee, with format approval by the Graduate Division (see Dissertation Format above). Your dissertation signature page requires the original signature of all committee members.

Your dissertation draft is due to Graduate Division for format review at least one week prior to the filing deadline. The format review must be submitted electronically to UCR's ProQuest ETD Administrator. Be sure to follow the instructions provided by Graduate Division and please be aware of their filing deadlines. To meet the deadline for the quarter in which you expect to receive your degree, give yourself plenty of time to file your dissertation/thesis

document, the signature page, and the final defense form. Deadlines are strictly enforced.

For the Anthropology Department, an unbound copy of the finished dissertation must be supplied to the department to be bound and placed in the department archives. In addition, upon completion of the dissertation and oral defense, you must meet with the GAA. At this time, you can provide the unbound copy of your dissertation, return department keys, pay any monies owed to the department, and provide contact information.

Necessity of Completion and Defense of PhD Degree before 7th Year

You must complete the dissertation and obtain the PhD degree no later than the end of the seventh year, though we encourage earlier completion. If you do not graduate within the seven years, **your registration will be blocked**. If it appears likely that an extension beyond seven years will be necessary, you should consult with your Advisor and submit a request to Graduate Division for more time. Graduate Division is often reluctant to grant extensions beyond seven years.

- **Obtaining a Master's Degree**

Many students find it helpful to obtain a Master's (M.A.) degree during their PhD coursework, even though it is not required You can obtain the M.A. during the PhD process. Graduate Division Plan II requires a minimum of 36 units, with at least 18 units in graduate-level courses, and a minimum academic residence of three quarters, two of which must be spent at UCR. Students who complete these requirements can apply to receive their M.A. by submitting an *Application for Candidacy for Master of Arts in the Field of Anthropology* to Graduate Division (see GAA for more information). *Students with a master's degree in anthropology from another school will not be awarded a second master's degree.* Alternatively, you can opt to take a terminal Master's if leaving the program. Requirements for an M.A Degree:

- Take 18 unites beyond the 200 Core series at the graduate level (200-299 level courses)
- Obtain at least 36 units total units with a grade of B or better
- Complete the 200 Core courses series and pass written comprehensive requirements from Anth 200A, 200B, and 200C

1) Essential Information for Completing the PhD Program

A ***Department of Anthropology Degree Program Checklist*** ***(Appendix A)*** is maintained in each student's file in order to monitor their progress in the program. The checklist provides a step-by-step timeline for expected progress in the program, and should be consulted for the sequence of requirements and procedures in use at present. ***It is recommended that you keep this copy updated for your reference, checking occasionally to see that it matches the information on the official version kept in your department file.***

You can also review your degree progress with *Degree Audit*, an easy-to-use online set of academic planning tools that helps students see what courses and requirements they need to graduate.

Submitting Items to the GAA for Departmental & Graduate Committee Review

All paperwork must be turned in to the GAA. The GAA requires the original of all department paperwork and a copy of all Graduate Division paperwork. *All paperwork, petitions, etc. that require the approval of the Graduate Committee must be submitted to the GAA by the Wednesday prior to the Department meeting* (normally held on the first Wednesday of each month starting in October and ending in June). *Since no meetings are held during summer, students should plan accordingly.* Students are encouraged to be proactive regarding their paperwork by confirming with their faculty advisor and the GAA that all the appropriate documents are being submitted in a timely fashion. The GAA will notify students via e-mail of the Graduate Committee's decision regarding a submission.

Graduate Standards of Scholarship

Grades

Only grades B and above indicate an overall performance that is considered acceptable for someone working toward the PhD degree. An "A" level grade (A+, A, A-) will be awarded only for clearly exceptional work, such

as a research paper that is of publishable or near publishable quality. A “B” level grade (B+, B) will be awarded for competent but not exceptional performance at the PhD level. A “B-“ grade or below indicates a seriously deficient performance. The names of graduate students receiving B- and below grades will be transmitted to the Graduate Advisor, who shall notify the student's advisor and schedule a discussion of the student's progress at the next regularly scheduled faculty meeting. Graduate students should note that any class they take on a satisfactory/no credit (S/NC) basis must be passed at the equivalent of a B (B- is not acceptable).

Incomplete Grades

Incomplete grades (I) are given only when a student’s work is satisfactory but incomplete due to circumstances beyond their control (such as serious illness), and when the student has been excused in advance from completing the quarter’s work. Incompletes will not be given to provide students with additional time to revise deficient research papers. Although “I” grades do not affect a student’s grade point average, they are an important factor in evaluating academic progress. Students with more than 7 units of “I” are not eligible receive UCR fellowship funds or to be employed in an academic title (TA, GSR, etc.).

The work to make up an Incomplete must be completed by the end of the following quarter (summer does not count). Students are encouraged to consult with the instructor of the course and their advisor to develop a plan to ensure that the "I" is removed during the course of the next quarter. If the coursework is not successfully completed by the time allowed, the “I” becomes an F or NC. If students are not able to make up their course work within the allotted time due to extenuating circumstances, they may request a time extension by submitting *Incomplete Extension* petition to Graduate Division.

GPA/Good Standing

To continue in good standing and obtain an advanced degree, students must maintain a minimum GPA of 3.00. Students must maintain a minimum GPA of 3.50 to receive fellowship funds, 3.00 to hold a Teaching Assistant position, and 3.00 to hold a Graduate Student Researcher position. Students must also complete degree requirements in a timely manner to remain in good standing.

Dismissal by Graduate Division

Students in the following situations are considered to be making unacceptable progress and are subject to dismissal by Graduate Division:

- 12 or more units of “I” grades
- cumulative GPA falls below 3.0
- quarterly GPA falls below 3.0 for two consecutive quarters
- oral qualifying exams have not been taken within five years
- requirements such as exams or research are not being completed in a timely manner
- program is not complete within one year of reaching normative time
- written or oral qualifying exams are not passed within two attempts

Appeals Procedure

The purpose of the Appeals Procedure is to afford UCR graduate students an opportunity to resolve complaints involving academic or administrative decisions that interfere with the graduate student’s academic progress, such

as adverse outcomes on qualifying exams, dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), disputes over joint authorship of research in accordance with joint authorship policies of campus departments or units, revocation of campus fellowships, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals. More information on Department level and University Appeal Procedures can be found here. The forms for Petitions for Graduate Appeal Forms can be found here.

Annual Review of Graduate Students

The faculty conducts its annual review of graduate students every spring. Evaluation of progress is based upon the progress report students are required to file online through R'Grad. Reports from the student's advisor and other faculty members who have worked with the student will also be taken into consideration.

The progress report should include courses taken each quarter and grades received, scholarly papers presented, publications, activities that contributed to progress towards the degree, activities related to the development of professional career, and honors, awards, or funding received. ***Do not be shy about your accomplishments*, you are your own best advocate.** Let the faculty know what you've been up to so your progress can be fairly evaluated. When the annual evaluation has been completed, you will receive a letter from the Graduate Advisor and your faculty advisor concerning your progress. Graduate Division also receives a copy of this letter.

Academic Residence, Residency, and Registration Policies

Residence

The term "Academic Residence" applies only to a student's status within the university, and has no connection with status as residents of the State of California. Students registered in regular university course work for at least four units of upper division or graduate courses in a quarter are considered to be "in residence." Registration for at least two units of such course work in Summer Session qualifies for one-half a term's residence.

For the doctorate, minimum Academic Residence is two years (6 academic quarters), one year of which must be completed in continuous residence at the UCR campus. For the Master's degree, the minimum academic residence is one year (3 academic quarters), of which two quarters must be spent at UCR.

Nonresident Tuition & Establishing Residency for Tuition Purposes

Students who have not been residents of California for more than one year prior to the residency determination date for each quarter are charged Non-Resident Tuition (NRT). All new and returning students are required to submit a *Statement of Legal Residence* to the Office of the Registrar to determine their residency status. Questions regarding residency should be directed to the Registrar's Office and more information is available here.

Domestic students who are non-residents during their first year must establish California (CA) residency before the beginning of their second year so as not to continue paying NRT. You should learn about the requirements for establishing CA residency as soon as you arrive at UCR and begin the paperwork in order to petition for CA residency from the Registrar's Office.

Doctoral students who are advanced to Candidacy are eligible for a reduction in NRT for an additional nine quarters. Students must be advanced to Candidacy by the first day of instruction and are eligible for the reduced NRT up to and including the third year that they are advanced.

Tips for Establishing CA Residency for Tuition Purposes

Some of the things that you need to do as soon as you move to CA include getting a driver's license or ID card, registering your car, opening a bank account, and registering to vote. You need to save all paperwork related to these activities (to be able to show the date that you did them). You also need to save documentation noting your

arrival in CA, such as a rental agreement or airline tickets. **Students who are awarded funding packages need to be aware that these packages include NRT for the first year only. Students are responsible for their NRT in future years if they cannot establish CA residency.**

Graduate Division will cover international students' NRT through their 9th quarter; they will pay full NRT in their 10th quarter and beyond, until they are ABD; once they are ABD, they are not charged NRT for up to 3 years, after which they will be charged full NRT again.

Registration Policies

Students are expected to register and enroll for each regular academic session (Fall, Winter, and Spring quarters) until all requirements for the degree have been completed, including final examinations and the submission of an approved thesis or dissertation. Enrollment is not official until all required fees have been paid, and the student is enrolled in course work. Unless granted a *Leave of Absence* or approved for *Filing Fee* status, students who do not register for any quarter by the deadline (the end of the third week of courses) will be considered to have withdrawn from the university. *Student status will lapse and candidacy for the degree may lapse at this time.* Once student status has lapsed students must apply for readmission for the following quarter. Graduate student status is maintained by:

Continuous Registration / Full-Time Enrollment

Full-time study is defined as enrollment in at least 12 units of graduate academic credit per quarter or 16 units of undergraduate academic credit (or a combination of graduate and undergraduate academic credit). Full-time enrollment is required of students holding university fellowships or academic employment appointments (TA, GSR, etc.).

Half or Part-Time Enrollment

The Anthropology Program does allow part-time status (6 units or fewer) for graduate studies under certain circumstances. These circumstances are limited to reasons of occupation, family responsibility, or health. Part-time status may be requested by submitting a *Graduate Petition for Half-Time Status and Reduced Fees* to Graduate Division two weeks before fees are due. Half-time status may be requested for the current academic year only, and may be approved for the entire year or on a quarter by quarter basis. You must reapply each academic year for approved half-time status by submitting another petition prior to the Fall Quarter deadline. Federal regulations governing student visa status require full-time attendance for international students.

Prior to candidacy, half-time students will acquire time to degree under the Normative Time to Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for half-time study. *Students who are Advanced to Candidacy are no longer eligible for half-time status*.

Students approved for half-time status are not eligible for university fellowships or academic employment (TA, GSR, etc.). University financial aid is not available to students taking less than six units. Half-time status may jeopardize eligibility for deferment of student loan repayment obligations.

Filing Fee

A student who has completed all degree requirements, except for the oral defense and the filing of the dissertation, may use filing fee status in their final quarter instead of paying full registration. In order for a student to apply for filing fee status, the department must certify that a draft of the dissertation has been read and approved by the dissertation committee, that only minor revisions need to be made, and that no more than 12 hours of faculty time will be required to assist in completion of the final manuscript. Students must submit a **complete** draft of their dissertation to the members of their committee and the GAA at least one month before requesting filing fee status. An *Application for Filing Fee for the Degree of Doctor of Philosophy* (found on R'Grad), signed by the dissertation chair, must be submitted to the GAA. The student and dissertation chair will confirm that all

committee members have read a complete draft of the dissertation before obtaining the Graduate Advisor's signature and submitting the form to Graduate Division. A student on filing fee status cannot be employed with any student employment title. *Only one quarter of filing fee status is allowed*. Students who fail to complete their programs in the quarter on filing fee status must enroll and pay full fees the following quarter.

In Absentia Registration

Students pursuing graduate study outside of California for an entire quarter may register *in absentia* and may receive a reduction in the fees. Students wishing to register *in absentia* should be Advanced to Candidacy for the doctorate. A Request for In Absentia Registration (found on R'Grad), signed by the dissertation chair, must be submitted to the GAA.

Leave of Absence

Students who need to temporarily interrupt their academic program may petition for a leave of absence. Leaves are not normally granted for more than one year. Students who need to leave the university for more than three quarters normally should withdraw and apply for readmission when they are ready to resume graduate study. Students must have been enrolled for at least one quarter and be making satisfactory progress to be eligible for a leave. Students past normative time are not eligible for a leave of absence. Leaves are granted for the following reasons: serious illness or temporary disability, family responsibilities, or employment not directly related to the degree program. Graduate Division does not consider being unable to pay fees an acceptable reason to be granted a leave. While on a leave students forfeit the use of university facilities (including the library) and faculty time, and are not eligible for university fellowship support, research grants, financial aid, or employment. Students cannot take any examinations or receive academic credit for work done while on leave. To apply for a leave, submit a *Leave of Absence Form* (found on R'Grad) to Graduate Division.

Withdrawal

Students who need to leave the university for more than three quarters, who are denied a leave of absence, or who have already used their three quarters of leave may withdraw from the university and apply for readmission when they are ready to resume graduate study. To withdraw, students must file a *Withdrawal Form* (found on R'Grad) Graduate Division. Students who withdraw during the first five weeks of the quarter are entitled to a refund of a percentage of their fees. Students are also allowed to go on "Ready to Enroll" (RD) status by not registering up to two quarters: https://graduate.ucr.edu/regulations-and-procedures

Professional Misconduct, Sexual Harassment, and Grievances

Allegations of Misconduct and Sexual Harassment

The University of California is committed to creating and maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual violence and sexual harassment, retaliation, and other prohibited behavior ("Prohibited Conduct") that violates law and/or University policy. The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this Policy on Sexual Violence and Sexual Harassment (hereafter referred to as Policy). This Policy addresses the University of California's responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. The Policy defines conduct prohibited by the University of California and explains the administrative procedures the University uses to resolve reports of Prohibited Conduct.

For policies and procedures on sexual violence and sexual harassment, please consult Title IX for the most recent policy and procedures.

Academic Integrity, Appeal Procedures, and Dispute Resolution

Students should familiarize themselves with Graduate Division's Principles of Academic Integrity and the Types of Academic Misconduct. The use of someone's ideas, work, or written words without proper acknowledgment or citation is considered to be plagiarism. Plagiarism is a serious offense in academic life, is grounds for a failing grade on a paper or in a class, and may be cause for academic suspension or dismissal. It is a student's responsibility to be familiar with the established rules and conventions for properly citing the work of others. If a student has any questions regarding what constitutes plagiarism aor other forms of academic dishonesty, they should consult their advisor, as well as one of the many published writing-style manuals, and/or the Graduate Writing Center. To avoid any misunderstandings about plagiarism, students should be sure to provide proper acknowledgments or citations in ***any*** written document given to another person, including drafts of papers or proposals. Students should also engage in responsible use of AI.

Grievances

Problems relating to academic status or acceptable progress should begin with the faculty member(s) involved (if any), moving through the Graduate Advisor, the Chair, and then the Graduate Dean. Employment-related grievances of TAs, Associate Instructors, Teaching Fellows, Readers, and Tutors should be taken to the union. When an ASE (Academic Student Employee) has an employment related grievance, s/he should discuss that grievance with the instructor for the course. If a resolution is not reached with the instructor, s/he should meet with the Department Chair to discuss the grievance.

Please refer to the Graduate Division's established grievance procedure.

Revision of Program Requirements

Please note, program requirements are revised occasionally as we strive to improve the program and adjust to a changing professional environment. *Students who enter the program under a specific set of requirements may elect to continue under those guidelines throughout their graduate career (with the exception of any changes instigated by Graduate Division), or may elect to follow new program guidelines as they are instituted.* Continuing students are responsible for monitoring changes in the program; they should obtain and read new versions of this *Handbook* as they are issued and consult with their advisor or the Graduate Advisor about program revisions. In addition, students should consult Graduate Division's Graduate Student Handbook for Graduate Division policies and requirements and the Graduate Calendar for important dates and deadlines.

2) Financial Resources

Graduate student financial support at UCR includes fellowships; employment as a Teaching Assistant, Graduate Student Researcher, or Reader; grants for research support; and need-based assistance programs, such as grants and loans. Offices that offer financial resources include the Anthropology Department, the Financial Aid Office, Graduate Division, Student Business Services, and the Graduate Student Association. Assistance offered by these offices will be briefly described in this overview. For more detailed information, guidelines, and applications, students should contact the appropriate office. Students must take the responsibility to be aware of and to heed all deadlines associated with financial support applications.

Beginning in the first year, students are strongly encouraged to seek extramural funding. There are a great number of granting agencies, and grants and fellowships are available for the different stages of the doctoral program (e.g. incoming students, field research, dissertation writing). Students can do a self-guided search (see the Graduate Division site, *https://graduate.ucr.edu/funding*) for outside funding agencies through the Office of Research and Economic Development at https://research.ucr.edu/.

Anthropology Department Resources

The department offers employment in the form of Teaching Assistantships, Graduate Student Researcher appointments, and Readerships. TA positions are generally reserved for second and third year students.

Students are also encouraged to seek employment in other departments (i.e. Gender and Sexuality Studies, Ethnic Studies, or Media and Cultural Studies).

Teaching Assistantships. The number of TA positions in the department varies from year to year, depending on budget allocations, the number of introductory courses offered, and the anticipated enrollment in these courses. TAs also receive Partial Fee Remission (PFR) and Graduate Student Health Insurance Plan (GSHIP) for each quarter that they are employed. A 50% time position requires an average of 20 hours of work per week; duties include grading papers and exams, assisting with creating exams and assignment, and conducting three weekly discussion sessions. TAs are provided with office space and must hold a minimum of two regularly scheduled office hours throughout the quarter (plus be available by appointment for students who legitimately cannot make the scheduled office hours). The maximum number of quarters a student can TA is 18.

TAs (as well as Readers, Associate Instructors, Teaching Fellows, and Tutors) are considered to be employees of the University of California, and they are covered by a collective bargaining agreement between CASE/UAW and UC. This agreement can be accessed at http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html .

An Outstanding Teaching Assistant is chosen annually by the faculty and recognized by both the department and Graduate Division. A Distinguished Teaching Assistant Award is offered by Graduate Division, based upon faculty nominations. Deadlines for nominations for these awards typically fall in early February.

Department guidelines for appointing TAs are as follows:

1) Students wishing to be considered for a TA position must submit an application to the **GAA by an annual deadline (TBD)**. Students with fewer previous TAships are first in line. TA appointments are decided in the spring for the following year; if there are unanticipated openings over the course of the year, however, students with applications on file will be reconsidered.
2) Since the primary purpose of a TA position is to enhance the quality of undergraduate education, first consideration must be given to graduate students who have demonstrated academic excellence and who already show the potential for being an effective teacher.
3) Number of years of TA funding depends on the funding package when a student entered the program and may not be guaranteed beyond the original number of years (i.e. 12 quarters of guaranteed may not mean a 13th is available). Appointment one year does not automatically mean a reappointment for the following year. Persons applying for an appointment for the first time and those applying for reappointment are evaluated simultaneously. Student evaluations of TA performance are taken into consideration for re-appointments.

Teaching Assistant Development Program (TADP): New TAs are required to enroll in and attend a TA orientation held prior to the beginning of fall instruction. This orientation is only offered once a year; students not scheduled to teach until the winter or spring quarter are still required to attend. Students are also required to attend two pre-quarter seminars and three in-quarter workshops. Future TA assignments and eligibility for the Outstanding TA Award are contingent upon completion of this training. A Mentor TA program is also available, in which TAs of proven ability have the opportunity to mentor their less experienced colleagues. More information about TADP is available at https://tadp.ucr.edu/

Graduate Student Researchers. GSRs are hired by individual faculty members who have research grants to do literature searches, interviews, develop questionnaires, computer programming, data coding, and other work relating to their research projects. Faculty usually employ students who are specializing in their areas of research and who possess the skills needed by the professor. You should become familiar with the types of research

projects currently being funded in the department and speak with the faculty member with whom you would like to work. GSR positions range from 25% (10 hours a week) to 50% (20 hours a week). GSRs also receive Partial Fee Remission (PFR) and Graduate Student Health Insurance Plan (GSHIP) for each quarter that they are employed at least 25%.

Graduate Division Regulations for Teaching Assistants and Graduate Student Researchers. TAs and GSRs:

- Must be enrolled in 12 units
- Must be making acceptable progress toward the degree
- Must be Advanced to Candidacy within 12 quarters
- Must complete degree within one year of normative time
- Must have no more than 7 units of incomplete grades
- TAs must maintain a 3.00 GPA and GSRs must maintain a 3.00 GPA
- To be a TA any student whose native language is not English must pass the SPEAK, TSE, or TOEFL test and/or may be required to retake the exam as they progress.
- Graduate students may not be employed more than 50% (20 hours per week) in any combination during the academic year in any combination of appointments. During quarter breaks and in the summer, they may be employed full-time. Students with fellowship awards of more than $10,000 can be employed only with prior approval of the Graduate Dean. Certain fellowships do not allow employment: Eugene Cota-Robles Award, Dissertation Year Fellowship, Humanities Research Assistantship, and Research Assistantship/Mentorship Program.
- Students cannot serve as TAs for more than 12 quarters without approval from the Graduate Dean. Students cannot serve for more than 18 quarters; no exceptions are made.

Readerships. Readers may be hired to grade papers and examinations in undergraduate courses. Maximum funding is for one hour per student enrolled. If you are interested in being a Reader, notify the GAA.

Personnel Paperwork. Students hired by the department for any position will be contacted by HARVEST Shared Services. (Students hired by the ARU, EIC, or ACU will also be contacted by HARVEST Shared Services). The information requested will be entered into the University Payroll system (PPS), which will allow a means of generating a payroll check for you at the end of each pay period that you are employed. The payroll file must be processed and active prior to the first day you are scheduled to work. All required documentation must be returned to HARVEST Shared Service prior to employment start date. You must include required documents needed to be entered into the payroll system. This includes your current driver's license and social security card (or birth certificate) for identification purposes and as proof of eligibility to work (there are other options that will satisfy this requirement if one of these documents cannot be obtained). Students who have previously worked on-campus, and are active in the payroll system, will not need to complete a full packet as long as the other department provides the department with access to the PPS file and copies of the critical documents of the existing payroll file. See the FA for more details if you have been previously employed on-campus.

GSR and reader positions require the submission of a time sheet via TARS (Time and Attendance Reporting System) each pay cycle that you work. Submission deadlines are posted in the lobby of the department office. Late time sheets will result in the delayed paychecks. Completed time sheets (with hours totaled and approved by the employee and supervisor/faculty member) can be submitted on-line.

For information on payday for all employees, please see the following link: http://accounting.ucr.edu/payroll/pay_cal.html. Physical checks require a signature and can be picked up from the FA.

Financial Aid Office

Federal Direct Stafford Loans and/or Federal Direct Unsubsidized Stafford Loans are available to graduate students who are U.S. citizens, permanent residents, and other eligible noncitizens. In order to qualify, students must be enrolled at least half-time.

Students who wish to be considered for federal loans must complete the *Free Application for Federal Student Aid (FAFSA)* at https://studentaid.gov/h/apply-for-aid/fafsa. Supporting documents (such as tax returns or documentation of eligible non-citizenship status) may be requested to verify information reported on the *FAFSA*. Applications are accepted on a year-round basis; however, students should plan well in advance of fee payment deadlines if the loan funds will be needed to pay fees.

Federal Direct Stafford Loans are available to students with financial need, as computed from information on the *FAFSA* (and/or federal income tax return) using criteria legislated by Congress. If you have questions about the determination of your financial need, contact a counselor in the Financial Aid Office. All students may borrow from the Federal Direct Unsubsidized Stafford Loan program, regardless of financial need.

Graduate Division

Graduate Division provides various financial supports. Please check their website for updated info at http://graduate.ucr.edu/fin_aid.html

Assistance in Obtaining Extramural Research Grants and Fellowships. Assistance in obtaining research grants and fellowships is available to graduate students through the Financial Support Office of Graduate Division. The office offers a wide range of assistance to graduate students seeking research funding or fellowships from federal agencies, the University of California, and private sources. Among the many services offered free of charge is access to the Sponsored Program Information Network (SPIN) from the State University of New York. The data base contains over 3,000 funding sources for all areas of research in the natural and agricultural sciences and the humanities and social sciences. You may also search UCLA's Graduate & Postdoctoral Extramural Support (GRAPES) Database (http://www.gdnet.ucla.edu/grpinst.htm)

Other Sources of Funding

Student Business Services. The *Deferred Payment Plan* offers students an opportunity to pay their quarterly fees and tuition in three monthly installments. There is no interest (sine DPP is not a loan) but there is a processing fee. Applications and information on deadlines and processing fees can be obtained at https://sbs.ucr.edu/student-services.

Graduate Student Association. *Mini-Grants* are travel grants given to aid the professional development of graduate students by partially funding their expenses (travel, accommodations, and registration) related to their participation in professional meetings, conferences, etc. Students in good standing, students on filing fee status, and graduating students who were accepted to present their work before their graduation date are eligible to apply. Students on leave of absence or registering in absentia are not eligible. Students who are attending but not presenting are eligible for funding at half the rate that presenters are allowed. Information and applications are available at https://gsa.ucr.edu/. Applications must be submitted before the conference begins.

Appendix A: Progress toward PhD Degree (*updated October 2025*)

Name:_____ Entered program:_____

FIRST YEAR
_____ Designate faculty advisor: _____
_____ File Statement of Plan to Fulfill Language Requirement date approved _____
_____ File Statement of Plan to Fulfill Methodological Skills date approved _____
_____ Complete 200A, 200B, 200C
_____ Complete 210A date _____

- If MA degree is wanted:

_____ MA examination results: _____ (P or F)
_____ MA application date filed _____
_____ MA received date _____

SECOND YEAR
_____ Preliminary Research Statement and Designation of Dissertation Committee
Dissertation Committee: _____ date approved _____
_____ File updated Statement of Plan to Fulfill Methodological Skills (if necessary) date approved _____
_____ Methodological Skills requirement completed[3] date _____
_____ Professional Development Training completed ANTH 210B date _____
_____ Breadth Requirement completed[3] date _____

THIRD YEAR
_____ Research Proposal date approved _____
_____ Written Qualifying Comprehensive Exam date approved _____
_____ Oral Presentation date _____
_____ Language requirement completed date _____
_____ Orals Qualifying Examination date approved _____
_____ File for Advancement to Candidacy date filed _____

FOURTH, FIFTH, AND SIXTH YEARS
_____ Dissertation research completed
_____ Dissertation draft completed, approved for filing fee date approved _____
_____ Finishing dissertation on filing-fee status
_____ Oral Defense of Dissertation date approved _____
_____ Final dissertation sign-off by committee date approved _____
_____

Courses used to complete breadth requirement outside of your subfield:

Subfield: _____ _____

Course # and Title: _____ _____

[3] These are estimated timelines. However, the Methodological Skills and Breadth Requirements, along with all other THIRD YEAR requirements, must be finished before a graduate student can be Advanced to Candidacy/become ABD.

Appendix B: Understanding & Navigating Departmental Organization

The ***Department Chair*** is responsible to the campus administration for the overall operation of the department, including the planning of instructional programs and the administration of financial affairs in accordance with University policy. The Chair is also responsible for the custody and authorized use of University property charged to the department and for assigning departmental space and facilities. Questions, comments, or complaints concerning university and departmental policies or administration are welcomed either in person or in writing.

The ***Graduate Advisor*** is responsible for the monitoring of department policies and procedures related to the graduate program. In consultation with the Chair and members of the ***Graduate Committee,*** which typically consists of faculty from different subfields, the Graduate Advisor interprets department policies for students and faculty, advises students when their regular advisor is not available, and assists students in preparing department petitions to be presented for Graduate Committee consideration. All Graduate Division petitions must be reviewed and signed by the Graduate Advisor. Additional duties, which are often performed with the Graduate Committee, include following up on reports of academic deficiencies and overseeing the annual review of graduate students. The Graduate Advisor is also responsible for duties involved with obtaining financial support for graduate students.

The ***Graduate Affairs Assistant (GAA)*** maintains student files and provides students with information regarding department and Graduate Division requirements and procedures. All Graduate Division and department forms, petitions, etc. must be routed through the GAA. The GAA is responsible for the release of departmental registration holds, use of department classrooms, and maintaining student contact information. The GAA can also provide information on employment opportunities in the department and other sources of funding. Students are encouraged to seek the assistance of the GAA in helping to solve any bureaucratic problems. *Any exceptions to department and Graduate Division policies and procedures* ***must*** *be processed through the GAA. It is your responsibility to communicate with the GAA the department is not responsible for missed deadlines, problems with Graduate Division, etc. if the correct procedures are not followed.*

The ***Administrative Unit for the Department of Anthropology*** (1334 Watkins Hall) is open for student business.

The ***Financial and Administrative Officer (FAO)*** has full responsibility for handling the administrative details of the department.

The ***Contracts and Grants Analyst*** is responsible for all research proposals. The Contracts and Grants Analyst should be consulted for financial matters such as grant budgets, grant reimbursements, and non-departmental funding.

The ***Financial Analyst*** handles all functions related to intramural grants.

The ***Financial Assistants (FA)*** are responsible for maintaining all photocopy accounts, expense reimbursements (travel), maintaining department keys, requesting media services, payroll, and personnel.

Appendix C: Departmental Services and Research Facilities

Department Services

A department *photocopy machine* is available for student use in 1328 Watkins. You can obtain a code from the Administrative Assistant (AA). This code is to be kept *confidential*. You will be held responsible for all charges generated on your code. (TAs and GSRs will receive copy codes to use for work- related copies.) The cost is currently 8¢ per copy. The billing cut-off is the last day of every month. Bills are then processed and placed in your student mailbox between the 1st and 3rd business days of the following month. Payment is due in full by the 10th of every month. Accounts with unpaid balances by the start of the next billing cycle will be disabled. The department is unable to carry over any balances. To make a payment bring your invoice and cash or check (payable to UC Regents) to the AA. Account balances must be cleared before physically leaving the University for extended periods of time (longer than two weeks). This includes summer breaks, quarters you are on leave, quarters you are in the field, and of course prior to graduation. Accounts that are left unresolved are reported to Student Business Services for collections.

Students may receive *mail* in the department. Located in Watkins 1328, student mailboxes are fully accessible during department business hours. The department will not accept papers or messages for students; individuals delivering such items will be directed to the student mailboxes. This is especially relevant for Teaching Assistants. It is suggested that students have personal, valuable and very important items sent to a home address or P.O. Box. Students are responsible for making sure that their mail is picked up in a timely manner, even when they are in the field. Students in the field should have another graduate student pick up their mail for them.

Keys are available from the Administrative Assistant. Students are entitled to an entry key to the building and a key to the Computer Lab/Lounge, and the photocopy room. Teaching Assistants are entitled to a key to the TA Office during the quarter in which they hold a TA position. Keys to the TA Office must be returned at the end of the quarter if you are not teaching the following quarter. Keys to additional locations may be obtained if required.

Department *supplies* are no longer available. Students working for faculty, including TAs, will be required to get relevant supplies directly from the faculty member. The faculty member must request supplies from the FAO. Only the FAO can approve requests for supplies from faculty, so be sure to plan ahead. Department letterhead may be used by students for anthropology career related correspondence and must be supplied by the student's faculty advisor.

Office space is available for Teaching Assistants during the quarter(s) in which they are employed. Each TA has a desk. All TAs are responsible for keeping the offices clean. TAs are required to post and hold regular office hours. The GAA will provide a door card for the student to complete and post each quarter they TA.