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MISSION AND VISION STATEMENTS

Anthropology Mission Statement
The mission of the Department of Anthropology is to create, disseminate, preserve, analyze and apply knowledge about human sociocultural, biological, and linguistic diversity and change in past and present environments for the betterment of society.

Anthropology Vision Statement
Archaeology. To understand from the analysis of material objects and residues the processes and contexts of human cultural and biological change.
Ethnology. To affirm the unity of humankind and the universality of human rights, challenging the unfolding variations on racism through a commitment to multiple forms of critical inquiry.
Evolutionary Anthropology. To understand how evolution has molded all aspects of human uniqueness and diversity and to use this knowledge productively.

DEPARTMENT ADMINISTRATIVE STRUCTURE

Department Chair

Department Administrator A3

Coordinator of Education Support
Coordinator of Program Advisement
Student Program Advisor (A&S)
Accountant
Administrative Assistant

Faculty, Associate Chair, Advisory Group, Committees, Lecturers

Postdoctoral Fellows
Graduate Teaching Assistants
Research Assistants

Department Chair. Responsible for the daily operation of the department, including management of the budget, personnel, and facilities.

Associate Chair. Appointed by the Department Chair to assist with administrative duties.

Advisory Group. The department chair convenes an Advisory Group (AG) comprised of the conveners of the three subfields, the directors of the Undergraduate and Graduate
Committees, and the Associate Chair. The AG assists the chair with planning, policies, and procedures.

**Subfield Conveners.** Coordinate subfield business, including graduate student admissions, teaching assignments, course scheduling, annual student progress reports, subfield hiring plans, nominations for hiring committees, student advisement, allocation of graduate funding, and selection of part-time instructors.

**Undergraduate Committee.** Comprised of three representatives, one from each subfield, to advise undergraduate students, coordinate program and HED-course assessment, and assist the chair with planning, policies, and procedures.

**Graduate Committee.** Comprised of three representatives, one from each subfield (one of whom serves as Director of the committee), the Senior Academic Advisor, and the Department Administrator, to advise graduate students, coordinate program assessment, select graduate awards and scholarships, and assist the chair with planning, policies, and procedures.

**Department Administrator.** Provides administrative oversight of daily operations and staff, provides support to the Department Chair, deals with publicity, and coordinates support activities for students and faculty.

**Department Accountant.** Provides fiscal monitoring, processes reimbursements for travel and other expenses, provides guidance on policies and procedures related to grant submissions and other fiscal matters, and monitors and oversees grants.

**Senior Academic Advisor/Graduate Advisement.** Serves as the graduate advisor in the department, guides graduate students on course of study, processes contracts for graduate teaching and research assistantships, and provides information regarding awards, funding opportunities, and campus resources.

**Coordinator of Education Support.** Assists the Department Administrator with curriculum, scheduling, inventory control, facilities management, and instructional resources.

**Student Program Advisor.** Provides undergraduate advisement on course of study, processes transfer evaluations, and provides reporting on the undergraduate program.

**Administrative Assistant.** Provides office support including reception, mailing services, supplies, and copy equipment.
GENERAL DEPARTMENT RESOURCES AND INFORMATION

BANNER IDENTIFICATION (ID) AND LOBO IDENTIFICATION CARD
Your Banner ID is the 9-digit identification code assigned to you by UNM. It can be tied to your identity, so be sure to keep this number safe from theft or misuse. The Banner ID serves as both your student ID as well as your employee ID, should you receive employment at UNM. This number can be accessed through Loboweb (see below) or can be found on your UNM Lobo ID.
Your Lobo ID card is required for certain activities, including in person changes to your registration, verification of your status as a student, access to Johnson Gym and other campus facilities, library resource access and checkout, and others. You can obtain your Lobo ID at the Lobocard office in the basement of the Student Union Building (SUB) on main campus.

UNM NET ID AND EMAIL
Once you have been admitted to UNM, you will create a Net ID. This is different from your Banner ID. The Net ID will become the first part of your UNM Email address and will be used for a variety of login functions. http://it.unm.edu/accounts/. You will be required to change your password every 6 months for security purposes.

Your UNM Email address will be the default, primary address to which information and notifications are sent. Be sure to monitor this account regularly to receive current information regarding your academic career, any financial aid or work assignments/contracts you may receive, course announcements, etc.

MY UNM AND LOBOWEB
My UNM (myunm.edu) is a portal to access applications such as UNM Learn, UNM Libraries, Loboweb, and UNM email. There is a link to My UNM in the upper right-hand side of the UNM home page. Your login for My UNM is your Net ID (the part of your UNM email address before the “@”), and the password you established when setting up your UNM email account.

Loboweb is the application used on the UNM campus for a variety of purposes, including self-service demographic data, review of direct deposit and paystubs, bursar accounting, registration, and many others.

ANTHGRAD-L EMAIL LISTSERVE
The Department of Anthropology maintains an email listserv for all current graduate students in the department. The listserv is used for a variety of purposes including job announcements, talk and event announcements, safety/security information, housing/roommate opportunities,
funding opportunities, etc. You can add or remove yourself from this listserv at the following link: http://it.unm.edu/email/listssignup.html

**UNM LOCKSHOP/KEYS**

Keys are issued by the UNM Lockshop. To obtain a key to an office, student space, or building, you (or, for faculty-controlled labs, the faculty supervisor) must request the key from the Department Administrator via email. Once the Department Administrator has signed your request(s), you will present your UNM Lobo ID at the UNM Lockshop, which will issue the keys to you. You are responsible for securing your keys, as well as any space where you are the last person to leave. More information on the Lockshop and keys can be found at https://fm.unm.edu/services/lock-shop.html.

**COPY CODES**

The Department provides 500 copies per semester for each graduate student on our copier. The copies are allocated per semester and are not rolled forward in an accumulating balance. You can request your copy code from the main office.

**MAIL ROOM/MAILBOXES**

Students who are assigned a Teaching Assistantship (TA) will have an individual mailbox assigned to them to allow students to submit papers, etc. We also provide general mailboxes for all graduate students, categorized alphabetically. We have office supplies such as staples, tape, etc. available in the mail room, but please do not remove any supplies without permission.

**STUDENT LABS/STUDY SPACES**

The **Archaeology Student Lab/Study Space** is located in Annex B06 West, with a secure keypad entry computer lab located in Annex B06A. The computer lab provides three Dell PC computers with ARC GIS and other software installed. B06 is an open area that does not require keyed entry and includes an audio/visual unit, while B06A Computer Lab requires a security code to be assigned to you. You may request a key to the exterior doors and a building alarm code for after-hours access. This space also includes a microwave, refrigerator and sink for student use.

The **Ethnology Student Lab/Study Space** is located in Patio 105. It provides two MAC computers and one Dell PC for student use. The room also includes meeting space. You may request a key to the room, as well as a key to the exterior doors for after-hours access. This space also includes a microwave and refrigerator for student use.

The **Evolutionary Anthropology Lab/Study Space** is located in Anth 150. The room includes audio/visual capability and meeting space. You may request a key to the room, as well as a key
to the exterior doors for after-hours access. This space also includes a microwave, refrigerator and sink for student use.

**IMPORTANT NOTE:** As a keyholder and/or individual with secure or alarm access, you are responsible for helping us to maintain security in these spaces. If you are the last person in the room, make sure windows are closed and locked and lock and/or alarm the space before you leave. Please report any maintenance or security issues to the main office.

**OFFICE ASSIGNMENTS**
Due to limited office space in the department, offices are only provided for students holding an active GA or TA position. These spaces are meant to be used to hold office hours to meet with students taking classes. In any given semester, multiple people will be assigned to shared office space. Please coordinate your office hours with others in the shared space and contact the main office if you encounter any issues regarding the shared space/access to office.

**NEW MEXICO RESIDENCY**
We highly recommend that students who are not already New Mexico residents apply for residency after their first year at UNM, even if you are in an assistantship contract (assistantship contracts allow the student in-state tuition for only the time that they are under the contract). By being in-state, you will have flexibility with other funding sources that may not offer the in-state tuition differential and you will be ready at the end of an assistantship to receive the lower rate.

A student who enters and remains in New Mexico principally to obtain an education is presumed to be a non-resident for tuition purposes. A student is classified as a resident or a non-resident for tuition purposes based on information supplied on the application at the time of admission. The residence classification is only changed upon re-application for admission or submission of a petition to Office of the Registrar, Room 261, Student Services Center, or if the student has an active Graduate Assistant (GA), Teaching Assistant (TA) or Research Assistant (RA) contract. Residency petitions will be accepted for each semester until 21 days after the start of classes. No petitions will be accepted after that date. Residency requirements for tuition purposes are established by state law. Each person must meet the requirements individually.

To become a legal resident of New Mexico, the student must satisfy four basic requirements:
- Twelve months' consecutive presence
- Financial independence
- Written Declaration of "Intent"
- Overt act Acts Requirement

Other relevant factors may be considered along with those itemized above. See the UNM Catalog for more detailed information on basic requirements as well as guidelines on
exceptions/additional regulations. To insure in-state tuition rates, students must file a petition establishing New Mexico residency.

A brochure and petition form explaining all requirements for establishing New Mexico residency and residency petitions is available from the Office of the Registrar, Student Services Center 261 or through the following link: https://registrar.unm.edu/residency/. Persons who have special problems concerning residency should arrange for a conference with the Registrar.

FINANCIAL AID, AWARDS, AND FELLOWSHIPS
The primary source for UNM funding information is the Department of Anthropology Funding Guide (see the Department Website/Graduate Tab/Resources Tab for the most current version), which includes descriptions, application procedures, and timelines for a variety of funding through the Department, Graduate Studies, and other UNM organizations.

Students who are awarded GA, TA, or Part Time Instructor (PTI) contracts will receive their contracts electronically through UNM email. While on an active GA/TA or PTI contract, you are classified as a NM resident for tuition purposes. The contract will include information regarding your contract dates/duration, tuition, and approval process through Graduate Studies. If you are a new employee or have not been employed for at least 2 semesters, you must complete all new hire paperwork 3 days prior to your contract start date.

IMPORTANT NOTE: Students on an approved GA/TA or PTI contract normally receive UNM Health Insurance. Advice and information can only be given by UNM HR and Graduate Studies. See https://hr.unm.edu/benefits/student-health-plan for up-to-date information.

UNM POLICY APPLICABLE TO ANTHROPOLOGY GRADUATE STUDENTS
UNM Graduate Studies is the central graduate academic administrative unit at the University of New Mexico. In this role, it provides program, financial, and other student support to all graduate students. Their website https://grad.unm.edu/ provides extensive information about topics ranging from the process of degree conferral to graduate assistantships to thesis and dissertation formatting regulations. Graduate Studies policies apply to all Anthropology Graduate Students, and we strongly encourage you to investigate their website.

Another important source of information is the official UNM Catalog, which constitutes a written contract between the University and the student. The official catalog may be accessed online at http://catalog.unm.edu/catalogs. We strongly advise that you familiarize yourself with the catalog copy for the year in which you entered the program, as these are the rules that will apply to you. You may also choose to follow the requirements listed in subsequent UNM Catalogs, provided that the graduation requirements for the degree sought are completed during the appropriate time scale as prescribed in the catalog under which the student was originally admitted. The catalog under which the student will graduate must be specified on the Application for Candidacy (PhD) and the Program of Study (MA, MS).
If a student is not enrolled for one year, they will need to reapply for admission into the graduate program. In this case the UNM Catalog and Department of Anthropology Graduate Handbook requirements from the year of the student’s re-admission are in effect.

Pathfinder, UNM's annual Student Handbook and Calendar, is the source of much crucial information. The policies section summarizes UNM's Rights and Responsibilities, Sexual Harassment Policy, Student Employee Grievance Procedure, Student Standards and Grievance Procedures, Discrimination Complaint Procedure, Student Records Policy, and various University Standards, Policies, and Regulations. These policies are printed in the Pathfinder appendix. They are binding on all members of the University. The Pathfinder can be found on the Graduate Studies webpage at the following link: https://pathfinder.unm.edu/

To comply with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, UNM and the Department of Anthropology provide alternative testing environments for students who have been certified through the Disabled Student Services at UNM. If you need further information, please contact the Senior Academic Advisor.

GRADUATE POLICIES AND PROCEDURES

ALTHOUGH THE FOLLOWING SECTIONS APPLY TO ALL GRADUATE STUDENTS IN THE ANTHROPOLOGY DEPARTMENT, EXCEPTIONS, ADDITIONS, OR SPECIFICS MAY APPLY TO YOUR DEGREE PROGRAM. PLEASE CONSULT THE SECTION OF THIS GUIDE SPECIFIC TO YOUR SUBFIELD AS WELL AS THIS SECTION!

ADVISING

New students are assigned a faculty advisor prior to their first semester of study. Students may change their advisor after the first semester; the process varies by subfield, so consult the program-specific parts of this guide for more information.

In addition to your faculty advisor, your subfield’s representative on the departmental Graduate Committee (usually termed the subfield advisor) can help with questions related to program specifics. The director of the graduate committee and Senior Academic Advisor can assist with department-level questions and support students who have been unable to find the answers they seek elsewhere. The Department Senior Academic Advisor can help with issues related to degree progress, including interfacing with Graduate Studies.

ANNUAL PROGRESS REVIEW

The faculty is concerned that all students make consistent and timely progress toward their degrees. To this end, each concentration annually reviews its students’ files, hears the faculty advisor's report, and checks on the committee formation and completion of requirements.

The review process begins with a progress report submitted by the student to their faculty advisor, due on April 1. Progress timelines can be found in the subfield sections of this handbook.
All students whose record indicates unsatisfactory work are notified in writing. A student receiving two annual Unsatisfactory ratings may be suspended from the graduate program.

In the event that a student is suspended, the Department will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that program. Suspended students are not eligible to continue work in any graduate degree program in the university for a period of one calendar year from the date of suspension. Readmission after the suspension period requires the approval of the department to which the student has reapplied for readmission and the Dean of Graduate Studies.

**LEAVE OF ABSENCE AND READMISSION**

Should any leave become necessary, students must contact their faculty advisor. Students must then notify Senior Academic Advisor in writing about the timing and intended length of the leave.

Dissertation students planning a leave of absence must petition Graduate Studies or they will be responsible for paying tuition costs for the semesters not in attendance. Petitions for exceptions are granted for catastrophic circumstances only and for a period of one year total.

A student who is admitted and completes at least one semester of graduate studies in the Department is allowed three subsequent semesters, including summer, without taking classes. An absence of more than three semesters, including summer sessions, will result in a student being automatically dropped from the program. In this case, the application form for readmission must be filed with the Department at least six (6) weeks prior to the beginning of the semester in which the student will be returning.

Students should keep in mind that absences from graduate study are included in the MA and PhD time limits. Once enrollment for ANTH 599 (Thesis) or ANTH 699 (Dissertation) has begun, continuous enrollment must be observed.

**COURSE WORK AND EXAM REQUIREMENTS**

**GRADUATE STUDIES ROAD MAPS**

Graduate Studies provides road maps, which give an overview of the process with links to information and necessary forms for each step along the way. We recommend that you use them as a reference and guide to your graduate passage: http://grad.unm.edu/resources/start-to-finish-unm/start-to-finish.html. Please note that some of the language used by GS differs from that used by the Department of Anthropology – reach out to your subfield Graduate Advisor, the Chair of the Graduate Committee, and/or the Senior Academic Advisor with any questions.
MASTER’S DEGREE

The following are the minimum requirements at each level. Programs meeting the minimum requirements do not automatically constitute a master’s or doctoral program. Each program must be approved by the major department and by Graduate Studies. All courses must carry graduate credit within the department offering them. In the case of Anthropology, this means all courses numbered above 500 (as well as some numbered 300 or 400).

Graduate Studies requires that all students pursuing a Master’s Degree file a Program of Study form and Master’s Examination form. These forms are essential to the completion of your Masters; without them your degree is not complete.

Please note that the Department of Anthropology does not offer Plan III Master’s degrees.

Program of Study

During the semester prior to taking the Master’s exam and preferably after 15-18 hours of residence graduate credit, students file a candidacy form called a “Program of Studies” (POS) on the GS website. The POS form must be completed in consultation with the student’s faculty advisor, the faculty graduate advisor for the student’s subfield, and the Senior Academic Advisor. The Deadlines for filing the POS are: Summer - March 1st, Fall - July 1st, Spring - October 1st.

Master's Thesis (Plan I)

In the Ethnology subfield, students may opt for Plan I (thesis), usually when they are planning to complete their training at this level. Ethnology students wishing to pursue a Plan I Master’s should first identify a chair of the Thesis Committee and ask that person to serve. The student then needs to obtain the consent of two other faculty members to serve as members of the thesis committee. The Anthropology Dissertation Committee Form may be used for constituting a Thesis Committee.

Ethnology students pursuing a Plan I MA/MS must complete a minimum of six (6) hours of Thesis (599) credit. While working on the thesis, students must continue to register for a minimum of one hour of 599 each fall and spring semester until the Dean of GS approves the thesis. Thesis candidates must be enrolled the semester in which they complete degree requirements, including summer sessions.

Master’s Exam (Plan II)

Plan II is the correct option for all Archaeology, Evolutionary Anthropology, and Public Archaeology MA/MS students as well as for Ethnology students pursuing the PhD. The requirements for the Plan II Master’s vary by subfield; read the appropriate subfield section of this guide and check with your subfield Graduate Advisor.
Master’s Degree Transfer Credits
If a student transfers into the graduate program with some graduate credit (including a Master’s degree), it is up to the subfield to determine which credits are acceptable for the Master’s degree in that program. A student wishing to transfer credits must petition the concentration faculty. Petitions must include a description of the course for which the credit is being requested, the program requirement for which the course credit will serve, and a report of the grade received in the course. See subfield-specific information, below, for policies regarding students entering with graduate coursework or a Master’s degree.

The Graduate Office has the following restrictions on such transfer credits towards a degree:
- Must come from an accredited institution;
- Must carry letter grades of B or better (does not include a B-);
- At least ½ of the credit hours required for a MA/MS must be taken after admission to the UNM program;
- Course work older than 5 years cannot be used to meet requirements for a Master’s degree.
- Students who enter the program with an approved MA/MS degree in Anthropology or a related field and who are accepted for admission into the doctoral program, have the following formal coursework requirements: 24 hours of course work at UNM, 18 of which must be taken after admission to the PhD program, plus 18 hours of dissertation.

DOCTORAL DEGREE
The PhD requires a minimum of 48 hours of course work (including coursework taken for the Master’s), only 6 of which may be in 697. The master’s degree or its equivalent (at least 30 graduate hours) must be completed. At least 18 semester hours, exclusive of thesis and dissertation, must be earned in courses numbered 500 or above, completed at UNM, and completed in PhD Status (post-master: class O3) (Note: most students are admitted as PhD (class 03) status if they apply directly to the PhD program).

Language/Skill Requirement
To advance to PhD candidacy, doctoral students must demonstrate competence in either (a) a foreign language and a technical skill; (b) two foreign languages; or (c) two skills relevant to the dissertation topic. The requirements for language/skills vary by subfield; see below for general department policy, and then refer to the relevant subfield for additional requirements.

The mix of skills and language must be approved in advance by the student’s Committee on Studies. Courses used to satisfy skill/language requirements may not be counted in the 48 hours required for the PhD degree. The language(s) should be relevant to the student’s course of study. Competence in a language may be demonstrated in several ways, including four semesters of instruction with a grade of B or better; two graduate level reading courses with a
grade of B or better; a minor in the language; or successful completion of a departmental examination (See GS language/skill requirement form). Students from non-English speaking countries may, with the approval of their committee, use English as a foreign language. Skills, which must be taken outside the department, must also be relevant to the student’s course of studies. For example, skills might include specific technical proficiency in advanced statistics, computer skills, demography, cartography, film/video production or photography. Specifically excluded are areas that are part of normal training for an advanced degree in anthropology, including but not limited to archaeological, ethnographic, or paleontological field and/or lab methods, applied osteology (forensics), computer literacy, and other basic skills.

Committee on Studies

Each doctoral student is required to have a Committee on Studies, which may be or may become his/her Dissertation Committee. The timing of when the committee should be formed and specific rules for the composition of the committee vary by subfield; please consult the relevant section of this guide for details. Graduate Studies also has rules about committee composition; they can be found here https://grad.unm.edu/resources/gs-forms/committee-service.html. Each outside committee member must be approved by UNM Graduate Studies; consult the Senior Academic Advisor for the current process.

The Committee on Studies will:

- Meet with the student regularly;
- Establish prerequisites and review deficiencies;
- Plan with the student, approve and direct an integrated program of work in supporting fields;
- Recommend transfer of credit;
- Approve the Application for Candidacy;
- Determine the individual doctoral requirement in foreign languages and/or other technical skills;
- Act as the Dissertation Committee for the Comprehensive Examination, which determines whether the student shall or shall not be advanced to Candidacy.

The Appointment of Dissertation Committee form must be submitted to Senior Academic Advisor. The form for committee membership can be found at: http://anthropology.unm.edu/graduate/forms-resources.html. A full four (4) member committee is required at the time that the Announcement of Examination form is submitted to schedule a dissertation defense/final exam.

Students may change the composition of their committee without penalty of any kind. Please consult with the subfield Graduate Advisor, the chair of the Graduate Committee, and/or the Department Senior Academic Advisor for process. Once the new committee has been agreed
upon, the student must formally notify former and new members of the Committee and the Department Senior Academic Advisor of the changes.

**PhD Comprehensive Examination**

The PhD Comprehensive Examination takes place when the student is ready to advance to candidacy. The requirements for the PhD Comprehensive Exam vary by subfield.

**Advancement to Candidacy**

After completing 18-21 hours of dissertation credit hours (see below), the Anthropology Comprehensive Exam, the language/skill requirement, and any other requirements of the program, students file the Application for Candidacy form with Graduate Studies. Consult the Department Senior Academic Advisor for more information on this process.

**Dissertation Credit Hours**

The program for the doctorate includes a minimum of 18 hours of dissertation (ANTH 699) credit. While working on the dissertation, students must continue to register for at least three hours of 699 each fall and spring semester. Doctoral candidates must be enrolled the semester in which they complete PhD degree requirements, including summer sessions. Enrollment in ANTH 699 dissertation hours may not begin prior to the semester in which the PhD Comprehensive Exam is taken. Students may continue to enroll in ANTH 699 only if they pass their PhD Comprehensive Exam.

**Dissertation Progress**

Once the student passes the PhD Comprehensive Exam, the Dissertation Committee will deal with all subsequent matters related to the completion of requirements for the PhD. The chair of the dissertation committee, together with other members, will be responsible for directing and advising the dissertation research, overseeing the writing, evaluating, and approving the completed dissertation, and conducting the defense.

**Anthropology Hybrid Dissertation Guidelines**

All doctoral students at UNM must complete a formal dissertation as part of the fulfillment of the PhD requirements. Doctoral students who wish to write a hybrid dissertation (comprised of published papers and/or manuscripts) can do so with the supervision of the student’s committee under the following regulations:

1. The student must obtain approval to complete a hybrid dissertation from their Committee on Studies prior to preparing the dissertation and scheduling the final examination.
2. The materials substituted for a formal dissertation must be published articles or manuscripts prepared for publication. In the latter case, at least two manuscripts must
have been submitted for publication prior to the final examination, in a preferred national or international journal approved by the student’s graduate studies committee.

3. The articles or manuscripts must report research that is primarily the student’s. The student must be first author on all articles or manuscripts. If possible, the student should be sole author of at least one paper.

4. The document submitted for satisfaction of degree requirements under this option should contain:
   a. A general introduction;
   b. The articles or manuscripts as separate chapters arranged in a logical sequence (and connected by transitional material as necessary to give the document an overall unity as well as a brief introduction about where the manuscript has been submitted, or complete publication information if the article has been accepted, and a complete list of authors as it will appear in the published article);
   c. A terminal synthesis, conclusions, or summary that provides an overview of the collective findings reported in the separate papers;
   d. A complete bibliography;
   e. Additional material that will not be submitted for publication may be included as appendices or a literature review section, as appropriate.

5. Style for the separate papers should follow that of the journal(s) to which they are submitted; style for non-submitted material should follow Graduate Studies “Guidelines for Thesis and Dissertation Format” requirements.

6. All materials submitted under this option should be on standard 8-1/2x11-inch paper suitable for binding. If reprints of published journal articles are used, each page should be mounted separately on 8-1/2x11-inch sheets of blank paper.

7. For any article which has been accepted for publication by the time of the student’s graduation, the student must provide a written copyright release from the publisher granting permission to include the article in the dissertation and to make it available to the UNM library system and The Clark Field Archive.

8. Work represented in all manuscripts or papers must have been accomplished under the supervision of the dissertation chairperson, and the preparation of the dissertation itself must be under the supervision of the dissertation chairperson and committee.

9. The final examination will be conducted using the articles or manuscripts as the basis for examination.

10. The amount and quality of the dissertation performance, including the introductory, connecting, and concluding material, and the physical presentation of the dissertation shall meet traditional dissertation requirements and standards.

11. All other normal dissertation requirements and procedures, such as hours of enrollment, required forms, etc., shall be observed.

Dissertation Final Defense And Submission

A final oral presentation covering the dissertation and its relationship to Anthropology is required. The examination committee must have at least four (4) members. The defense
committee will ordinarily be the same as the dissertation committee. Substitutions can be made only with the approval of the dissertation director.

The Final Defense is public and open to all who wish to attend. Announcements must be posted 2 weeks in advance along with a department listserv notice.

Dissertation Defense And Submission Guidelines
1. Student notifies the department advisor, with an intent to graduate form, the semester prior to the semester of intended graduation.
2. Student must submit a complete copy of the penultimate (not the first) draft of the dissertation at least six weeks prior to the anticipated defense date. The committee chair and the majority of the committee must agree that this is the penultimate draft.
3. All members of the committee must respond to the student with comments and required revisions within 30 days of receiving the penultimate draft. If the committee agrees that any revisions to the penultimate draft can be successfully completed by the date of the defense, the committee chair will inform the student that they may schedule the defense.
4. Student schedules defense with committee at least three weeks before the event. The Senior Academic Advisor will help with the room reservation.
5. Student submits the “Announcement of Examination” online form. Note that GS must receive the “Announcement of Examination” online form, listing the exam committee members, title, place, time, and date at least three weeks prior to the exam. No defense can be held without approval from Graduate Studies.
6. After the defense, the student’s committee files the “Report of Examination” online.
7. Student submits a copy of the dissertation to each member of the committee by the end of the semester in which the student graduates.
8. Student (or committee chair) provides one copy of dissertation to be displayed at the anthropology graduation in the Spring.
9. Student submits a final electronic copy of the dissertation (formatted to GS specifications) along with required accompanying forms, following GS protocols. For graduation in a given semester, the dissertation should be submitted two days prior to the manuscript deadline: July 15 for Summer, April 15 for Spring and November 15 for Fall.
10. Student submits one bound copy (inexpensive binding acceptable) to the Senior Academic Advisor for the Clark Field Archive by the end of the semester in which they graduate.

GRADUATION AND DEPARTMENT CONVOCATION
Degrees are awarded three times a year. UNM Commencement is in December and May. Though the annual Departmental Convocation is only in May, students from summer and fall graduates are invited to attend the ceremony as well.

Regardless of the degree, students must be included on Graduate Studies’ graduation list to be eligible to graduate. To get on the list, students must submit Notification of Intent to Graduate to the Senior Academic Advisor the semester prior to graduation.
In addition to being on the graduation list, students must complete all degree requirements for graduation no later than April 15 for Spring, July 15 for Summer, and November 15 for Fall. These include the results of master’s exams, thesis and dissertation defenses, and theses and dissertation manuscripts, as well as specific GS forms and requirements; check the GS website and consult with the Senior Academic Advisor. Students who miss a given semester’s deadline may be eligible for Courtesy Policy; check with the Senior Academic Advisor for more information.

Students who wish to participate in the Department’s convocation in the spring but who will officially graduate with their PhD the following summer session must meet the following criteria:

- The student must successfully defend their dissertation prior to the end of the spring semester.
- The student’s committee must be in agreement that the student will be able to submit the manuscript in final form by the summer session deadline of July 15.
- The student’s name in the department convocation booklet will be identified with an asterisk indicating the official graduation date to be completed in the following summer.
REQUIRED FORMS AND DEADLINES

*Please consult with the Senior Academic Advisor for assistance with completing the following forms.*

<table>
<thead>
<tr>
<th>REQUIRED FORM</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program of Studies for the Master’s Degree</td>
<td>Semester PRIOR to MA/MS graduation: July 1 (FALL) October 1 (SPRING) March 1 (SUMMER)</td>
</tr>
<tr>
<td>Announcement of Examination (Master’s Plan I or Plan II)</td>
<td>3 weeks prior to Master’s Exam (format varies by subfield; consult the subfield Graduate Advisor for details)</td>
</tr>
<tr>
<td>Intent to Graduate (Master’s or PhD Degree)</td>
<td>Email the Senior Academic Advisor before the end of the semester PRIOR to graduation</td>
</tr>
<tr>
<td>Dissertation Committee Formation</td>
<td>PRIOR to Dissertation Proposal, but may be earlier, check with your subfield advisor</td>
</tr>
<tr>
<td>Language and/or Research Skill Requirement</td>
<td>Due upon completion, of the skill for the department record/academic file must be completed before your Application of Candidacy (and preferably before the PhD Comprehensive Exam)</td>
</tr>
<tr>
<td>Announcement of Examination (PhD Comprehensive exam.)</td>
<td>3 weeks prior to the Exam</td>
</tr>
<tr>
<td>Application for Candidacy for Doctoral Degree</td>
<td>Upon completion of coursework, skills, and PhD Comprehensive Exams/Specials exam, and at the latest No later than the semester PRIOR to PhD graduation: July 1 (FALL), October 1 (SPRING), March 1 (SUMMER)</td>
</tr>
<tr>
<td>Announcement of Final Examination for Doctora defense</td>
<td>3 weeks PRIOR to Dissertation defense</td>
</tr>
<tr>
<td>Graduation: Final Dissertation/Defense, MA/MS Exam/Thesis, and all paperwork due to Graduate Studies, including Manuscript Forms/Fees)</td>
<td>November 15 (FALL) April 15 (SPRING) July 15 (SUMMER)</td>
</tr>
</tbody>
</table>
The Archaeology Program provides in-depth education in archaeological method and theory with a variety of topical and regional foci. All graduate students are trained in research design, quantitative methods, field methods, grant writing and anthropological theory. Specialized training is available in ceramic analysis, geospatial analysis, geoarchaeology, zooarchaeology, lithic analysis and teaching methods. The research expertise of the faculty ranges from hunter-gatherer societies to states and empires and geographically extends from North America to Europe, the Pacific, Mesoamerica, and Andean South America.

Archaeology faculty members regularly conduct field research in the US and abroad. Students may undertake research in conjunction with these projects as well as on an independent basis in a region of the student’s choice. An archaeological field school, one of the oldest in the United States, is also carried out every summer or fall in the US Southwest. Students are encouraged to participate in the field school and to use information collected from it for presentations at professional meetings and for articles published in professional journals. The Office of Contract Archaeology, the archaeological cultural resource management arm of the university, provides additional research opportunities in the US Southwest, as does the Maxwell Museum of Anthropology, which houses many important collections from the US Southwest and other areas. Adjunct and Affiliate faculty in the Archaeology subfield may be able to support additional opportunities for student research; see the department website for more information on these individuals.

GRADUATE DEGREES OFFERED: MA or MS in Anthropology (Public Archaeology); MA or MS in Anthropology (Archaeology); PhD in Anthropology (Archaeology).

ARCHAEOLOGY SUBFIELD FACULTY

Boone, James (PhD SUNY-Binghamton): Complex societies, evolutionary ecology; Europe, Iberian Peninsula, North Africa, Medieval Period. (Also affiliated with the Evolutionary Anthropology subfield)

Graves, Michael (PhD University of Arizona): Evolution of prehistoric agriculture, social organization and complexity, geospatial studies; architectural and ceramic stylistic analysis; history of archaeology; Oceania (Hawai‘i, Micronesia), US Southwest.

Hayashida, Frances (PhD University of Michigan): States and empires, political economy, political ecology, agriculture, craft production, ethnohistory, ethnoarchaeology, archaeometry, Andean South America.

Huckell, Bruce (PhD University of Arizona): Hunter-gatherer paleoecology, lithic technology, geoarchaeology, Paleoindian and Archaic periods; US Southwest.
Jones, Emily Lena (PhD University of Washington): Human-environment interactions, zooarchaeology, and paleoecology; quantitative methods; public archaeology and heritage studies; Stone Age Europe, US Southwest, and Spanish Colonial Americas.

Mattson, Hannah (PhD University of New Mexico): Ceramic technology, personal adornment; materiality, social identity, ritual practice; agricultural production and agrarian settlement organization; public archaeology; US Southwest

Pearson, Osbjorn (PhD Stony Brook University): Paleoanthropology, origin of modern humans, skeletal biology, functional morphology, quantitative methods; Africa, Europe. (Also affiliated with the Evolutionary Anthropology subfield)

Prufer, Keith (PhD Southern Illinois University): Complex society, landscape transformation, evolutionary ecology, political economy, cave studies; Mesoamerica. (Also affiliated with the Evolutionary Anthropology subfield)

Schleher, Kari (PhD University of New Mexico): Southwest US (Northern Rio Grande and Mesa Verde regions); pottery analysis; petrographic analysis; public archaeology and outreach.

Sinopoli, Carla (PhD University of Michigan): complex societies, states and empires, political economy, craft production, ceramics, museum studies, South Asia

Traxler, Loa (PhD University of Pennsylvania): Complex societies in the Americas, architecture, and the built environment. Mesoamerica, Maya civilization. Museum studies, archaeological collections, cultural heritage, and public museums.

AFFILIATED FACULTY:

Crown, Patricia (PhD University of Arizona): Ceramic analysis, gender studies, archaeology of childhood, learning; US Southwest.

ARCHAEOLOGY ADVISING AND PROGRESS REVIEW

Prior to the start of their first semester, new students meet with the Archaeology Graduate Advisor or Public Archaeology Graduate Advisor, as appropriate, to discuss program requirements. Students entering the program with a MA or MS degree from another institution who wish to receive credit for this work must provide the Archaeology Graduate Advisor with a description of course work taken for that degree during their first semester in the program.

In addition to their subfield/program advisor, new students are assigned a faculty advisor during their first semester of study. Students should meet with their faculty advisor before registering for classes to discuss appropriate course work (note: this should be done during the semester prior to the one being registered, not over breaks or holidays) as well as during the semester to discuss their progress in the program.

Students may change advisors during the first semester or later, provided an alternative faculty member is willing to serve as the advisor. After two semesters of course work, students must form a committee, consisting of a principal advisor or chair (must be a member of the Archaeology subfield) and two additional faculty members.

The Archaeology subfield takes student evaluation seriously. We follow the department-wide procedure for annual review (see “Annual Progress Review,” above), with a few Archaeology-specific additions. As in other subfields, Archaeology students must submit their annual progress reports to their faculty advisor, the subfield/program graduate advisor, and the Senior Academic Advisor no later than April 1st of each academic year. Each student’s record is discussed in detail during a subfield faculty meeting at the end of the academic year. The discussion includes an assessment of the student’s progress as well as expectations for that student in the coming academic year. Each record is given one of four possible evaluations: "excellent" (reserved for milestone accomplishments, such as receiving a large grant or leading a major publication), "satisfactory" (student meets expected yearly progress goals), "concern" (there are certain problems or weaknesses that should be addressed in the coming year), and "unsatisfactory" (there are major problems with student performance, or the student failed to submit a progress report). Following this meeting, the student’s faculty advisor provides the student with a letter explaining the student’s evaluation, including expectations for the coming academic year. The subfield/program Graduate Advisor and the Senior Academic Advisor are both copied on the letter.

A student receiving two annual Unsatisfactory ratings may be suspended from the graduate program. If a student is suspended, the Department will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that program. Suspended students are not eligible to continue work in any graduate degree program in the university for a period of one calendar year from the date of suspension. Readmission after the suspension period requires the approval of the department to which the student has reapplied for readmission and the Dean of Graduate Studies.
ARCHAEOLOGY DEGREE PROGRAMS

The Archaeology subfield has two programs – the Public Archaeology Master’s program, which is a terminal Master’s, and the Archaeology PhD program, in which students may earn a Master’s en route to the PhD as well as the PhD itself. Details on each program – Public Archaeology, the PhD-track Master’s degree, and the PhD, are described below. Any questions about these programs may be directed to the Archaeology graduate advisor and the Public Archaeology graduate advisor.

PUBLIC ARCHAEOLOGY MASTER’S

The Public Archaeology Master’s is a terminal degree: students earning an MA/MS with a concentration in Public Archaeology who wish to earn a PhD in Anthropology at UNM must apply for and gain admission to the doctoral concentration in archaeology. The MA graduate concentration in Public Archaeology requires 36 credits while the MS option requires at least 6 additional graduate credits in sciences, such as Chemistry, Biology, Earth and Planetary Sciences, and Mathematics.

Public Archaeology Master’s degrees are offered only as Plan II (coursework plus research paper and exam); Plan I (coursework plus thesis) and Plan III (coursework only, no exam) are not offered.

Course Work Requirements (36 Credits)

A. Public Archaeology Core Requirements (15 hours total)
   GROUP I (9 hours)
   ANTH 572: Science in Archaeology
   ANTH 574: History and Theory of Archaeology
   ANTH 579: Current Debates in Archaeology
   GROUP II (3 hours)
   ANTH 592: Managing Cultural Resources
   GROUP III (3 hours)
   ANTH 581: Anthropology of Heritage

B. Thematic Electives (12 hours total) *
   GROUP I: Lab Methods/Skills (6 hours required, up to 9 possible; may include classes from other departments with permission of the Public Archaeology Graduate Advisor)
   ANTH 522: Lithic Analysis
   ANTH 523: Quantitative Methods in Archaeology**
   ANTH 584: Zooarchaeology
   ANTH 573L: Archaeological Measurement/Laboratory Analysis
   ANTH 580: Ceramic Analysis
   ANTH 582L: Geoarchaeology
GROUP II: Area and Theory (3-6 hours; may include other area/theory topical classes with permission of the Public Archaeology Graduate Advisor).

ANTH 501: Native American Art I
ANTH 502: Native American Art II
ANTH 509: Seminar in Native American Art
ANTH 521: Southwest Archaeology
ANTH 531: Indigenous Peoples of North America
ANTH 582: Museum Methods
ANTH 585: Seminar in Museum Methods
ANTH 586: Practicum: Museum Methods

C. Internship/Practicum (9 hours total; consultation with Public Archaeology Graduate Advisor required)

ANTH 597: Problems (max of 6 hours)
ANTH 598: Advanced Problems (no limit on credit hours)

* Appropriate courses from Anthropology or other departments may be substituted for these electives with the approval of the Public Archaeology Graduate Advisor.

**If students do not have statistics background from previous academic work, this class or an equivalent course is required.

Public Archaeology Master’s Committee
Public Archaeology students work closely with a faculty advisor, identified in the first semester of the first year in the program. The advisor heads the student’s Master’s committee, which also includes two additional faculty members from the Anthropology department. The Master’s committee is generally formed at the end of the student’s second full-time semester.

Public Archaeology Master’s Internship
In addition to the coursework requirements listed above, the student must, in consultation with the committee, identify and complete an internship project with an appropriate agency, museum, or other entity involved in Public Archaeology. Typically, the internship will be completed between the first and second years in the program. The internship must include a management experience, broadly defined, that is agreed upon by the student, the internship entity, and the committee. Associated with the internship, the student will take 3 hours of ANTH 597 with their advisor and will complete a written assignment (to be agreed upon between advisor and student) exploring some aspect of the management experience.

Public Archaeology Master’s Paper
In the third and fourth full-time semesters, Public Archaeology students write a master’s paper demonstrating skills learned in the program; this paper serves as one part of the master’s exam. The paper may be based on the internship paper, or it may explore some other topic. While the topic and structure of the paper are to be determined by the student, the student’s committee,
and the Public Archaeology Graduate Advisor, the paper must have some relevance to Public Archaeology, broadly defined, and it should be a substantive work (see guidelines for the Ph.D-track Master’s Paper, above). The Public Archaeology Master’s paper is submitted to the student’s committee, ideally by March 1st of the student’s fourth semester.

**Public Archaeology Master’s Oral Exam ("Defense")**

Once the student’s committee has approved the Master’s paper, the committee will conduct an oral exam based on the master’s paper, the student’s internship experience, and the relevance of these two activities to public archaeology. The possible grades are Fail, Pass, and Pass with Distinction. **This is a Plan II Master’s exam.**

Upon successful completion of the exam, the student will make any requested revisions to the paper and submit a final version to the advisor and to the Public Archaeology Graduate Advisor.

**Transferring to the Archaeology PhD Program from the Public Archaeology Master’s Program**

Transferring to the Archaeology PhD program from the Public Archaeology Master’s program requires formal application to and acceptance into the PhD program. Students who are accepted into the PhD program must complete all requirements for the UNM Public Archaeology Master’s degree prior to beginning the PhD. If they have completed the appropriate coursework, and with approval of the Archaeology Graduate Advisor, they may upon their entry into the PhD program be treated as 5th semester PhD students.

Public Archaeology students with an interest in applying to the PhD program should consult with the Public Archaeology graduate advisor, the Archaeology graduate advisor, and their faculty advisor as early in their time at UNM as possible to facilitate the transfer process.

**ARCHAEOLOGY MASTER’S (PHD TRACK)**

Students entering the Archaeology PhD track without a Master’s in hand complete the Master’s en route to the PhD. Students entering the Archaeology PhD track having already completed a Master’s elsewhere should consult the Archaeology subfield Graduate Advisor as well as the instructions for the Archaeology Doctoral Program below.

**Archaeology Master’s degrees are offered only as Plan II (coursework plus research paper and exam); Plan I (coursework plus thesis) and Plan III (coursework only, no exam) are not offered.**

**Course Work Requirements (32 Credits)**

A. Core requirements (12 credits):

   • ANTH 523: Quantitative Methods in Archaeology OR STAT 527: Advanced Data Analysis I (preferably STAT 528 as well) OR other comparable graduate level statistics course
   • ANTH 574: History & Theory of Archaeology
   • ANTH 579: Current Debates in Archaeology
ANTH 572: Science in Archaeology

B. Plus one of the following laboratory courses (3-4 credits):
   - ANTH 522: Lithic Analysis
   - ANTH 573L: Archaeology Measurement/Lab Analysis
   - ANTH 584: Zooarchaeology
   - ANTH 580: Ceramic Analysis
   - ANTH 582L: Geoarchaeology

C. In addition, one course from each of the following three groups must be completed by the end of the second year, or fourth semester (9 credits; other courses may be considered with permission from the Archaeology Graduate Advisor):
   
   Foraging Societies:  ANTH 525: Stone Age Europe
                      ANTH 527: African Prehistory
                      ANTH 570: Advanced Topics: Southwest I (the Preceramic period)
                      ANTH 595: First Americans
   
   Middle Range Societies: ANTH 521: Southwest Archaeology
                          ANTH 570: Advanced Topics: Bronze & Iron Age Europe
                          ANTH 576: Seminar: Southwestern Archaeology
   
   Complex Societies:  ANTH 524: South American Archaeology
                        ANTH 528: Near Eastern Archaeology
                        ANTH 529: Archaeology of Complex Societies
                        ANTH 576: Ancient Mexico

All other course work consists of electives. The MS degree requires at least 6 additional graduate hours in sciences such as Chemistry, Biology, Earth and Planetary Sciences, and Mathematics.

Archaeology PhD-track Master’s Committee
The Master’s Committee will be comprised of three subfield faculty members chosen by the student and headed by the student’s advisor. The committee (which is formed only for the Master’s Exam; the PhD committee may be entirely different) should be formed by the end of the second semester of course work and should be regularly consulted.

Archaeology PhD-track Master’s Exam
The Master’s Exam, which will be taken in the 4th semester, consists of:
   1. A research paper; and
   2. An oral exam based on the paper

Archaeology PhD-track Master’s Paper
The Master’s paper (which may be developed from a term paper) must have clear research questions placed within a larger theoretical framework, data (may be newly collected or already published), analysis, results, and interpretations and should be no more than 25 double-spaced
Archaeology PhD-track Master’s Oral Exam (“Defense”)
The oral exam must be taken by the end of March and should be scheduled in early March by the student in consultation with the committee. The possible grades are F (fail), PM (Master’s pass only; student will not continue in the PhD program), P (pass), and HP (high pass). This is a Plan II Master’s exam.

ARCHAEOLOGY PHD PROGRAM
DOCTORAL QUALIFYING ASSESSMENT

Upon successful completion of the master’s paper and exam, students who wish to continue into the PhD program must submit a letter expressing intent to do so, accompanied by a transcript. A letter of support from the student’s advisor must accompany the student’s letter. The faculty member’s letter will assess the student’s performance over the first 2 years in the graduate program, and the student’s potential to continue into the PhD program. Both letters should be completed and submitted by April 15 of the student’s 4th semester in the program. For students entering with a Master’s, these letters are due by the end of the 2nd semester in the program. The decision to allow the student to continue will be by vote of the subfield faculty. Options are continuation in the PhD program or dismissal at the master’s level.

By the end of the 5th semester, students chosen to continue in the PhD program must produce a portfolio containing the following elements:
1. A 1-page dissertation prospectus
2. Three annotated bibliographies developed in an independent readings class (698) with the student’s advisor, covering theory, methods, and area relevant to the proposed research
3. Three exemplary (revised if desired) research papers from graduate courses taken at UNM
4. A draft program of study

Based on these materials, students will prepare:
5. An oral presentation covering the three papers, the dissertation prospectus, and the program of study

The student will provide 1-4 to the Archaeology graduate advisor no later than the final day of the 5th semester. Students will make the oral presentation—not to exceed 30 minutes—to the full subfield faculty on a to be arranged date prior to the beginning of the 6th semester. Half or more of the presentation should be focused on the prospectus. Based on the portfolio and the presentation, the faculty will evaluate the student’s readiness to continue to ANTH 675 and the dissertation proposal. For students entering with a master’s degree from another institution, the
portfolio should be completed by the end of the 3rd semester and the oral presentation made prior to beginning the 4th semester.

A student who does not pass the Qualifying Assessment Exam on the first attempt may petition the Archaeology Faculty to retake the exam only once more, in the year following his/her first attempt.

**COURSE WORK REQUIREMENTS**

All incoming graduate students must meet with the Archaeology Graduate Advisor to discuss program requirements. Students entering the program with an MA or MS in Anthropology, with a concentration in Archaeology, may petition the faculty to modify the number and content of requirements and electives based on their previous graduate coursework. Students entering the program with a degree in another field may be required to complete additional course work in general Anthropology (i.e., ANTH 320, 330, 321 and/or 310).

A. Required coursework for the Master’s (see “Archaeology Master’s (PhD Track)” above. Students entering with an approved Master’s from another institution may transfer in coursework completed elsewhere to cover select requirements, with approval from the Archaeology Graduate Advisor.

B. ANTH 675: Archaeological Research Proposals (3 credits) must be completed after the student has successfully passed the PhD qualifying examination. It will be taken by most students after the 5th semester but may be taken in the 4th semester by students entering with an approved Master’s degree. ANTH 675 must be completed before initiating the Comprehensive Examination. Prerequisite: In the semester before taking the course, students must take a readings course with their advisor in preparation.

C. Coursework to complete the Language/Skills requirement (see below).

D. Electives to support student’s program of study and to meet credit hour requirements. These should be chosen in consultation with the student’s faculty advisor, committee on studies, and Archaeology Graduate Advisor.

**LANGUAGE/SKILL REQUIREMENT**

Archaeology students may fulfil the language/skill requirement with either two languages or one language and one skill. The two skills option is not available in Archaeology. The language(s) must be appropriate to the student’s course of study, as determined by the student’s dissertation committee. Students must demonstrate reading proficiency in the language(s).

To demonstrate reading proficiency in a language, students may either (1) complete a fourth semester (i.e., level IV) or higher University course with a B or higher, no more than five years
prior to the date of filing the language paperwork; or (2) pass an exam consisting of a one-hour translation into English with a dictionary and a one-hour translation into English without a dictionary.

In lieu of a second language, students may acquire working knowledge of a specific technical skill (e.g., statistics, stable isotope analysis, GIS, cartography, photography, etc.) relevant to their dissertation research as determined by the committee, but from departments other than Anthropology. They may demonstrate this knowledge by taking two graduate-level courses related to the skill and passing these with a B or higher; by completing an MA in another field; or (with permission of the subfield) through demonstrated proficiency and/or coursework in a lab setting.

The decision of which language(s) or skill to acquire must be made in consultation with the student’s dissertation committee. A language or skills form must be completed with a signature from the committee chair to approve the language and/or skill. Students pursuing skills through non-coursework means (e.g., a lab internship) should formally petition the subfield faculty to allow such skills. Students are strongly encouraged to complete the Language/Skill requirement prior to scheduling the PhD Comprehensive Examination.

**COMMITTEE ON STUDIES (DISSERTATION COMMITTEE)**

By the end of the 5th semester, the student must form a committee of at least 3 faculty members. All 3 committee members should be from the Anthropology Department and appropriate for the student's interest; both the student's chair and one additional member must be faculty in the Archaeology subfield, and at least two members must be tenured or tenure-track faculty. Students may, but are not required to, select a fourth, outside member prior to the dissertation proposal defense. This outside member will have expertise appropriate to the student’s dissertation research; they may be from another department at UNM or from another institution. Committee members not affiliated with UNM must receive prior approval from Graduate Studies; consult the Senior Academic Advisor for the current process.

**DISSERTATION PROPOSAL**

The PhD proposal is a written document outlining a research problem, theory, and method relative to that problem, the kinds of data to be collected, and possible outcomes and interpretation. Students complete a first draft of their dissertation proposals in ANTH 675, Archaeological Research Proposals. Subsequent drafts will be submitted to their committee on studies for review (please note that proposal drafts may only be accepted and evaluated during the academic year). Once the proposal has been approved by the committee on studies, the student may proceed to the Doctoral Specials Examination.
DOCTORAL SPECIALS EXAMINATION (aka the PHD COMPREHENSIVE EXAM plus additional requirements)

The Archaeology PhD Comprehensive Examination consists of:

1. A dissertation proposal and expanded, comprehensive bibliography, prepared in consultation with and approved by the student’s committee on studies; and
2. A formal, public presentation of the proposal and bibliography, followed by a closed-door oral examination conducted by the student’s committee.

To complete the full Specials Examination and advance to candidacy, students must fulfil two additional requirements:

3. Submission of the proposal (approved by the committee on studies) to an approved external funding agency that provides peer review.
4. Complete the Language/Skill requirement.

ADVANCEMENT TO CANDIDACY

After 18-21 hours of doctoral course work and completion of the full requirements for the Doctoral Specials Exam, students must apply for Advancement to Candidacy with Graduate Studies. Consult the Senior Academic Advisor for the current procedure.

DISSERTATION CREDIT HOURS

The doctorate requires a minimum of 18 hours of dissertation (ANTH 699) credit. While working on the dissertation, students must continue to register for at least three hours of 699 each fall and spring semester until the Dean of OGS approves the dissertation. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in ANTH 699 dissertation hours may not begin prior to the semester in which the PhD Comprehensive Exam is taken. Students may continue to enroll in ANTH 699 only if they pass their PhD Comprehensive Exam.

DISSERTATION PROGRESS

The chair of the student’s dissertation committee, together with other members, is responsible for directing and advising the dissertation research, overseeing the writing, evaluating, and approving the completed dissertation, and conducting the defense.

Changes to the dissertation committee (including the chair) may be made by the student during this process, but all affected parties must be informed. To make changes, the student must secure the agreement of new members/previous members taking on new roles, consult with other committee members, and then inform all current and former members, as well as the Senior Academic Advisor, of the new committee composition.
The final dissertation committee, which must have at least four members and include an outside member, must be constituted prior to the submission of the dissertation for committee review. See “Committee on Studies,” above, and UNM GS Committee Service Guidelines (https://grad.unm.edu/resources/gs-forms/committee-service.html) for rules regarding committee composition, and “Dissertation Submission and Defense Guidelines,” above, for details on process regarding finalization of the dissertation.

**DISSERTATION FORMAT**

Students in Archaeology may write a traditional dissertation or submit a “hybrid” dissertation in the form of three or more related, publishable papers plus an introduction and conclusion section. At least one of the three papers must be accepted for publication and a second submitted to a refereed journal prior to defense. See “Hybrid Dissertation Guidelines for Anthropology,” above, for more information.

**DISSERTATION FINAL DEFENSE AND SUBMISSION**

The Archaeology dissertation final defense consists of (1) an oral presentation (40-45 minutes followed by 15 minutes of questions), open to and advertised to the public, which covers the dissertation and its relationship to anthropology, followed by (2) a closed-door examination by the dissertation committee. At the conclusion of (2), the candidate leaves the room while the Committee deliberates. The candidate returns following deliberations to discuss the defense outcome and any required revisions identified by the Committee. Detailed procedure for scheduling and completion of the defense can be found in “Dissertation Submission and Defense Guidelines,” above.

Submission of the final version of the dissertation must follow Graduate Studies guidelines; see https://grad.unm.edu/degree-completion/thesis-dissertations/index.html.

**IDEALIZED TIMELINES FOR ARCHAEOLOGY STUDENTS**

Below are three hypothetical progress timelines for Archaeology graduate students, one for a Public Archaeology student, one for a student entering the PhD track without a Master’s, and one for a student entering the PhD track with an approved Master’s. Please note that these timelines are hypothetical; there are many reasons why individual students’ timelines may vary. Please consult with your faculty advisor and with the Public Archaeology or Archaeology Graduate Advisor regarding your situation.
### Public Archaeology students

<table>
<thead>
<tr>
<th>Year</th>
<th>Coursework</th>
<th>Other activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anth 574, Anth 579, electives</td>
<td>• Identify internship</td>
</tr>
<tr>
<td>Summer between years 1 and 2</td>
<td>Anth 597 (internship)</td>
<td>• Form Master’s committee</td>
</tr>
<tr>
<td>2</td>
<td>Complete Master’s coursework</td>
<td>• Submit POS (September)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Write, revise, submit and defend Master’s paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Receive Master’s degree (Spring)</td>
</tr>
</tbody>
</table>

### PhD-track students entering without a Master’s

<table>
<thead>
<tr>
<th>Year</th>
<th>Coursework</th>
<th>Other activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anth 574, Anth 579, other Master’s coursework</td>
<td>• Form Master’s committee (end of 2\textsuperscript{nd} semester)</td>
</tr>
<tr>
<td>2</td>
<td>Complete Master’s coursework</td>
<td>• Submit POS (September)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Write, revise, submit and defend Master’s paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Submit letter of intent to continue to Doctoral Qualifying exam (by April 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Receive Master’s degree (Spring)</td>
</tr>
<tr>
<td>3</td>
<td>Reading hours with advisor to prepare for Proposal Writing (5\textsuperscript{th} semester); ANTH 675: Proposal Writing (6\textsuperscript{th} semester); any remaining coursework (language and skill as well as program)</td>
<td>• Form committee on studies (5\textsuperscript{th} semester)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Prepare dossier for Qualifying exam (5\textsuperscript{th} semester)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Take Qualifying exam (January prior to 6\textsuperscript{th} semester)</td>
</tr>
<tr>
<td>4</td>
<td>Any remaining coursework (including language/skill)</td>
<td>• Revise proposal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complete Specials Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Complete language/skill requirement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Advance to Candidacy</td>
</tr>
<tr>
<td>5</td>
<td>Dissertation hours</td>
<td>• Dissertation research</td>
</tr>
<tr>
<td>6</td>
<td>Dissertation hours</td>
<td>• Complete dissertation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Defend dissertation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Receive PhD</td>
</tr>
</tbody>
</table>
### PhD-track students entering with a Master’s

<table>
<thead>
<tr>
<th>Year</th>
<th>Coursework</th>
<th>Other activities</th>
</tr>
</thead>
</table>
| 1    | Anth 574, Anth 579, other coursework | • Meet with subfield Graduate Advisor to discuss program of study  
• Petition to transfer any relevant previous coursework  
• Submit letter of intent to continue to Doctoral Qualifying exam (by April 15) |
| 2    | Reading hours with advisor to prepare for Proposal Writing (3rd semester); ANTH 675: Proposal Writing (4th semester); any remaining coursework (language and skill as well as program) | • Form committee on studies (3rd semester)  
• Prepare dossier for Qualifying exam (3rd semester)  
• Take Qualifying exam (January prior to 4th semester) |
| 3    | Any remaining coursework (including language/skill) | • Revise proposal  
• Complete Specials Exam  
• Complete language/skill requirement  
• Advance to Candidacy |
| 4    | Dissertation hours | • Dissertation research |
| 5    | Dissertation hours | • Complete dissertation  
• Defend dissertation  
• Receive PhD |
ETHNOLOGY GRADUATE PROGRAM

The Ethnology Program offers a strong foundation in sociocultural theory, the anthropology of language, and engaged/collaborative anthropology. Students are encouraged to pursue research that addresses the concerns of the people with whom they work while at the same time contributing to the development of sociocultural theory. Key strengths include cultural revitalization, language and communication, gender, ethnicity, nationalism, human rights, material culture, land, water, historical consciousness, public policy, and ritual. Methodological training in ethnographic fieldwork, visual documentation, and the analysis of speech-based interaction is regularly offered. Latin America, the U.S. Southwest, and Native North America are areas of special focus.

GRADUATE DEGREES OFFERED: MA in Anthropology; PhD in Anthropology.

ETHNOLOGY SUBFIELD FACULTY

Dinwoodie, David (PhD University of Chicago): Linguistic anthropology, sociocultural anthropology, historical consciousness, pragmatics, Athabaskan linguistics; Native North America, contemporary North America.

Field, Les (PhD Duke University): Indigenous Identities; Nationalist Ideologies and the State; Social Transformations and Landscapes; Precious Metals; Conflict Zones; Licit and Illicit; Collaborative Ethnography, Methods, Epistemologies; Nicaragua, Colombia, Indigenous California, Palestine.

Oakdale, Suzanne (PhD University of Chicago): Sociocultural anthropology, personhood and agency, ritual and religion, autobiographical narrative; Amazonia, Brazil.

Rhodes, Catherine (PhD University of Pennsylvania): Linguistic anthropology, semiotics, language diversity and cognition, bi- and multilingualism, social identification, discursive self-making, narrative, discourse analysis, scale, knowledge production, the production of expertise, indigeneity, modernity, relationship between cultural practices and cognitive development. Research regions: Yucatan, Mexico; Central Mexico; (new) Latino diaspora in the U.S.

Shapero, Joshua (PhD University of Michigan): Environmental Anthropology, Environmental Justice, Andes, Quechua, and Spatial Language and Spatial Cognition

AFFILIATED FACULTY:

Brulotte, Ronda (PhD University of Texas-Austin): Material culture, folklore and expressive culture, tourism, food studies, ethnicity and identity, cultural representation, Mexico and Latin America.
ADVISING

New students are assigned a temporary faculty advisor during the summer before the first semester of study. After two semesters of course work, no later than the completion of twelve (12) hours of course work, students should choose a permanent faculty advisor and notify the Senior Academic Advisor of the faculty member’s agreement to oversee their progress and exams. The Senior Academic Advisor should also be apprised of any changes in this selection.

All first year and subsequent year students meet at least twice a semester with their faculty advisor:
1. Before registering for classes to discuss appropriate course work [NOTE: This should be done during the previous semester. Do not wait until breaks or holidays.]
2. During the course of the semester to discuss their progress in the program.

RESOLUTION OF PROBLEMS

Graduate students consult first with their faculty advisor or committee chair. If the issue has to do with GS or general Department policies, procedures, and the like, the student may wish to go directly to the Senior Academic Advisor for consultation.

Graduate students still taking required courses should bring problems that cannot be resolved with their advisor or within their committee to the Ethnology representative on the Department Graduate Committee. That person may suggest resolution and/or bring the problem either before the Ethnology faculty or, if more appropriate, before the Graduate Committee. (If the Graduate Committee rep is on the student’s committee, the Department Graduate Director should be consulted. If the Director is on the student’s committee or otherwise inappropriate, consult the Senior Academic Advisor to ascertain the appropriate person with whom to discuss the problem.)

Master’s thesis and doctoral students who have completed their required courses should bring problems that cannot be resolved within their committee to the Department Graduate Director. (If the Director is on the student’s committee or otherwise inappropriate, consult the Senior Academic Advisor to ascertain the appropriate person with whom to discuss the problem.)

ANNUAL PROGRESS REVIEW

The faculty is concerned that all students make consistent and timely progress toward their degrees. To this end, each subfield annually reviews its students’ files, hears the faculty advisor’s report, and checks on the committee formation and appropriate completion of requirements. All students whose record appears to indicate current or potential difficulty are notified in writing. Student Progress reports are due April 1st to subfields. Progress timelines can be found in the subfield sections of this handbook.
**Required for all students: By the first Friday in April**

All students submit to their advisor a Graduate Evaluation Form, an unofficial transcript, and a current CV.

Master’s thesis and doctoral students who have completed their required courses submit to each member of their committee the Graduate Evaluation Form, and a two-page report on their thesis or doctoral work during the preceding year. If the thesis is to be completed in the Spring semester or if the doctoral defense has been approved for the Spring semester, then no report is required, but the “Graduate Evaluation Form” must be submitted.

The Annual Progress Evaluation is conducted by the faculty in an Ethnology subfield meeting no later than the last Friday in April. Advisors present the annual progress report and make a recommendation. Other faculty may give input into the final, majority-vote recommendation: (1) Satisfactory; (2) Needs attention in specified areas; or (3) Unsatisfactory. Failure to address the previous year’s matters needing attention or a second Unsatisfactory will result in automatic suspension.

Advisors and committee chairs send a letter documenting the evaluation results by the end of May to the student. A copy will be filed with the Senior Academic Advisor.

If a student shows little promise of completing the degree program, the Department will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that program. Suspended students are not eligible to continue work in any graduate degree program in the university for a period of one calendar year from the date of Suspension. Readmission after the suspension period requires the approval of the department to which the student has reapplied for readmission, the support of 2 Anthropology faculty members and the Dean of Graduate Studies.

*NOTE: A student record reflecting two Incompletes or Unsatisfactories that extend beyond one semester will be considered grounds for automatic suspension.*
ETHNOLOGY MASTER’S
Coursework Requirements (32 Credits)

A. Core Requirements:
A two-semester, three-course-long "pro-seminar" sequence (The Ethnology Master’s Comprehensive/Doctoral Qualifying Examination in the following August is based on the readings assigned in this sequence):

ANTH 546: Theory in Ethnology I (Fall)
ANTH 547: Theory in Ethnology II (Spring)
ANTH 510: Linguistic Pro-seminar (Spring)

One methods course among the following:
ANTH 530: Topics: Visual Anthropology
ANTH 540: Topics: Autobiography and Life History in Anthropology
ANTH 530: Topics: Discourse Analysis
ANTH 572: Analytic Methods in Anthropology
ANTH 541: Problems and Practice in Ethnography
ANTH 530: Proposal Writing

Four additional seminars in the Ethnology Program: in general, a seminar is a stand-alone course, not also taught as an undergraduate level division course (Exception: Anth 530 T: Language and Nature). Seminars meet once per week for 2 1/2 to 3 hours. The four seminars must be passed with at least a 3.0 GPA for Master's level and at least a 3.67 GPA for PhD level credit. If more than four are taken, the four highest will count for fulfillment of this requirement.

In consultation with their faculty advisor, Master's students should choose elective courses and seminars according to their particular focus.

Students entering the program with an MA, MS or equivalent in Anthropology as well as those entering with an MA or MS in another discipline must take the Master's pro-seminar sequence and pass the Doctoral Qualifying (Master’s Comprehensive) Exam. For such students one methods course and four seminars are still required. The Second Year Graduate Plan of Study is also required. However, coursework completed for a previous master’s degree may be substituted for these required courses with the permission of the Ethnology Graduate Advisor. Having successfully completed the coursework requirements described above, the majority of Ethnology students receive their Master’s on that basis in addition to passing the comprehensive exams (see below) which are required for all graduate students. The next section describes the comprehensive exams, followed by a description of the MA Thesis for those students electing to pursue that option.

Master’s Comprehensive Exam/Doctoral Qualifying Exam
The Master's Exam for all Ethnology MA students is called the “Master’s Comprehensive Exam” (please note that this differs from the Comprehensive Exam for the PhD). It is also one part of a
series of requirements needed to enter the PhD Program. It must be taken at the beginning of
the fall semester of the second year. It is a three-part (3 essay question) take-home exam
distributed on the Friday and due on the following Friday before fall semester classes start. The
Master’s Comprehensive Exams are based on the syllabi for the pro-seminar required courses:
ANTH 546, ANTH 547, and ANTH 510.

The Master’s Comprehensive Exam is required for all students; students who are second
language speakers of English get double time to complete the exam. For native English speakers,
the exam will be made available by 9:00 a.m. on Friday of the week before the last week of
vacation (i.e., two Fridays before the week Fall semester classes begin). The exam is due no later
than the following Friday at 9:00 a.m. Students for whom English is not a native language will
begin the exam a week earlier and finish at the same time.

Evaluation of exams will take place at an Ethnology subfield meeting no later than the Friday two
weeks following the completion of the last exam (in some cases extra time is given for second
language speakers of English).

Each anonymous essay is read by three randomly selected faculty members, who grade it
independently on a 6-point scale, with 6 being the highest: 4.5=a minimum PhD pass; and 4.0=a
minimum MA pass. Scores are averaged and final scores discussed and finalized in the meeting before the Graduate Advisor’s list of student names is unsealed.

A student may PhD pass with distinction (5.75 minimum), PhD Pass (4.75 minimum), PhD
qualification pass with rewrite (4.5 minimum), MA pass with one retake (4.0 minimum), or fail
(below 3.99). Successful completion of this exam at the Master’s level, (i.e. a score of 4.0 or
above) along with the completion of the required seminars, and a Second-Year Graduate Plan of
Study is necessary to earn a Master’s degree in Ethnology. (If MA Plan I is selected, completion
of a thesis is also required to earn a Master’s degree in Ethnology).

<table>
<thead>
<tr>
<th>Scoring Matrix:</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Pass with Distinction</td>
<td>5.75-6.0</td>
<td>Student may apply to PhD program</td>
</tr>
<tr>
<td>PhD Pass</td>
<td>4.75-5.74</td>
<td>Student may apply to PhD program</td>
</tr>
<tr>
<td>Qualified PhD Pass</td>
<td>4.5-4.74</td>
<td>One essay to be rewritten in one week from Monday following notification; if rewrite unacceptable the exam must be retaken before applying to the PhD program</td>
</tr>
<tr>
<td>MA Pass</td>
<td>4.0-4.49</td>
<td>Exam must be retaken to apply to PhD program; exam may be retaken only once and a score of 4.75 or better achieved to</td>
</tr>
</tbody>
</table>
Once the results of the exam have been determined by the faculty, the student’s faculty adviser calls no later than 5:00 p.m. following the meeting. Students receive notice of the aggregate score they received for each question; they may request individual meetings with faculty members to review each grader’s evaluations.

Doctoral (PhD) essay rewrites are submitted to the Comps Committee Chair, who distributes them to the three original readers. Readers report their scores to the Comps Committee Chair within 10 days. The Comps Committee Chair tallies the scores and notifies the student no later than the second Friday following receipt of the rewrite.

No student in the Department is given more than two opportunities to pass this exam. If a student must retake the exam, it must be retaken the next time it is offered. Students who pass this exam at the appropriate level may apply for entry into the PhD program when submitting their Second-Year Graduate Plan of Study. Passing the Masters exam at the appropriate level and a successful Second-Year Graduate Plan of Study is considered a complete PhD Qualifying Exam.

**Master’s Thesis Proposal**

Those students electing to write an MA Thesis must first submit a Master’s Thesis Proposal during their second year. The proposal is comprised of: A three-page, single-spaced or six-page double-spaced paper using a 10-12 font, plus a 10-20 item bibliography. The proposal must present a statement of the problem addressed by the research, significant resources for its study, the methods to be used, and the types of data to be collected.

The committee chair decides when drafts are ready for submission to the other two committee members and coordinates their review. The committee should have at least two weeks to read and comment on the final draft. Committee support is indicated by each member’s signature on the final draft.

**Master’s Thesis**

The committee chair determines when drafts are ready for submission to the other committee members. All committee members are expected to read and comment on drafts in one month unless other arrangements have been formalized. However, this expectation pertains only if the student has contacted the chair and/or appropriate other committee members about a mutually acceptable timing of submissions in advance. Otherwise, no such expectation is binding.

A complete, presumed-to-be-final draft must be distributed to the committee at least one month before the final deadline. Please consult with the Graduate Studies website, the Ethnology subfield Graduate Advisor, and the Senior Academic Advisor for up-to-date information about
the Graduate Studies process for submitting the thesis.

The committee chair is responsible for all committee deliberations. These result in a committee decision about the final draft that is recorded in the Evaluation of the Thesis Manuscript section of the Final Exam for Thesis (Thesis Defense). Since there is no formal thesis defense, the results of these deliberations are also recorded in the Examination Results section of the Report of Examination.

Evaluation Matrix:

<table>
<thead>
<tr>
<th>Evaluation of Thesis</th>
<th>Examination Results</th>
<th>Next step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved without change</td>
<td>Passed</td>
<td>Secure signed Approval page and Certification of Final Form</td>
</tr>
<tr>
<td>Approved with only minor editorial corrections</td>
<td>Conditionally Passed (with conditions listed)</td>
<td>Process overseen by thesis chair</td>
</tr>
<tr>
<td>Must be revised before approval</td>
<td>Conditionally Passed (with conditions listed)</td>
<td>One opportunity to revise and resubmit to committee during the following semester</td>
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</table>

When each member of the committee signs the Report of Examination” they also record next to their signature a vote of Yes or No as to whether the exam (i.e., the thesis) passed with distinction.

If a revision/rewrite is required, the thesis cannot receive distinction. If the revision/rewrite is unacceptable, the thesis is rejected.

A Certification of Final Form (signed by the author and the director) constitute acceptance of the manuscript and any revisions.

The committee chair is responsible for timely conveying of evaluations to the student. Copies of all paperwork should be submitted to the Senior Academic Advisor for the student file and/or further processing.

SECOND-YEAR GRADUATE PLAN OF STUDY

All MA students submit a Second-Year Graduate Plan of Study during the spring semester of a student’s second year, it consists of a 2–3-page outline of a student’s plans to complete the Master’s level requirements. This document includes courses taken, grades earned, courses in progress or planned, comprehensive exam results and the details of progress on the Master’s Thesis (if MA Plan I is being followed). The Second-Year Plan of Study is due the third Friday of
the week of classes in the Spring semester and should be submitted electronically to the Ethnology subfield advisor and the Senior Academic Advisor.

Second-year students who have completed the comprehensive exam at an appropriate level and who wish to apply to the PhD program must submit an additional 3 pages demonstrating their sustained interest in issues and topics that the Ethnology faculty can support. There should be evidence that they have consulted with various faculty members and a statement in the plan that indicates that at least two Ethnology faculty members would support their doctoral work in the department. We welcome statements that show detail and conviction. Note: This optional application portion of the plan of study may be submitted after earning the MA.

Evaluation of the Second-Year Plan of Study will take place at an Ethnology subfield meeting 1-2 Fridays following submission. The faculty advisor is responsible for leading discussion on the graduate plan of study. The faculty vote: (1) to accept the plan; (2) to accept the plan with minor revisions to be certified by the adviser following a one-week period for rewrite; or (3) to reject the plan. A rejected plan of study must be rewritten in two weeks, submitted to the advisor, and distributed promptly to the Ethnology faculty for reconsideration. Students who do not submit a satisfactory rewrite will be dismissed from the program.

Students applying to the PhD program will have the second part of their plan of study evaluated separately according to the criteria above. Rejection of the initial application or the rewrite with minor revisions means denial of admission to doctoral study. The student may apply one more time only during the subsequent January evaluation process. Acceptance indicates conditional admission into the PhD program provided all MA requirements are satisfactorily completed.

**LANGUAGE/SKILL REQUIREMENT**

Students are ordinarily expected to master one language and one skill. Both the language and the skill must be appropriate to the student’s course of studies, as determined by the dissertation committee. A skill in languages can be satisfied as described in the Language/Skill section of the general handbook or by taking two accelerated language courses that are equivalent to two years of a language and passing these with a B or better. For their skill, students are expected to acquire a working knowledge of a technical field that is relevant to their dissertation research. This may be, for example, statistical methods, GPS, filmmaking, photography, etc. Students must demonstrate their competence by completing an MA in that field or by taking at least two 300-level or above courses and passing them with a B or better.

**COMMITTEE ON STUDIES**

Each doctoral student is required to have a committee on studies, which may also be or may become his/her Dissertation Committee. A committee should be chosen upon admission to the PhD program, which occurs when a student passes the Master’s comprehensive exam at the PhD
qualifying level and after the additional successful completion of the Second-Year Graduate Plan of Study. For Specials, the Committee should consist of at least three faculty members, at least two of whom must be from the Anthropology faculty. Submit a committee form listing all committee members to the Graduate Program Advisor for your student file.

Each committee member should be appropriate for the student's interest (i.e., the student's chair; one other member must be from his/her concentration; one member must be from outside the department). At least three members must be tenured or tenure-track faculty. Students are encouraged, but not required, to select an outside member prior to the dissertation proposal defense.

The Appointment of Dissertation Committee form may be obtained from the Anthropology website. Each committee member must also be approved for instruction by UNM. Therefore a CV for members outside of UNM must be submitted to the Senior Academic Advisor as soon as possible, so that the form can be filed. A full four (4) member committee will be required and must receive final approval from Graduate Studies, at the filing of the Announcement of Exam, prior to a dissertation defense/final exam.

The department allows for changes in the chair and/or members of the PhD Committee on Studies whenever the student desires without penalty of any kind. Although dissertation committees are usually made up of the same faculty members as the specials committee, students also may reconstitute their dissertation committee, if that becomes desirable for any reason. The student must formally notify former and new members of the Committee and the Senior Academic Advisor of the changes in an email.

Once established, the Committee and the student will work out the student's PhD program, usually during the first semester of enrollment. More specifically, the functions of the committee on studies include the following:

- Meet with the student at necessary intervals;
- Establish prerequisites and review deficiencies;
- Plan with the student, approve and direct an integrated program including work in the necessary supporting fields, if any;
- Recommend transfer of credit;
- Approve the Application for Candidacy;
- Determine the individual doctoral requirement in foreign languages and/or other technical skills;
- Act as the Doctoral Specials Examination Committee;
- Recommend that the student shall or shall not be advanced to Candidacy.
DOCTORAL COMPREHENSIVE EXAM/SPECIALS PROCESS
Required for all students pursuing a PhD in the Ethnology subfield, the Doctoral Exam in Ethnology, is a two-part exam consisting of the Specials examination and the Dissertation Proposal. Specials should be done first and will be submitted to your Advisor, the subfield advisor, and the Senior Academic Advisor. The second half is the proposal paper and exam. An online Announcement of exam form must be filed for Graduate Studies office, 3 weeks prior to the meeting/defense of the exam. Students will present their proposal publicly, but the final vote will be a private decision of the entire subfield faculty.

The Specials exam is a demonstration of competence in three broad areas involving some mix of theory, background, geographical focus, and ethnography related to but more encompassing than the student’s dissertation research. They demonstrate mastery of areas using extensive reading lists they have developed in cooperation with the members of their Committee on Studies. Students receive three questions from their Committee based upon the three broad areas. Students with English as a native language have 10 days to write and submit a 15–20-page (double spaced) paper in response to each question; students with English as a second (or other) language have 20 days to complete them.

Faculty have two weeks to read and evaluate their question. The committee chair coordinates these evaluations: (1) pass; (2) provisional pass with revisions to be completed within two months following official notification of the results; (3) pass two out of three questions: During the semester following, the student enrolls for a problems course with the faculty member whose question was failed, reads relevant materials, then turns in a paper graded pass or fail; or (4) fail, with a retake within one year following official notification. No student is given more than two opportunities to pass the specials examination. In addition, the proposal must be passed as well. The committee chair is responsible for timely conveying of results to the student.

ADVANCEMENT TO CANDIDACY
The student must also formally have declared a Dissertation Committee. The Dissertation Committee form is online at: http://anthropology.unm.edu/assets/docs/grad/forms/graduate-committee-form.pdf Please turn in the form to the Senior Academic Advisor after obtaining the committee chair’s signature. After 18-21 hours of doctoral course work and PhD Comprehensive Exam, students submit a form for Application for Candidacy with Graduate Studies; consult the Senior Academic Advisor for more information about this process.

DISSERTATION PROPOSAL
The committee chair decides when drafts are ready for submission to committee members and coordinates their review. Committee members must have at least two weeks to read and comment on the final draft. The last date at which proposals will be accepted in the Fall is the third Friday in November and the last date in Spring is the third Friday in April. Proposals will not
be accepted during the summer. Please note that four committee members are necessary before a proposal can be submitted and all four committee members must sign the proposal. Signing the title page of the final draft indicates each member’s acceptance of the proposal, and all must sign before it can be considered by the full Ethnology faculty.

In the proposal, the student should discuss the problem addressed by the research, its relevance to the field, relevant theoretical publications, methods to be used, types of data to be collected, schedule of research activities, and other factors important to assessing research, design, and feasibility. In other words, the proposal should share many properties of a good grant proposal with due allowance for a broader audience. The proposal must include a bibliography. The proposal must not be more than 10 pages (excluding appendices and bibliography); 7 1/2” single-spaced text; 10 - 12 font or 20 pages double-spaced with the same font.

The student is responsible for initiating consultation with their dissertation committee and other faculty as appropriate for defining a suitable problem and outlining more specific research goals and methodology. Precise steps by which a final draft proposal is reached will vary with the student and the makeup of the committee. The committee must be satisfied that the proposal reflects the highest levels of scholarship and appropriate research design. Hybrid Dissertations may be allowable on a case-by-case basis. Committee support is indicated by each member’s signature on the final draft. They do not further review the work at this stage but may informally explain or amplify matters raised by other faculty members within the review period.

After committee approval, the proposal is distributed to the student’s concentration/subfield faculty for any additional comments. Evaluation of the proposal by the concentration faculty will take place 2 weeks following submission at an Ethnology subfield meeting. The Ethnology faculty discuss the merits of the proposal as a committee of the whole. The committee chair may invite outside members of the committee to attend this meeting, but there is no requirement that they do so.

The event begins with the student making a 15-minute oral (not Powerpoint) presentation. The committee chair then leads the discussion of the project’s design, potential and feasibility. Throughout the discussion, either the committee chair or another Ethnology faculty member so designated is responsible for taking notes, which are distributed to the student and outside committee members by the committee chair. After the discussion, the student, and any of the outside members attending leave so that faculty can vote on the proposal.

The Convener conducts the vote. Ethnology faculty vote to: (1) pass; (2) pass with minor revisions to be certified by the committee chair; (3) rewrite with full re-submission before the next deadline; or (4) fail outright. There are only two opportunities to submit an acceptable proposal. At the conclusion of the voting, there is agreement as to the summary of the comments and recommendations, which the committee chair records and which the Secretary includes in the
meeting’s minutes. The student is then called in to hear the committee chair briefly convey the results of the faculty’s deliberations. Other faculty members may also briefly offer additional suggestions and critique.

If the concentration faculty approves the proposal, the Committee Chair will communicate any suggestions and/or criticisms for incorporation. If the proposal is rejected, the student then has the opportunity to prepare a new or revised proposal with his/her committee. The Committee Chair is responsible for communicating with the student in writing the comments and criticisms offered by the faculty. If a second proposal is rejected, the student will be terminated from the program.

**DISSERTATION CREDIT HOURS**

The program for the doctorate includes a minimum of 18 hours of dissertation (ANTH699) credit. While working on the dissertation, students must continue to register for at least three hours of 699 each fall and spring semester until the Dean of OGS approves the dissertation. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in ANTH699 dissertation hours may not begin prior to the semester in which Specials Exams are taken.

**DISSERTATION PROGRESS**

Once the dissertation proposal has been approved, the dissertation committee will deal with all subsequent matters related to the completion of requirements for the PhD. The chair of the dissertation committee, together with other members, will be responsible for directing and advising the dissertation research, overseeing the writing, evaluating, and approving the completed dissertation, and conducting the defense.

**DISSERTATION COMPLETION**

The dissertation chair determines when drafts are ready for submission to the other committee members. All committee members are expected to read and comment on drafts in one month unless other arrangements have been formalized. However, this expectation obtains only if the student has contacted the chair and/or appropriate other committee members about a mutually acceptable timing of the submissions in advance. Otherwise, no such expectation is binding.

At least one month after receipt of a complete, presumed-to-be-final draft, the dissertation committee with input from off-campus members discusses whether this final draft is defensible. This discussion may occur through email or face-to-face. If a majority of the members concur, the defense may be scheduled. If there is a tie or if a majority of the member’s dissent, then the defense may not be scheduled until specified revisions are successfully completed. The dissertation chair is responsible for conveying the results of this discussion to the student in a timely fashion.
DISSERTATION SUBMISSION GUIDELINES

1. Student must submit a complete copy of the penultimate (not the first) draft of the dissertation at least one month prior to the anticipated defense date. Concrete dates can be negotiated. The committee chair and the majority of the committee must agree that this is the penultimate draft.

2. Committee must respond to the student with comments and required revisions within one month of receiving penultimate draft and no later than October 15 (fall) or March 15 (spring). This response should indicate whether the student qualifies to schedule defense. In other words, the committee must agree that revisions to the penultimate draft can be successfully completed by the date of the defense.

3. Student notifies the Senior Academic Advisor by email of intent to graduate the semester prior to semester of intended graduation.

4. Student schedules defense with committee at least three weeks before the event and notifies the Senior Academic Advisor via an Announcement/Report of Examination form.

5. GS must receive the “Announcement/Report of Exam” form, listing the exam committee members at least three weeks prior to the exam. No defense can be held without properly filing this form for preapproval by OGS.

6. Student submits a complete hard copy of the dissertation to each member of the committee by the end of the semester in which the student graduates.

7. Student submits a final copy of the dissertation to GS Electronically two days prior to the manuscript deadline (preferably earlier): July 15 for Summer, April 15 for Spring and November 15 for Fall.

8. Student submits one bound copy (inexpensive binding acceptable) to the Clark Field Archive by the end of the semester in which they graduate.

DISSERTATION DEFENSE/DOCTORAL ORAL EXAMINATION

A final oral presentation covering the dissertation and its relationship to Anthropology is required. The examination committee must have at least four (4) members. The defense committee will ordinarily be the same as the dissertation committee. Substitutions can be made only with the approval of the dissertation director. The Final Defense is public and open to all who wish to attend. Announcements must be posted 2 weeks in advance.

Evaluation of the defense will take place at the conclusion of the defense, during private committee deliberations.

During the committee deliberations following the defense, the committee makes two sets of decisions:

1. **Evaluation of the Defense**
   By a majority vote (if there is a tie, the result goes to the next lower evaluation), the defense is judged: (1) Pass with distinction; (2) Pass; or (3) Fail. This vote is conveyed to the candidate,
becomes part of their permanent record, but is not separately reported to GS. It becomes part of the final evaluation of the dissertation and thus the Examination Results as detailed in the Report of Examination. A student who fails the defense has one opportunity to successfully re-defend or the dissertation will be rejected.

2. Evaluation of the Dissertation
The Report of Examination must be completed during the deliberations following the defense. Throughout, a tie vote is the same as a majority negative vote.

<table>
<thead>
<tr>
<th>Evaluation of Dissertation</th>
<th>Examination Results</th>
<th>Next step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved without change</td>
<td>Passed</td>
<td>Secure signed Certification of Final Form</td>
</tr>
<tr>
<td>Approved with only minor editorial corrections</td>
<td>Conditionally Passed (with conditions listed)</td>
<td>Process overseen by dissertation chair</td>
</tr>
<tr>
<td>Must be revised before approval</td>
<td>Conditionally Passed (with conditions listed)</td>
<td>One opportunity to successfully re-defend</td>
</tr>
<tr>
<td>Must be revised before approval</td>
<td>Conditionally Passed (with conditions listed)</td>
<td>One opportunity to revise and resubmit to committee in specified time period</td>
</tr>
</tbody>
</table>

Each member of the committee must login to the Report of Examination online and record their vote of Yes or No as to whether the exam and the dissertation were passed and whether distinction is to be awarded. If a revision/rewrite is required or if the defense is failed, the dissertation cannot receive distinction. If the second defense is unsatisfactory or if the revision/rewrite is unacceptable, the dissertation is rejected, and the candidate dismissed from the program.

At the end of their deliberations, the committee conveys these evaluations to the student.

**Note:** Only if the committee has reported the dissertation “approved without change” and “passed” may the student consider the dissertation accepted and the doctorate achieved, even though the Certification of Final Form has not been completed.

In all other cases of “Conditionally Passed,” the dissertation is not acceptable, and the doctorate not achieved until the conditions have been met. A signed Certification of Final Form (signed by the author and the director) constitute acceptance of the manuscript and any revisions.
# PROGRESS TIMELINES FOR ETHNOLOGY STUDENTS

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Years 6-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Theory I, Theory II, Linguistics Proseminar, Methods Seminar</td>
<td>Complete Comprehensive Exams/Submit Second-Year Graduate Plan of Study/Receive MA* (MA Plan I: Also Submit MA Thesis): (PhD: Also Form Committee, Identify Topics for Specials Exam) *To receive MA, a Program of Study (POS) and a MA exam. form must be filed.</td>
<td>Take Specials; Complete Dissertation Proposal; (PhD Comprehensive Exam) Submit for Approval by Ethnology Faculty Begin applying for External Grants File Application of Candidacy (AOC) You are now ABD!</td>
<td>Begin Dissertation Research</td>
<td>Complete Dissertation Research Begin writing Dissertation</td>
<td>Complete Dissertation Research Defense *Receive PhD</td>
</tr>
</tbody>
</table>

*In order to receive a PhD, an AOC and PhD exam. form must be filed.
EVOLUTIONARY ANTHROPOLOGY GRADUATE PROGRAM

The Evolutionary Anthropology program provides an in-depth education in the theory, methods and data used to better understand the nature, evolutionary causes, and scientific and social implications of human and non-human primate diversity. Graduate students receive broad training in evolutionary theory, research design, quantitative methods, field methods, and grant writing. Areas of specialization at UNM include human evolutionary ecology, non-human primate behavior, paleoanthropology, human biology, bioarchaeology, and genetic anthropology.

GRADUATE DEGREES OFFERED: MS in Anthropology, PhD in Anthropology

EVOLUTIONARY ANTHROPOLOGY SUBFIELD FACULTY

Edgar, Heather (PhD Ohio State University): Bioarchaeology, osteology and paleopathology, dental anthropology, biocultural aspects of human variation, African American and Hispanic American biological anthropology, forensic anthropology.

Emery-Thompson, Melissa (PhD Harvard University): Behavioral ecology, endocrinology, life history, reproduction, female social relations, apes; East Africa, Indonesia, Malaysia.

Hunley, Keith (PhD University of Michigan): Human origins and dispersal, gene-language coevolution, admixture and ethnogenesis in New Mexico, the non-existence of human biological races.

Long, Jeffrey (PhD University of Michigan): Human genetics, population and evolutionary genetics, complex traits, statistical genetics.

Mattison, Siobhán (PhD University of Washington): Behavioral ecology, kinship, reproduction, demography, health, social inequality; China.

Muller, Martin (PhD University of Southern California): Primate behavioral ecology, reproductive ecology, behavioral and reproductive endocrinology.

Nelson, Sherry (PhD Harvard University): Paleoecology of Miocene apes, hominids; stable isotopic and dental microwear analyses; Asia, Africa, Europe.

Pearson, Osbjorn (PhD Stony Brook University): Paleoanthropology, origin of modern humans, skeletal biology, functional morphology, quantitative methods; Africa, Europe.

AFFILIATED FACULTY:

Boone, James (PhD SUNY-Binghamton): Complex societies, evolutionary ecology; Europe, Iberian Peninsula, North Africa, Medieval Period. (Also affiliated with the Archaeology subfield)

Prufer, Keith (PhD Southern Illinois University): Complex society, landscape transformation, evolutionary ecology, political economy, cave studies; Mesoamerica. (Also affiliated with the Archaeology subfield)
ADVISING

Students should meet with their faculty advisor to discuss program requirements. Students are admitted to the program to work with a specific advisor but are not required to choose a permanent faculty advisor until they pass their Master’s exam, when they form a dissertation committee. The Senior Academic Advisor should be notified in writing of the selection of a permanent faculty advisor and any subsequent changes in this selection.

Students entering the program with an MA or MS degree from another institution must provide the Senior Academic Advisor and the subfield member of the Graduate Committee with a description of the course work taken for that degree. This must be done at the beginning of the first semester of the first year. The subfield member of the Graduate Committee will, in consultation with other members of the subfield, determine whether graduate courses taken at another institution can be accepted for Evolutionary Anthropology degree requirements.

Students may change their advisor or the composition of their committee without penalty of any kind. Please consult with the subfield member of the Graduate Committee, the Director of the Graduate Committee, and the Senior Academic Advisor about the process. Once the new committee has been agreed upon, the student must formally notify former and new members of the Committee and the Senior Academic Advisor of the changes.

**All students must schedule at least two meetings per semester with their faculty advisor:**
1) Before registering for classes to discuss appropriate course work [NOTE: This should be done during the previous semester. Do not wait until breaks or holidays.]
2) During the course of the semester to discuss their progress in the program.

ANNUAL PROGRESS REVIEW

The faculty is concerned that all students make consistent and timely progress toward their degrees. To this end, each concentration annually reviews its students’ files, hears the faculty advisor’s report, and checks on the committee formation and completion of requirements.

The review process begins with a progress report submitted by the student to their faculty advisor on or before April 1.

All students whose record indicates unsatisfactory work are notified in writing. **A student receiving two annual Unsatisfactory ratings may be suspended from the graduate program.**

In the event that a student is suspended, the Department will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that program. Suspended students are not eligible to continue work in any graduate degree program in the university for a period of one calendar year from the date of suspension. Readmission after the suspension period requires the approval of the department to which the student has reapplied for readmission and the Dean of Graduate Studies.
Prior to the Master’s Examination, students must complete the following courses:

1. ANTH 555 Anthropological Genetics
2. ANTH 557 Paleoanthropology
3. ANTH 567 Human Behavioral Ecology and Life History
4. ANTH 645 (Evolution of Primate Behavior)

The remaining 20 credits consists of electives defined by the student after consultation with the Evolutionary Anthropology Graduate Advisor and the student’s Faculty Advisor. The electives generally fulfill skills requirements and provide specialized training.

To earn a Master’s of Science degree, the student must (1) complete the required courses listed above with at least a B average, and (2) pass a Masters Comprehensive Exam. Students who decide after completing their coursework not to continue in the doctoral program should follow Option 1 below. Students who plan to pursue a doctoral degree must complete Option 2. The exam will be held at the end of the student’s fourth semester or in their fifth semester in the program.

**Both Option 1 and Option 2 below are UNM Graduate Studies Plan II (exam) Master’s degrees.**

**THE MASTER’S EXAM (OPTION 1)**

This option is for students who plan to leave the program and not pursue a doctoral degree in Anthropology at the University of New Mexico.

The student must:

1. Form a committee of three tenure track faculty with at least two from the Evolutionary Anthropology subfield
2. Submit a Master’s Coursework Form to their faculty advisor.
3. Schedule a meeting with their committee to conduct an oral exam.

The student must schedule the exam with the Senior Academic Advisor at least a month in advance so that the necessary paperwork can be filed with the Office of Graduate Studies.

Based on their assessment of the student’s coursework, completion of the Master’s Coursework Form, and oral exam, the Master’s Exam Committee will assign the student a grade of Master’s
Pass or Fail. A student who does not receive a Master’s Pass is eligible to retake the exam once within one year from the date of the first exam.

THE MASTER’S EXAM (OPTION 2)
This option is for students who plan to pursue a doctoral degree in Anthropology at the University of New Mexico.

For the Master’s Exam the student compiles a portfolio consisting of the final exam or final paper from each of the four required core courses as well as a letter of support from their advisor. Professors of the core courses may ask students to revise their work. A committee comprising the student’s advisor and two other tenure-track faculty members of the Evolutionary Anthropology subfield will review the portfolio.

Each Examination Committee member will assign the student a grade of Pass with Distinction, Pass, Master’s Pass, or Fail. A student who earns a Master’s pass does not advance to the PhD program but may take the exam one more time the following year. If the student obtains a Pass (or higher) the second time, they will advance to the PhD program. If the student obtains a Master’s Pass (or Fail) the second time, he or she does not advance to the PhD program.

STUDENTS ENTERING WITH A COMPLETED MASTER’S
Students who enter the Evolutionary Anthropology program with a Master’s degree from another institution must:
1. Consult with their faculty advisor to identify a set of courses for the student to complete
2. Complete the Master’s Examination Option 2
3. Schedule a meeting with their committee to conduct an oral exam.

DOCTORAL COURSEWORK
Following qualification to enter the PhD program students are expected to spend at least a year in preparation for the Doctoral Comprehensive Exam. During this time, they will complete all required courses and work with their dissertation committee (aka Committee on Studies, see below) to write a Dissertation Proposal (see below).

COMMITTEE ON STUDIES
Prior to scheduling the Comprehensive Exam, the student must form a Committee on Studies (aka the dissertation committee). Failure of a student to form a dissertation committee that conforms to subfield, department, and UNM Graduate Studies requirements within two semesters may result in disenrollment from the program.

DOCTORAL COMPREHENSIVE EXAM (aka “SPECIALS” EXAM)
The Doctoral Comprehensive Exam is a defense of the dissertation proposal. The proposal should be in the form of an application to the National Science Foundation for a dissertation improvement grant (or some other appropriate funding agency). Students must also present a
45- to 50-minute public defense summarizing their plan of research. The proposal must be submitted to the dissertation committee at least 30 days before the defense and approved by the committee prior to the defense.

**SKILLS REQUIREMENT**

Prior to advancement to candidacy, students must develop and document two technical skills involving specific methodological expertise. Skills must be relevant to the student’s course of studies and approved by the student’s Committee on Studies.

**DISSERTATION CREDIT HOURS**

The program for the doctorate includes a minimum of 18 hours of dissertation (ANTH699) credit. While working on the dissertation, students must continue to register for at least three hours of ANTH 699 each fall and spring semester until the dissertation is formally submitted. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in ANTH 699 dissertation hours may not begin prior to the semester in which Specials Exams are taken. Students may continue to enroll in ANTH 699 only if they pass their Specials Exams.

**DISSERTATION PROGRESS**

Once the dissertation proposal has been approved, the dissertation committee will deal with all subsequent matters related to the completion of requirements for the PhD. The chair of the dissertation committee, together with other members, will be responsible for directing and advising the dissertation research, overseeing the writing, evaluating, and approving the completed dissertation, and conducting the defense.

**DISSERTATION DEFENSE AND SUBMISSION**

Per departmental policy, students must submit a complete copy of the penultimate (not the first) draft of the dissertation to their dissertation committee at least six weeks prior to the anticipated defense date. All members of the committee must respond to the student with comments and required revisions within 30 days of receiving the penultimate draft. This response must indicate whether the student should schedule their defense. If the committee agrees that any revisions to the penultimate draft can be successfully completed by the date of the defense, the committee chair will inform the student that they may schedule the defense. The student may not schedule the defense until they receive this notice. The defense will be scheduled on a Friday afternoon at a time when the maximum number of faculty and graduate students can attend.

The defense will be advertised within the UNM community, and graduate students and faculty in the subfield will be expected to attend. The format of the defense will be a presentation of the dissertation by the candidate, followed by a question-and-answer period in which the audience is asked to participate. The public defense will be followed by a private meeting of the dissertation committee and student. After this meeting, the student will be temporarily dismissed while the dissertation committee discusses the defense and votes to make the
determination as to the acceptability of the dissertation and what revisions are in order. The candidate will then return to the room to go over these details with the dissertation committee. The options for the dissertation committee are Pass with Distinction, Pass, Conditional Pass, and Fail. The grade of Pass with Distinction indicates that the dissertation requires no revisions. A simple Pass grade may be without revisions, or with minor revisions. If minor revisions are requested, the committee chair will ascertain that these revisions have been completed prior to signing the final paperwork; the rest of the committee does not review the dissertation again. If the student receives a Conditional Pass, the dissertation committee will notify the student in writing of the steps they will need to take to change the Conditional Pass to Pass.

Throughout the process, all parties must comply with all subfield, department, and UNM Graduate Studies procedures, policies, and deadlines. The student may seek assistance from their faculty advisor, the subfield member of the Graduate Committee, and the Senior Academic Advisor.

**PROGRESS TIMELINES FOR EVOLUTIONARY ANTHROPOLOGY STUDENTS**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solidify foundations in Anthropology; Begin methods training &amp; Core Curriculum</td>
<td>Complete Core Curriculum; Summer II; Pilot field site; Complete Comprehensive Exam / Receive MS/MA; form dissertation committee</td>
<td>Defend Dissertation Proposal; Complete course work; Summer III Pilot Dissertation Project. Apply for funding</td>
<td>Obtain funding and begin field and or lab work</td>
<td>Field and/or lab work</td>
<td>Analyze Data, Write &amp; Defend Dissertation Receive PhD</td>
</tr>
</tbody>
</table>