

DEPARTMENT OF ANTHROPOLOGY

Graduate Handbook

2026—2027

UNM DEPARTMENT OF ANTHROPOLOGY
MSC 01 1040, 1 University of New Mexico
Albuquerque, NM 87131

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UNM DEPARTMENT OF ANTHROPOLOGY

CONTACT INFORMATION

Main Office

Main Phone: (505) 277-4524

Dept. Email: anthro@unm.edu

Dept. Website: https://anthropology.unm.edu

Department Administration

ROLE	NAME	CONTACT
Department Chair	Sherry Nelson	ANTH 242 (505) 277-4524 svnelson@unm.edu
Department Administrator	Jennifer George	ANTH 243D (505) 277-1534 jgeorge2@unm.edu
Accountant	JoNella Vasquez	ANTH 243C (505) 277-5852 j3vasque@unm.edu
Graduate Program Academic Advisor	Benedict Talley	ANTH 243B (505) 277-2732 btalley@unm.edu
Undergraduate Program Academic Advisor	Germán Martinez	ANTH 243F (505) 277-4524 anthadvise@unm.edu
Education Support Coordinator	Carla Sarracino	ANTH 243A (505) 277-0194 ajls@unm.edu
Administrative Assistant	Tracy Le	ANTH 240 (505) 277-4524 tracyle98@unm.edu
Maxwell Museum Unit Administrator	Sandy Lujan	Maxwell (505) 277-4405 lujans@unm.edu

Mailing Address:

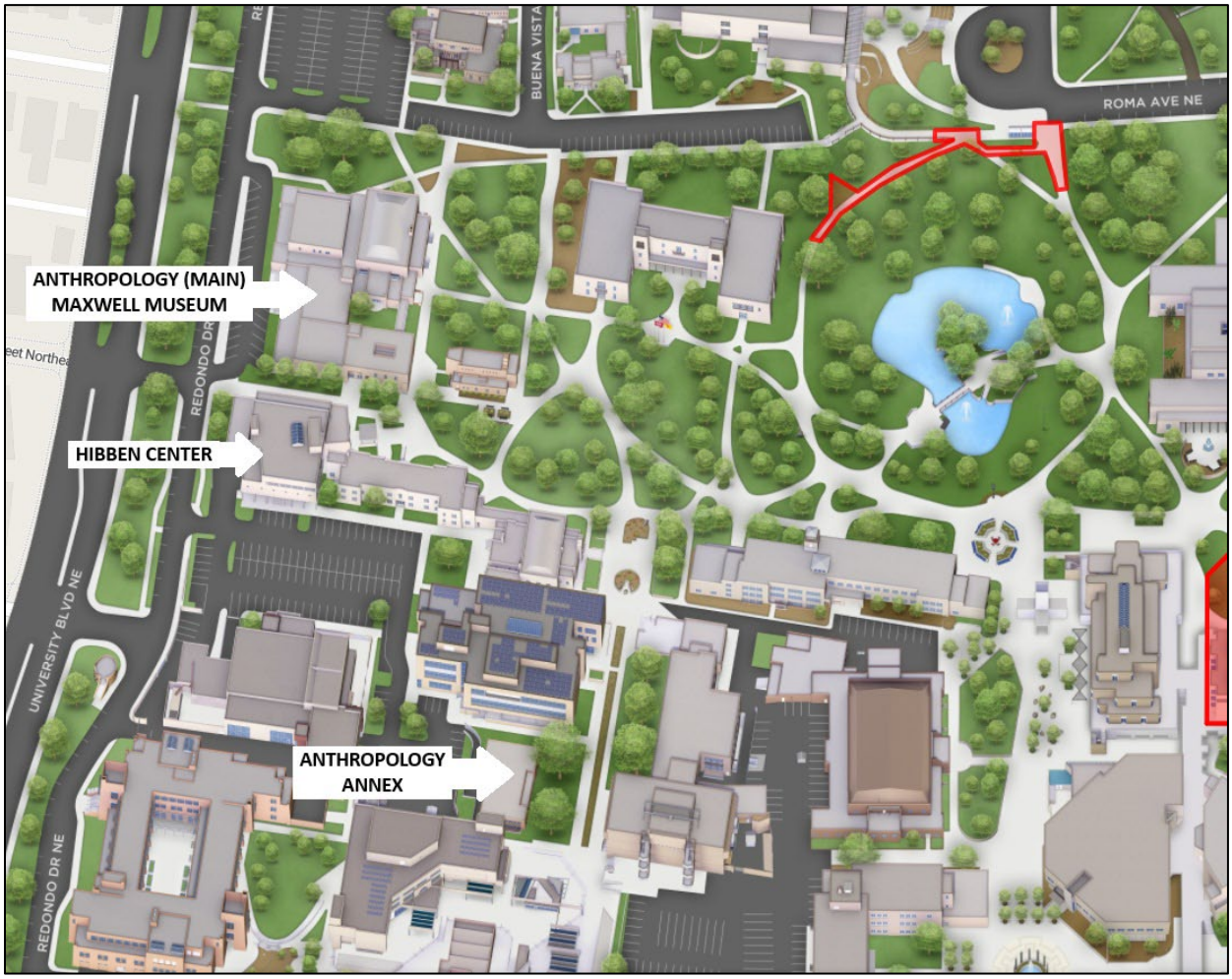
Department of Anthropology

MSC 01 1040

1 University of New Mexico

Albuquerque, NM 87131

Facilities Map:



MISSION AND VISION STATEMENTS

ANTHROPOLOGY MISSION:

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.

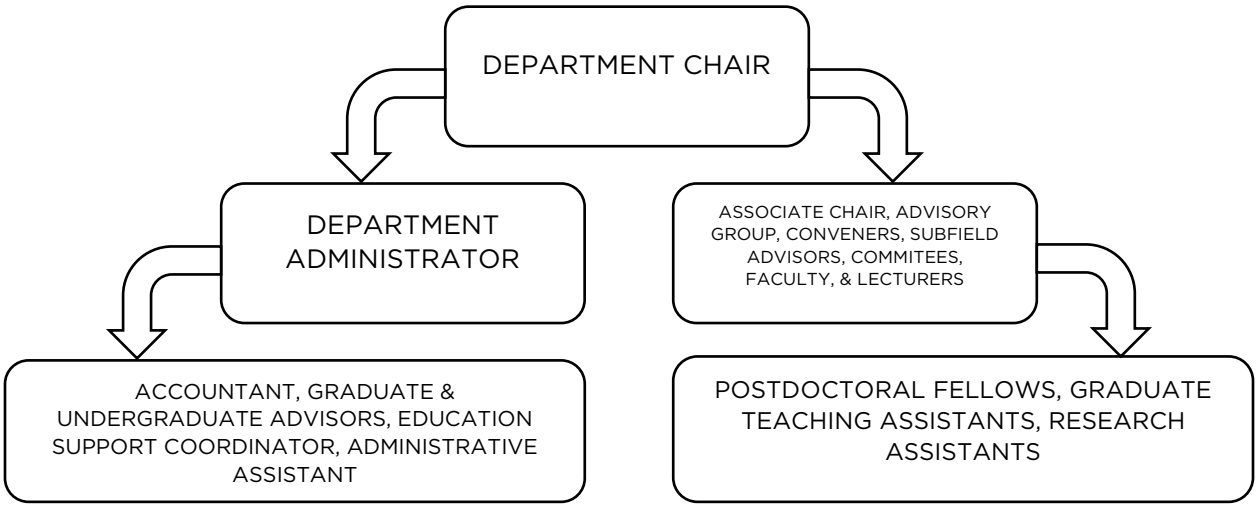
ANTHROPOLOGY VISION:

Archaeology: To understand from the analysis of material objects and residues the processes and contexts of human cultural and biological change.

Evolutionary Anthropology: To understand how evolution has molded all aspects of human uniqueness and diversity and to use this knowledge productively.

Sociocultural and Linguistic Anthropology (SCALA): 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.

DEPARTMENT ADMINISTRATIVE STRUCTURE



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 & Subfield Advisors: 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 (Undergraduate Subfield Advisors), to advise undergraduate students, coordinate program and HED-course assessment, and assist the chair with planning, policies, and procedures.

Graduate Committee: Comprised of four representatives, one from each subfield (Graduate Subfield Advisors) and one of whom serves as *Director of the Graduate Committee and the Graduate Program*, the Graduate Program 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.

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.

Graduate Program Academic Advisor: 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.

Undergraduate Program Academic Advisor: Provides undergraduate advisement on course of study, processes transfer evaluations, and provides reporting on the undergraduate program.

Education Support Coordinator: Assist the Department Administrator with curriculum, scheduling, inventory control, facilities management, and instructional resources.

Administrative Assistant: Provides office support including reception, mailing services, supplies, and copy equipment.

GRADUATE DIRECTOR AND SUBFIELD ADVISORS

The Graduate Program Director guides the Graduate Committee, which is comprised of four representatives (one from each subfield – Public Archaeology, Archaeology, Evolutionary Anthropology, and Sociocultural and Linguistic Anthropology), the Graduate Academic Advisor, and the Department Administrator. The Graduate Program Director oversees academic departmental processes (i.e. deadlines for funding opportunities, assistantship contracts, and annual evaluations) while working and coordinating with the Graduate Academic Advisor. Each representative in the Graduate Committee serves as the *Subfield Faculty Advisor* for their concentration. They further distribute information and process funding applications, yearly student evaluations, and assistantships at the subfield level.

**For more information see both Advisement and Resolution of Problems sections.*



Graduate Director, Evolutionary Anthropology Faculty Advisor

Dr. Ian Wallace

iwallace@unm.edu



Archaeology Subfield Faculty Advisor

Dr. Osbjorn Pearson

ompear@unm.edu



Public Archaeology Subfield Faculty Advisor

Dr. Hannah Mattson

hmattson@unm.edu



Sociocultural and Linguistic Anthropology Subfield Faculty Advisor

Dr. Les Field

lesfield@unm.edu

DEPARTMENT OF ANTHROPOLOGY FACULTY

**See department website for list of adjunct, affiliate, and additional faculty.*

Professors

Heather Edgar, PhD Ohio State University

Evolutionary Anthropology | hjhedgar@unm.edu - Bioarchaeology; osteology and paleopathology; dental anthropology; human biocultural variation; forensic anthropology; U.S. & Mexico

Les Field, PhD Duke University

Sociocultural and Linguistic Anthropology | lesfield@unm.edu - Indigenous identities; Nationalist ideologies and the state; resources and development; social transformations and landscapes; conflict zones; licit and illicit; collaborative research methods and epistemologies; Nicaragua, Colombia, Ecuador, Indigenous California, Palestine

Michael Graves, PhD University of Arizona

Archaeology | mwgraves@unm.edu - Evolution of prehistoric agriculture, social organization and complexity; geospatial studies; architectural ceramic stylistic analysis; history of archaeology; Oceania (Hawai'I & Micronesia) and U.S. Southwest

Frances Hayashida, PhD Stanford University

Archaeology | fmh@unm.edu - States and empires; political economy; political ecology; ancient agriculture and water management in arid environments; human impacts on environment; craft production; beer brewing; ethnohistory; ethnoarchaeology; archaeometry; Andean South America (Peru & Chile)

Keith Hunley, PhD University of Michigan

Evolutionary Anthropology | khunley@unm.edu - Human origins and prehistory; genetic and linguistic co-evolution; human population genetics; genetic ancestry; non-existence of human biological races; health and ethnicity in New Mexico

Emily Jones, PhD University of Washington

Archaeology | elj@unm.edu - Human-environment interactions; zooarchaeology; historical biogeography; evolutionary ecology; Stone Age Europe; American Southwest/Northwest; public archaeology and outreach

Martin Muller, PhD University of Southern California

Evolutionary Anthropology | muller@unm.edu - Primate behavioral ecology; reproductive ecology; behavioral and reproductive endocrinology

Suzanne Oakdale, PhD University of Chicago

Sociocultural and Linguistic Anthropology | soakdale@unm.edu - Sociocultural anthropology; personhood and agency; ritual and religion; autobiographical narrative; Amazonia & Brazil

Osbjorn Pearson, PhD Stony Brook University

Archaeology & Evolutionary Anthropology | ompear@unm.edu - Paleoanthropology; origin of modern humans; skeletal biology; functional morphology; quantitative methods; Africa & Europe

Keith Prufer, PhD Southern Illinois University-Carbondale

Archaeology & Evolutionary Anthropology | kmp@unm.edu - Environmental archaeology; paleoecology; paleoclimate; neotropics

Carla Sinopoli, PhD University of Michigan

Archaeology | csinopoli@unm.edu - Complex societies; political economy; empires; material culture; ceramics; museum studies; South Asia

Associate Professors

David Dinwoodie, PhD University of Chicago

Sociocultural and Linguistic Anthropology | ddinwood@unm.edu - Sociocultural anthropology; linguistic anthropology; theory and history; ethnonationalism; neoliberalism; historical consciousness; 19th-Century British colonialism; Pacific Northwest, Native North America, Canada

Hannah Mattson, PhD University of New Mexico

Archaeology | hmattson@unm.edu - Ceramic technology; personal adornment; materiality; social identity; ritual practice; agricultural production and agrarian settlement organization; public archaeology; U.S. Southwest

Sherry Nelson, PhD Harvard University

Evolutionary Anthropology | svnelson@unm.edu - Paleoecology of Miocene apes; hominids; stable isotopic and dental microwear analyses; Asia, Africa, & Europe

Catherine Rhodes, PhD University of Pennsylvania

Sociocultural and Linguistic Anthropology | rhodesc@unm.edu - 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; Yucatan, Central Mexico, & (new) Latino diaspora in the U.S.

Loa Traxler, PhD University of Pennsylvania

Archaeology | lptraxler@unm.edu - Architecture and the built environment; museum studies; archaeological collections; cultural heritage and public museums; Complex societies in the Americas; Maya civilization; Mesoamerica

Ian Wallace, PhD Stony Brook University

Evolutionary Anthropology | iwallace@unm.edu - Human evolution; musculoskeletal biology and health; locomotor biomechanics; evolutionary medicine

Assistant Professors

Rachel Petersen, PhD New York University

Evolutionary Anthropology | rpetersen@unm.edu - Context-dependent gene regulation, epigenetics, functional genomic assays, early-life effects, women's reproductive health, mate choice

Kari Schleher, PhD University of New Mexico

Archaeology | kschlehe@unm.edu - Pottery analysis; public archaeology and outreach; petrographic analysis; Southwest U.S. (Northern Rio Grande & Mesa Verde)

ANTHGRAD-L LISTSERV

The Department of Anthropology maintains an e-mail listserv for all current graduate students and alumni. The name of the listserv is ***ANTHGRAD-L***. Students must subscribe to the listserv at the beginning of their first semester. If you have trouble subscribing the listserv, please contact the Graduate Program Academic Advisor. The listserv is used for a variety of purposes including job announcements, presentations and events announcements, safety/security information, housing/roommate opportunities, and funding opportunities. To add yourself to the listserv;

1. Use your UNM e-mail to compose a message to LISTSERV@LIST.UNM.EDU
2. Leave the subject line blank
3. In the body of the message enter only the following information;
    a. **subscribe ANTHGRAD-L [Firstname] [Lastname]**
    b. Example: "subscribe ANTHGRAD-L Louie Lobo"

4. You will receive a confirmation e-mail; follow the instructions to approve the request to join
    a. **You will receive a pop-up with subscription confirmation, unless the pop-up blocker is enabled and will not allow the window to appear*

Students may post announcements to the ANTHGRAD-L listserv but must avoid commercial purposes and personal business (buying/selling items), with the exception of student housing opportunities. Students must not forward junk mail/spam or malware. Any language that is profane, racist, homophobic, sexist, xenophobic, ageist, ableist, defamatory, abusive, harassing, and/or intimidating, and any political or controversial content/language is prohibited. The use of listservs to falsely impersonate an individual or group is also prohibited. Students are required to follow UNM Policies 2500, 2520, and 2540 The department may restrict or remove a user's access to a listserv without further notice, if such use is deemed to be in violation of the stipulations listed.

MAILROOM/MAILBOXES AND COPIER CODES

The anthropology mailroom and mailboxes are located within the administrative offices on the second floor of the anthropology building. Students who are assigned a Teaching Assistantship (TA) will have an individual mailbox assigned to them to allow their students to submit papers, tests, etc. All other graduate students are provided with shared mailboxes, categorized alphabetically. Office supplies such as staplers, tape, paper, etc. are available in the mail room, but please do not remove any supplies without permission. Students also have access to a copier/printer. The copier/printer requires a log in code. The department provides 500 copies per semester for each graduate student and are not rolled forward in an accumulating balance. Requests for mailboxes and copy codes are submitted to Education Support Coordinator.

OFFICE ASSIGNMENTS

Due to limited office space in the department, individual offices are only for students holding an active Graduate Assistantship (GA) or Teaching Assistantship (GA). These spaces are to be used for office hours with current students. In any given semester, multiple people will be assigned to shared office space. At the beginning of each academic year, the Department Administrator will assign offices. Please coordinate your office hours with others in the shared space and contact the main office (Graduate Academic Advisor) if you encounter any issues regarding the shared space/access to office. If not assigned an office at the beginning of each academic

year, students should contact the Department Administrator via e-mail indicating office need, class assignment, and if an external door key and alarm code are needed for after-hours access. Students will need to provide their Banner ID Number.

**Read UNM Lockshop/Keys section and Banner Identification Number section.*

Archaeology & Public Archaeology:

The archaeology subfield offers two offices; B06D and B06E located in the Anthropology Annex, which is the building west of Clark Hall (the Department of Chemistry). The building is locked and alarmed with a code after hours.

Evolutionary Anthropology:

The evolutionary anthropology subfield faculty typically assign office spaces for evolutionary anthropology Teaching Assistants and Graduate Assistants. Students should contact their individual Faculty Advisor or the Subfield Advisor.

Sociocultural and Linguistic Anthropology (SCALA):

The SCALA subfield offers one office located in the Anthropology Building Patio, Room #212. The patio is located on the southern section of the Anthropology Building and connects to the Maxwell Museum. The building is locked after hours.

STUDENT LABS AND STUDY SPACES

The department provides students with lab and study spaces. Students needing access for labs and study spaces should contact the Department Administrator via e-mail indicating space needed and requesting external door key and alarm code (if needed) for after-hours access. Students will need to provide their Banner ID Number.

**Read UNM Lockshop/Keys section.*

Archaeology & Public Archaeology Student Lab/Study Space:

The archaeology and public archaeology student lab/study space is located in the Anthropology Annex, which is the building west of Clark Hall (the Department of Chemistry). The computer lab is located in Annex Room B06A. It is secured with an electronic keypad and requires an individually assigned security code (contact Department Administrator). The lab provides three Dell PC computers with ARC GIS and other software. The study space is located in B06 and is an open area that does not require keyed entry. It includes an audio/visual unit, microwave, refrigerator, and sink for student use.

The SCALA Student Lab/Study Space:

The SCALA student lab/study space is located in the Anthropology Building Patio, Room #105. The patio is located on the southern section of the Anthropology Building and is connected to the Maxwell Museum. The lab/study space provides two Mac Computers and one Dell PC for student use. The room also includes meeting space, microwave, and refrigerator for student use.

CLARK FIELD ARCHIVE AND LIBRARY

The Clark Field Archive and Library (formerly the Department Library) is located in the Anthropology Building, Room #171 and houses a collection of rare anthropological works, journals. and various other items of interest to Anthropology students. The recent renovation of the reading room and efforts to increase accessibility to the UNM community will provide a comfortable, historic space for students and faculty to study, meet, and hold classes. Collections are available for UNM students, faculty, and staff use. For more information or to request access to the collection, email clarkfieldarchive@unm.edu.

UNM LOCKSHOP AND KEYS

After departmental approval, the UNM Lockshop issues keys. The Lockshop is located on the northwest corner of Lomas and Yale (1839 Lomas Blvd. NE). To obtain a key to an office, student space, or building, students (or faculty supervisors for faculty-controlled labs) the Department Administrator approves key distribution with UNM Lockshop. Students should e-mail the Graduate Academic Advisor to request a key, and the Graduate Academic Advisor will notify the Department Administrator. Once the Department Administrator has signed the request(s), students must present their UNM LoboID at the UNM Lockshop, which will issue the keys. Students are responsible for securing keys as well as any space where they 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

STUDENT GENERAL INFORMATION

BANNER ID AND LOBO ID CARD

Students' Banner ID is the 9-digit identification number assigned by UNM after admission. The Banner ID serves as the student ID as well as the employee ID, should a student receive employment at UNM (including assistantships). It is tied to a student's identity so keep this number safe from theft or misuse. The number is accessed through LoboWeb (*see MyUNM, LoboWeb, & LoboMail section*) or can be found on the UNM Lobo ID card under the student's name. Lobo ID cards are printed at the LoboCard Office, which is located on the bottom level of the Student Union Building (SUB). Lobo ID cards are required for certain activities, including in-person changes to registration, verification of status as a student, access to Johnson Gym and other campus facilities, library resource access and checkout, and other services.

**For more information on Lobo ID cards please visit https://lobocash.unm.edu/your-card/index.html*

UNM NET ID AND EMAIL

Once admitted to UNM, students create a NetID. This is different from the Banner ID. The NetID will become the first part of a student's UNM e-mail address, for example in the e-mail newstudent1928@unm.edu, the "newstudent1928" is the NetID. The NetID is used for a variety of log-in functions. The UNM e-mail address is the default, primary e-mail address to which information and notifications are sent. Per FERPA law, university communication about private student information must be conducted through official university e-mail. Be sure to monitor this account regularly to receive current information regarding academic career, financial aid or work contracts, course announcements, etc. Students are required to change their password every six months for security reasons.

For more information about NetID and UNM e-mail please visit https://netid.unm.edu

MYUNM, LOBOWEB, AND LOBOMAIL

MyUNM

MyUNM is a portal to access applications such as Canvas, LoboAchieve (*see LoboAchieve section*), LoboWeb, and LoboMail. There is a link to MyUNM in the upper right-hand side of the UNM home page. Students can also access the portal

through http://my.unm.edu/home. The login information for MyUNM is the NetID (the first part of the UNM e-mail address before the "@" sign), and the password established when setting up the UNM e-mail account. Inside of MyUNM, students can click on "Enter LoboWeb".

LoboWeb

LoboWeb is an application within MyUNM used for a variety of purposes including self-service demographic data, registration and records, review of direct deposit and paystubs, bursar accounting and tuition, etc.

LoboMail

LoboMail is the application to access UNM e-mail. There is a link to LoboMail in the top right corner of MyUNM, next to the Logout button. Students can access their e-mail through the LoboMail browser. Students can also download Microsoft OutLook and link their UNM e-mail to the desktop/laptop application.

FUNDING AND ASSISTANTSHIPS

The primary source for UNM funding information for anthropology graduate students is the *Department of Anthropology Funding Guide* (see 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 of Anthropology, Office of Graduate Studies, or other UNM organizations.

Assistantships

An assistantship is an employment offer to a graduate student for part-time work in teaching or research while pursuing study toward an advanced degree. The primary goal of an assistantship is to assist students in strengthening and successfully completing their academic program.

Assistantships are competitively awarded at the department level and typically require 10 to 20 hours of service per week. Assistantship appointments are usually made within the students' academic units. However, graduate students may accept an assistantship outside the unit in which they are pursuing a degree.

- **Teaching Assistant (TA)/ Teaching Assistant Special (TASpec):** is directly involved in producing student credit hours, i.e., responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit.
- **Graduate Assistant (GA)/Graduate Assistant Special (GASpec):** one whose duties are related to instruction, but who is not directly involved in producing student credit hours.

- **Research Assistant (RA):** assists in research work that is relevant to the assistant's thesis, dissertation or other requirement for a graduate degree.
- **Project Assistant (PA):** performs work required by a research grant, contract or special project that is not necessarily directly related to degree requirements. Employment associated with administrative/office support should not be classified as a project assistantship.

Students awarded a Graduate Assistantship (GA), Teaching Assistantship (TA), Research Assistantship (RA), or Project Assistantship (PA) contract will receive their contract instructions electronically through UNM e-mail. While on an active GA/TA/RA/PA contract, students are classified as a NM resident for tuition purposes. The contract includes information regarding work start and end dates, tuition coverage, health insurance, and approval process through Graduate Studies. New employees or students who have not been employed for at least two consecutive semesters must complete all new-hire paperwork three days prior to contract start date.

NOTICE: *Students on an approved GA/TA/RA/PA contract normally receive UNM Health Insurance. Advice and information can only be given by UNM HR and the Office of Graduate Studies. For more information visit https://hr.unm.edu/benefits/student-health-plan.*

NEW MEXICO RESIDENCY

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 during the application and admission process. The residence classification is only changed upon (1) re-application for admission or (2) submission of a petition to Office of the Registrar. Students who have an active Graduate Assistantship (GA), Teaching Assistantship (TA), Research Assistantship (RA), or Project Assistantship (PA) contract are classified as in-state for tuition purposes only for the duration of their assistantship. It is HIGHLY RECOMMENDED that students who are not New Mexico residents apply for residency through petition after their first year at UNM, even if under a GA/TA/RA/PA contract that classifies students as in-state for tuition purposes for the duration of the contract. NM resident students have flexibility with other funding sources that may not offer in-state tuition differential. International students are not eligible to become New Mexico residents.

Residency petitions are accepted each semester until 21 days after the first day of classes; petitions are not accepted after that date. Residency requirements for tuition purposes are established by state law. To become a legal resident of New Mexico, the student must satisfy the following requirements;

- U.S. citizenship or U.S. permanent residency
    - Undocumented students should meet with Graduate Program Academic Advisor.
- The Financial Independence Requirement
    - If you are under the age of 23 at the time you apply for residency, you must be financially independent (i.e. not claimed on the Federal income tax return for the previous tax year) of parents or legal guardian who are not residents of New Mexico.
- 12-Month Consecutive Presence Requirement
    - You must physically reside in New Mexico for the 12 months immediately preceding the term in which you request resident classification. You cannot begin to establish the 12-month physical presence requirement until your 18th birthday.
- The Written Declaration of Intent Requirement
    - You must sign a written declaration of intent to relinquish residency in any other state and to establish residency in New Mexico. This declaration is on the Residency Petition.
- The Overt Acts Requirement
    - New Mexico requires the completion of several overt acts to support your written declaration of intent to become a resident for tuition purposes;
        - New Mexico's Driver's License
        - Copy of New Mexico state income tax return for the previous year
        - Evidence of employment within the state of New Mexico (cannot also be used to fulfill 12-month consecutive presence requirement)
        - New Mexico vehicle registration
        - New Mexico voter registration
        - Proof of residential property ownership or rental agreement in New Mexico (cannot also be used to fulfill 12-month consecutive presence requirement)
        - Utility bills (e.g. electric, gas, telephone, water) showing petitioner's name and a New Mexico address

**For additional information and access to the electronic petition form, please visit https://registrar.unm.edu/residency/index.html.*

GRADUATE STUDIES

Graduate Studies (GS) is the central graduate academic administrative unit at the University of New Mexico. It oversees all graduate programs and provides program, financial, and other student support to all graduate students. Graduate Studies policies apply to all anthropology graduate students. Graduate Studies website is

https://grad.unm.edu/home/ and it provides extensive information about topics ranging from the process of degree conferral to graduate assistantships to thesis and dissertation formatting regulations. Students are strongly advised to familiarize themselves with the Graduate Studies website and processes, as the department and its Dean govern all graduate programs.

UNM CATALOG

Another important resource is the official UNM Catalog, which constitutes a written contract between the University of New Mexico and the student. The UNM Catalog is renewed every year and students are assigned a catalog year based on their admission date. The UNM Catalog is accessible online at http://catalog.unm.edu/ and will automatically load the most recent year. The student's catalog year is required and specified on the Program of Study and Application for Candidacy forms (*see GradForms Website section*), which are submitted to Graduate Studies for graduation purposes. Students are strongly advised to familiarize themselves with the catalog for the year in which they were admitted to UNM and its regulations.

ACADEMIC PROBATION

Students who do not maintain good academic standing are placed on academic probation by Graduate Studies and the university. There are three types of probation:

Type 1: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses taken while in graduate status is placed on Type 1 academic probation. The student is suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 credit hours of graduate coursework or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are **not eligible** to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate.

Type 2: NC-F-IF-INC Grades

Students who earn any combination of two grades of NC (no credit), I (incomplete), IF (incomplete fail), and/or F in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student is suspended from graduate status if a third NC, F, INC, or IF grade is earned. Students on Type 2 probation are **not eligible** to hold assistantships, nor are they allowed to take master's examinations, doctoral

comprehensive examinations, defend theses, dissertations or graduate. When students on Type 2 probation are ready to take final exams or defend theses or dissertations in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status so that they may complete their requirements and graduate. Students on Type 2 probation who maintain a GPA of 3.5 for two consecutive semesters have the sanctions (ability to hold an assistantship, take culminating exams and graduate) waived and written notification thereof from Graduate Studies.

**NOTE: A student who is placed on Type II probation after a semester has begun and holds an assistantship for that semester, must resolve his/her probationary status within that semester to maintain his/her assistantship for future semesters. Example: A student who is notified during spring semester that he/she is on Type II probation must resolve the probationary status to be eligible to hold an assistantship for the following summer and/or fall. Grades of WF, WNC from 2012 and prior may have an adverse impact on student's academic standing.*

Type 3: Incomplete Grades

A student who receives 6 or more credit hours of "Incomplete" grades in graduate-level courses are placed on Type 3 academic probation. Type 3 probation ends when the credit hours of "Incompletes" drop below 6. However, if the student fails to complete the necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take masters' examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester if their semester GPA is 3.0 or higher.

SUSPENSION

A student record reflecting two Incomplete Grades (Type 3 Probation) that extend beyond one semester or two Unsatisfactory Evaluations (*see Annual Progress Review section*) will be considered grounds for automatic suspension. A student who is suspended from graduate status is removed from graduate student status at the University of New Mexico. Suspended students are not eligible to continue work in any graduate degree program at the University of New Mexico 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 must reapply for readmission through the UNM application process (*see Inactivity & Readmission section*). The student may apply for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

INACTIVITY AND READMISSION

A student who is admitted to the University of New Mexico in graduate status and completes one semester of the graduate program but has not been enrolled for three or more consecutive semesters (including summer term) becomes inactive in the UNM system. An absence of more than three consecutive semesters will result in automatic drop from the program. If the student wishes to resume a graduate degree program they must apply for readmission. If a student was in probationary status at the end of their previous enrollment they return in probationary status unless the cause of probation was resolved. Readmitted students must adhere to policies in the UNM Catalog and Anthropology Graduate Handbook in effect at the time of readmission to graduate status. Individuals applying for readmission must submit a readmission packet via the UNM Admissions website prior to the graduate unit's published deadline. Individuals applying for readmission are responsible for ascertaining the specific additional application materials the graduate unit requires (such as GRE scores, portfolios or writing samples). The Office of Graduate Studies holds student files for five years after the semester of last attendance. If transcripts are no longer available at OGS, or if the applicant has attended another institution since their last attendance at the University of New Mexico, they must submit new official transcripts. The time a student spends not enrolled in courses affects the time to degree limit (*see Time to Degree Completion Limits*). If a student needs leave from the program, they should submit a Leave of Absence request (*see Leave of Absence section*).

LEAVE OF ABSENCE

Should any student need leave, students must first contact their assigned faculty advisor (*see Advisement section*). After approval, the student must notify the Graduate Program Academic Advisor about the timing and length of leave. In accordance with the Office of Graduate studies (OGS) guidelines, the student and academic advisor will request an official Leave of Absence from OGS. Leave of Absence are granted to students in good standing in cases of illness, emergency, family exigency, and employment or professional opportunities. Leave of Absence are granted on a semester-by-semester basis and generally are limited to a maximum of one calendar year. With a formal Leave of Absence approved in advance, the time a student is on leave does not count against their time to degree limit (*see Time to Degree Completion Limits section*).

All graduate students enrolled in thesis or dissertation hours (ANTH599 or ANTH699) must maintain continuous enrollment, excluding summer terms, from the first semester of registering in these credit hours through the semester of graduation. Thesis and dissertation students planning a Leave of Absence ***must*** petition the

Office of Graduate Studies, otherwise students must file for readmission and it is the discretion of the department of readmit. There is no guarantee that a student who leaves the program without an approved Leave of Absence will be readmitted.

UNM PATHFINDER

UNM Pathfinder is UNM's electronic, annual student handbook and calendar. It 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 and are binding on all members of the university. The UNM Pathfinder is accessible at https://pathfinder.unm.edu/index.html.

ADA COMPLIANCE AND ACCESSIBILITY RESOURCE CENTER

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 Accessibility Resource Center (ARC) at UNM. The Accessibility Resource Center recognizes individuals with disabilities as an integral part of a diverse community and is committed to the provision of comprehensive resources to the university community (faculty, staff, and student) in order to create equitable, inclusive, and practical learning environments. If you need further information, please contact ARC through their website, https://arc.unm.edu.

GENERAL ANTHROPOLOGY PROGRAM INFORMATION

ADVISEMENT

In the UNM Graduate Anthropology Program, students are supported by three levels of advisement;

Assigned Faculty Advisor *(Faculty Advisor)* or **Committee Chair** *(Chair)*	• Assigned to individual student prior to first semester of study *(refer to department admission e-mail)* • Guides student with program of study and course selections • Guides student with Master's Exam, Thesis, and/or Dissertation • **Eventually replaced by *or* becomes the Chair of student's committee, when student formally selects a Chair**
Subfield/Concentration Faculty Advisor *(Subfield Advisor)*	• Subfield representative on department's Graduate Committee • Coordinates subfield assistantships and processes funding applications • Approves subfield forms and answers subfield program-specific questions • Liaison between subfield and Graduate Program Academic Advisor
Graduate Program Academic Advisor *(Academic Advisor)*	• Oversees completion of *all* degree requirements and processes • Processes degree, graduation, and petition forms between department and OGS • Coordinates admissions and funding applications • Processes assistantship contracts • Advises on degree progress and department-level processes

New students are assigned their own Faculty Advisor before their first semester (refer to the departmental admission e-mail). Prior to the start of the first semester, new students should communicate with their Faculty Advisor followed up by a meeting their Subfield Advisor to discuss program requirements, determine courses, and begin a preliminary Program of Study (*see Program of Study section*).

Students should meet at least twice a semester with their Faculty Advisor; during the semester to discuss progress in the program and before the end of the semester to

discuss appropriate courses to enroll in for the upcoming semester. Students may change their Assigned Faculty Advisor after the first semester without penalty of any kind provided an alternate faculty member is willing to serve as the new Faculty Advisor. All students will form a Committee on Studies by the end of their first year and they will formally select a Chair. The Chair may be the Assigned Faculty Advisor or a new faculty member. **All changes and updates should be communicated to the Subfield Advisor and the Academic Advisor via e-mail by submitting a Faculty Advisor Change form or an Appointment of Committee form.** Both of these forms can be found on the department website under the Graduate tab > Forms/Resources page.

NOTE: *Evolutionary Anthropology students are not required to choose a permanent Faculty Advisor until the Master's Exam is passed and a PhD Committee on Studies is formed.*

Students should always consult with their Faculty Advisor (or Committee Chair) first, then the Subfield Faculty Advisor, and finally the Graduate Program Academic Advisor should questions about courses and transfer courses, funding, registration, formal processes, exams, dissertation, requirement fulfillment, etc. arise.

MA/MS/Transfer Credits

Students entering the program with an MA, MS, or with graduate credit from another institution who wish to receive credit for this work must provide the Subfield Advisor and Faculty Advisor with a description of course work taken for that degree at the beginning of their first semester in the program. The advisors will, in consultation with other members of the subfield, determine whether graduate courses taken at another institution can be accepted for degree requirements. After approval, these will be entered electronically in the Program of Study and approved by Faculty Advisor, Academic Advisor, and then by Graduate Studies (*see Transfer Credits section*).

ANNUAL PROGRESS REVIEW

All students must make consistent and timely progress toward their degrees. Every spring semester (deadline of **April 1st**) each concentration annually conducts a progress review of their students. The review process comprises of student submission of a progress report, which includes a self-evaluation form (Graduate Student Annual Self Evaluation Form), updated CV, and most recent unofficial transcripts. Students who have completed all coursework and are at the thesis and dissertation writing stages must submit the self-evaluation form and a two-page report on the progress of their thesis or doctoral work. The Graduate Student Annual Self Evaluation Form can be found on the Department of Anthropology website,

under the Graduate Tab, in Forms/Resources or visit: https://anthropology.unm.edu/graduate/forms-resources.html.

The students' annual progress reports are submitted by the student to their faculty advisor, subfield advisor, and academic advisor via e-mail and are always due April 1st. Once all students have submitted their progress report, each subfield then reviews all students' files, hears a faculty advisor report on their individual students, and checks on students' committee formation and completion of requirements. The discussion includes an assessment of the student's progress as well as expectations for that student in the coming academic year. Advisors send each student a letter via e-mail documenting the evaluation results, including expectations for the coming academic year, by the end the academic year in May. The Academic Advisor is also included in the e-mail to keep record.

Each subfield has an independent way of evaluating their students, but the lowest evaluation across the department is "UNSATISFACTORY". Students whose record indicates unsatisfactory work are notified in writing. A student receiving two annual "UNSATISFACTORY" ratings may be suspended from the graduate program. If a subfield determines that a student shows little promise of completing the degree program, the Department of Anthropology will notify the student and the Office of Graduate Studies that the student is suspended from further work in the program (*see Academic Probation and Suspension sections*).

ANNUAL EVALUATION SCORING MATRIX		
SUBFIELD USE	**RATING**	**DESCRIPTION**
▪ Pub. Arch. ▪ Archaeology ▪ Ev. Anth.	Excellent	Reserved for milestone accomplishments, such as receiving a large grant or leading a major publication
All Subfields	Good/Satisfactory	Student meets expected yearly progress goals
All Subfields	Concern	There are certain problems or weaknesses that should be addressed in the coming year
All Subfields	Unsatisfactory	There are major problems with student performance, or the student failed to submit a progress report

GRADFORMS WEBSITE

The GradForms Website is an application that connects the Department of Anthropology with the Office of Graduate Studies for students to submit required forms electronically. The website can be accessed by visiting

https://gradforms.unm.edu/ and using your UNM credentials (NetID and password) to login. The application contains the following forms; Program of Studies, Application for Candidacy, Announcement of Examination, and Report of Exam. By clicking on each form, you will receive a link to open the form, read instructions, and submit the form for processing to Office of Graduate Studies.

Program of Studies (POS)

Typically submitted by the student's third semester to sum up requirements completed for a Master's Degree.

Application for Candidacy (AC)

Submitted immediately after the PhD Comprehensive Exam and after all Language(s)/Skill(s) requirements are completed so that the student transitions into All-But-Dissertation (ABD) status.

Announcement of Examination (AOE)

This form is used to submit the following exams; Master's Thesis Defense, Master's Exam, PhD Comprehensive Exam, and Dissertation Defense.

Report of Examination (RE)

This form is used by the student's committee members to submit their results after a student's exam (students do not have access to this form).

**See each form's section in handbook for more information.*

TIME TO DEGREE COMPLETION LIMITS

All coursework used to meet degree requirements for a Master's Degree, including transfer credits, must be completed within a seven (7) calendar year period. Coursework older than seven years cannot be used to meet requirements for the master's degree.

Doctoral candidates have five (5) calendar years from the semester in which they pass their dissertation proposal defense (PhD Comprehensive Exam) to complete the degree requirements and defend their dissertation. Once students successfully defend their dissertation proposal (PhD Comprehensive Exam), they must immediately become ABD (all-but-dissertation) status by completing their Language(s)/Skill(s) requirement and submitting their Application for Candidacy to the Office of Graduate Studies.

GRADUATION AND DEPARTMENT CONVOCATION

Degrees are awarded three times a year. UNM Commencement ceremonies are held in December and May. Though the annual Anthropology Department Convocation is only in May, students from summer and fall graduations are invited and encouraged to attend.

Intent to Graduate

Regardless of the degree, students must be included on the Office of Graduate Studies' graduation list to be eligible to graduate. To get on the list, students must submit an Intent to Graduate Form (found on the department website through the Graduate tab > Forms/Resources page) to the Academic Advisor the semester prior to graduation, two Fridays before the last day of the semester. The Department of Anthropology must submit their proposed graduation list to OGS no later than 5:00 p.m. on the last day of the semester before the students' graduating semester. In addition to being on the graduation list, students must complete all degree requirements for graduation no later than April 15th for Spring, July 15th for Summer, and November 15th for Fall. These include the results of Master's Exams, Theses Defenses, and Dissertation Defenses, and the submission of Thesis and Dissertation Manuscripts along with their specific Office of Graduate Studies forms. Students who miss deadlines may be eligible for Courtesy Policy (*see Courtesy Policy section*). Students completing their Master's Exam and continuing into the PhD Phase of the program should go through the process of graduating from the Master's Program to receive their Master's Diploma.

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;

1. The student must successfully defend their dissertation prior to the end of the spring semester
2. The student's committee must be in agreement that the student will be able to submit the thesis or dissertation manuscript in final form by the summer session deadline of July 15th
3. The student's name in the department convocation booklet will be identified with an asterisk indicating the official graduation date to be completed during the summer term

** For questions about Graduation and Department Convocation, students should see the Education Support Coordinator.*

COURTESY POLICY

University regulations require that the student must be enrolled and complete a minimum of one credit hour of graduate credit in the term they complete degree requirements (Master's Exams, Thesis and Dissertation Defenses, and the submission of Thesis and Dissertation Manuscripts and their forms). Should the student miss the graduation deadline for the requirements (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student will be automatically pushed to the next term's graduation list but is **not** required to register for that next term. The student should ensure that the Academic Advisor will submit the student's name on the proposed graduation list for actual term of graduation.

RESOLUTION OF PROBLEMS

Graduate students consult first with their Faculty Advisor (usually the Committee Chair). If the issue has to do with Office of Graduate Studies or general departmental policies and procedures, the student should consult with the Academic Advisor. Graduate students still taking required courses should bring problems that cannot be resolved with their Faculty Advisor or within their committee to their Subfield Advisor. The Subfield Advisor may suggest resolution and/or bring the problem either before the subfield faculty or, if more appropriate, before the Graduate Committee. If the Subfield Advisor is on the student's committee, the Graduate Program Director should be consulted. If the director is on the student's committee, or otherwise inappropriate, consult the Academic Advisor to ascertain the appropriate person with whom to discuss the problem.

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

GRADUATE ANTHROPOLOGY PROGRAM GENERAL DEGREE REQUIREMENTS

The Department of Anthropology offers the following degrees:

Master of Arts in Anthropology

- Public Archaeology Concentration (Plan II: Non-Thesis only)
- Sociocultural and Linguistic Anthropology Concentration (Plan I: Thesis *or* Plan II: Non-Thesis)

Master of Science in Anthropology

- Public Archaeology Concentration (Plan II: Non-Thesis only)

Doctor of Philosophy in Anthropology

- Archaeology Concentration
  - MA or MS en Route (Plan II: Non-Thesis only)
- Evolutionary Anthropology Concentration
  - MA or MS en Route (Plan II: Non-Thesis only)
- Sociocultural and Linguistic Anthropology Concentration
  - MA en Route (Plan II: Non-Thesis)

Although all degrees meet general University requirements, the process and requirements at the subfield-levels vary. Any exceptions, additions, or specifics that may apply to students dependent on their subfield/concentration (Public Archaeology, Archaeology, Evolutionary Anthropology, or Sociocultural and Linguistic Anthropology) and are listed in the individual subfield section of the handbook. Meeting the minimum requirements does not automatically constitute a degree. Each students' completed program must be approved by the Department of Anthropology and the Office of Graduate Studies.

MASTER'S EN ROUTE

Students admitted directly into a PhD program without a Master's Degree may earn a Master's Degree in the same subject while "en route" to the PhD by first following all Master's Degree requirements. All PhD Anthropology programs (Archaeology, Evolutionary Anthropology, and Sociocultural and Linguistic Anthropology) are designed as Master's en Route. Each subfield varies in the transition process from the Master's phase into the PhD phase, but all subfields utilize some form of Doctoral Qualifying Exam (*see individual subfield section*).

MASTER'S DEGREE GENERAL REQUIREMENTS

The University of New Mexico sets the general, minimum requirements for the Master's Degree. Each department (and concentration) may add additional requirements. Detailed information can be found in the subfield-specific section of the handbook.

To meet the general requirements for a master's degree, a student must;

1. Complete the coursework requirements of a **Plan I** or **Plan II** program
2. Fulfill any additional department or graduate unit requirements (*e.g. practicum*)
3. Maintain a cumulative GPA of 3.0 +
4. Complete each course with a grade of "B-" or greater.
5. Complete 50% of required coursework *after* admission to the graduate program
6. Have a Program of Studies approved by the Office of Graduate Studies
7. Pass the Master's Examination and/or Thesis Defense
8. Meet the time limit for completion of degree requirement

The Office of 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. It is recommended that students use them as a reference and guide. The interactive version of the roadmaps can be found on the Office of Graduate Studies website; https://grad.unm.edu/resources/student-resources/degree-completion-roadmaps/masters/ms-roadmap.html

***NOTE**: some of the language used by OGS differs from that used by the Department of Anthropology – reach out to the Faculty Advisor, Subfield Advisor, and/or the Academic Advisor with any questions.*

The Department of Anthropology offers two plans to complete a master's degree. **Plan I** requires a thesis. The Sociocultural and Linguistic Anthropology subfield offers Plan I for student wishing to complete their education and training at the Master's level (not pursuing PhD), and wishing to complete a thesis. **Plan II** requires a master's project and/or a master's exam. Plan II is the option for all Public Archaeology students, as well as Sociocultural and Linguistic Anthropology students pursuing the PhD, and Archaeology and Evolutionary Anthropology students completing a Master's en Route. The requirements for the Plan II Master's vary by subfield; read the appropriate subfield section and check with the Subfield Advisor.

Master's Degree Plan I (Thesis) Requirements (*SCALA Only*):

Sociocultural and Linguistic Anthropology students under Plan I should refer to SCALA Flowcharts and SCALA Thesis Process sections.

Master's Degree Plan II (Non-Thesis) Requirements:

1. A minimum of 30 credit hours of coursework (varies by subfield), with a minimum of 18 credit hours from Anthropology
2. A minimum of 12 credit hours of 500-level courses
3. A maximum of 12 credit hours in "problems" courses
4. Completion of a master's project and/or master's exam

MA PLAN II (NON-THESIS) ROADMAP *For all Pub. Arch. students, SCALA students pursuing the PhD, & Archaeology and Ev. Anth. students completing a Master's en Route*		
	FALL	**SPRING**
YEAR 1	• ANTH594 Professional Development* • Core Courses + Electives	• Core Courses + Electives • Form Master's Committee on Studies
YEAR 2	• Core Courses + Electives • **Program of Studies due 10/1** • **Intent to Graduate form due 2 weeks before last day of class**	• Core Courses + Electives • **Master's Exam before 4/15** ○ *Requirements vary by Subfield*
MA Graduation; *Students must successfully pass Master's Exam & receive OGS approval*		
		Total Credits: ~32-36

MA in Archaeology or SCALA = 32 credits, Public Archaeology = 33 credits

MS in Evolutionary Anthropology = 32 credits, Archaeology = 38 credits, Public Archaeology = 39 credits
**New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour their first semester*

The Master's Exam and Report of Exam must be submitted no later than 5:00pm on the degree requirement deadline;

- April 15 for Spring
- July 15 for Summer (subfield permission required)
- November 15 for Fall

Students who miss the term's degree requirement deadline but complete degree requirements by last day of that term will graduate the following term under Courtesy Policy (*see Courtesy Policy section*).

- **Students under Plan I should see subfield-specific section for additional requirements.*

PHD DEGREE GENERAL REQUIREMENTS

The doctorate is a degree representing broad scholarly attainments, a deep grasp of a field of study, and expertise in conceiving, conducting, and reporting original and individual research. As such, its attainment is no mere matter of meeting requirements. Those requirements described below should be viewed only as a minimal formal context in which the student is expected to grow to the professional stature denoted by the doctoral degree. Consult the appropriate subfield section for the particular requirements of individual programs.

The Office of 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. It is recommended that you use them as a reference and guide. The interactive version of the roadmaps can be found on the Office of Graduate Studies website; https://grad.unm.edu/resources/student-resources/degree-completion-roadmaps/phd/phd-roadmap.html

NOTE: Some of the language used by OGS differs from that used by the Department of Anthropology – reach out to the Faculty Advisor, Subfield Advisor, and/or the Academic Advisor with any questions.

General Requirements

1. A minimum of 48 credit hours of graduate credit coursework.
2. Must be enrolled in at least one credit hour of graduate credit in the semester in which the Doctoral Comprehensive Examination is taken.
3. At least 24 credit hours of graduate credit coursework must be completed at the University of New Mexico.
4. At least 18 credit hours of graduate credit coursework must be completed at the University of New Mexico after admission to the doctoral program
5. No coursework in which a grade of "C+" (2.33) or lower, or "CR" (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.
6. No more than 50% of the required course credit hours (not including dissertation credit hours) at the University of New Mexico may be taken with a single faculty member (coursework that has been completed for the Master's Degree is included in this limit).
7. A minimum of 18 credit hours of dissertation credit hours (699) is required for the doctorate (these may all be taken with the same faculty member)
8. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including the summer session.

<table>
<tr><th colspan="3">PHD (W/ MASTER'S EN ROUTE) ROADMAP
Archaeology, Evolutionary Anthropology, or Sociocultural and Linguistic Anthropology</th></tr>
<tr><th></th><th>FALL</th><th>SPRING</th></tr>
<tr><td>Year 1</td><td>• Meet w/ Fac. Advisor to discuss Program of Study
• Core Courses + Electives
• ANTH594 Professional Development*</td><td>• Core Courses + Electives
• Form Master's Committee on Studies</td></tr>
<tr><td>Year 2</td><td>• Master's Comps (SCALA only)
• Core Courses + Electives
• Program of Studies due by 10/1
• Intent to Graduate form due 2 weeks before last day of class</td><td>• Core Courses + Electives
• Master's Exam before 4/15 (requirements vary by subfield)</td></tr>
<tr><td colspan="3">MA Graduation; students continuing to PhD program should form Committee on Studies
Subfields may require a PhD Qualifying Exam before or after MA graduation; refer to subfield section</td></tr>
<tr><td>Year 3</td><td>• PhD Courses + Language(s)/Skill(s) requirements
• PhD Committee on Studies</td><td>• PhD Courses + Language(s)/Skill(s) requirements</td></tr>
<tr><td>Year 4</td><td>• PhD Courses + Language(s)/Skill(s) requirements</td><td>• PhD Courses + Language(s)/Skill(s) requirements
• PhD Comprehensive Exam/Specials Exam
• Submit Application for Candidacy (AC)</td></tr>
<tr><td colspan="3">All-But-Dissertation (ABD) Status
Students may take 1 to 2 years before arriving at Application for Candidacy (AC) stage</td></tr>
<tr><td>Year 5</td><td colspan="2">ANTH 699
Dissertation Research & Writing</td></tr>
<tr><td>Year 6</td><td colspan="2">ANTH 699
Dissertation Research & Writing</td></tr>
<tr><td>Year 7+</td><td>• ANTH699 Dissertation Research & Writing
• Confirm Dissertation Completion w/ Committee
• Submit Intent to Graduate Form two weeks before the last day of classes</td><td>• ANTH699 Dissertation Research & Writing
• Schedule Dissertation Defense and submit Dissertation before 4/15</td></tr>
<tr><td colspan="3">PhD Graduation; students must pass defense & receive GS approval of dissertation submission
*ABD students may take up to 5 years to arrive at Dissertation Defense phase, but should not go over five</td></tr>
<tr><td colspan="3">Total Credits: ~48 of Coursework, ~18 of Dissertation Hours</td></tr>
</table>

PhD Degree = 48 credits + 18 dissertation hours + 2 Language/Research Skills
**New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour their first semester*

The PhD Requires a minimum of 48 hours of course work (including some coursework taken for the Master's), of which only 6 may be in ANTH697. 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's Phase).

The Dissertation Defense and submittal of Dissertation Manuscript and its accompanying forms must be submitted no later than 5:00pm on the degree requirement deadline;

- April 15 for Spring
- July 15 for Summer (subfield permission required)
- November 15 for Fall

Students who miss the term's degree requirement deadline but complete degree requirements by last day of that term will graduate the following term under Courtesy Policy (*see Courtesy Policy section*).

TRANSFER CREDITS

If a student is admitted into the Anthropology Graduate Program with some graduate credit (including a previous Master's Degree), it is up to each subfield to determine which credits are acceptable for the Master's Degree in their concentration. A student wishing to transfer credits must submit a petition at the beginning of their first semester in the program to the Subfield Advisor and Academic Advisor. The Subfield Advisor will bring the petition to the rest of the subfield faculty for approval. 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 the grade received in the course. If approved, these will be entered electronically in the Program of Study and approved by Faculty Advisor, Academic Advisor, and then by Office of Graduate Studies. See subfield-specific information for additional policies regarding students entering with graduate coursework or a Master's Degree.

The Office of Graduate Studies has the following restrictions on such transfer credits towards a degree:

1. Must come from an accredited institution
2. Must carry letter grades of B or better (no B- or below)
3. At least ½ of the credit hours required for a Master's Degree must be taken after admission to UNM
4. Coursework older than five (5) years cannot be used to meet requirements for a Master's Degree

5. 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;
    a. 24 credit hours of coursework at UNM
    b. 18 credits must be taken after admission to the PhD program
    c. 18 dissertation hours must be taken after 24 credit hours of coursework is completed

PROGRAM OF STUDIES

The Office of Graduate Studies (OGS) requires that all students pursuing a Master's Degree file a Program of Studies (POS) form and an Announcement of Exam (AOE) form for either a Master's Examination or Thesis Defense. These forms are required to complete the degree.

After 15 to 18 credit hours and during the semester ***prior*** to taking the Master's Exam, students should electronically file a form called "Program of Studies" through the GradForms website (https://gradforms.unm.edu/) (*see GradForms section*). The Program of Studies is a list of all courses the student has completed and will complete to fulfill the Master's Degree coursework requirements. The POS form must be completed in consultation with the Faculty Advisor or Master's Committee on Studies Chair. Then, it will be passed on for approval from the Academic Advisor, and finally the Office of Graduate Studies. The Program of Studies must be approved by the Office of Graduate Studies ***before*** a student can schedule a Thesis Defense or Master's Exam, thus the deadline for filing the POS form is typically the term prior to expected Master's Exam and graduation. The Office of Graduate Studies will approve the POS form toward the end of the semester it was submitted.

Program of Studies Deadlines:

- October 1st for Spring graduation
- March 1st for Summer graduation (subfield permission required)
- July 1st for Fall graduation

ANNOUNCEMENT OF EXAM

Graduate Studies (GS) requires that all students pursuing a Master's Degree file a Program of Studies (POS) form and an Announcement of Exam (AOE) form for either a Master's Examination or Thesis Defense. These forms are required to complete the degree.

The Announcement of Exam form is submitted the semester after the Program of Studies form is approved by the Office of Graduate Studies. It is used to notify the

department and the Office of Graduate Studies that a student is scheduling one of the four following exams;

- Thesis Defense
- Master's Exam
- PhD Comprehensive Exam
- Dissertation Defense

The Announcement of Exam form is found on the GradForms website (https://gradforms.unm.edu/) and is due two weeks before the date of the examination. Students completing their Master's Thesis or Master's Exam will not be able to access the Announcement of Exam form if a Program of Studies form has not been submitted *and* approved by OGS. Students who have completed their Master's Degree or who are in PhD status will be able to submit the Announcement of Exam form for the PhD Comprehensive Exam, and afterward for the Dissertation Defense – the Program of Studies form is not needed.

MASTER'S THESIS (PLAN I)

The Plan I Master's Degree is offered only for Sociocultural and Linguistic Anthropology students; see *SCALA Thesis Process* section in the SCALA subfield section of handbook.

MASTER'S EXAM (PLAN II)

The Plan II Master's Degree is the correct option for SCALA students pursuing the PhD, and for all Public Archaeology, Archaeology, and Evolutionary Anthropology students. All candidates for the Plan II Master's Degrees must pass some form of Master's Examination. The examination, drawn from the major field and from minor or related fields as appropriate, may be written, oral, or both depending upon the requirements of the subfield. The exam is conducted by a committee of a minimum of three members approved for committee service (*see Committees section*). The Master's Exam may be taken only after the Program of Studies has received approval by OGS and only if the student is in good academic standing. The student must notify the Office of Graduate Studies of the scheduled examination date by electronically submitting the Announcement of Exam form *at least two weeks* before the Master's Examination, and no later than the published deadline dates (*see Required Forms and Deadlines section*). If a student fails the exam, the department may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The Master's Examination may

be taken only twice. A second failure results in the student's termination from the program.

PHD COMPREHENSIVE EXAM/DISSERTATION PROPOSAL DEFENSE

The PhD Comprehensive Exam is the Dissertation Proposal Defense and it is required of all PhD Anthropology students. The proposal defense process may vary slightly by subfield, specifically for Sociocultural and Linguistic Anthropology students (*see subfield section of the handbook and consult the Subfield Advisor for additional details*). After the student transitions into the PhD phase by completing MA requirements and graduating with their Master's Degree, they must complete 18 credit hours of coursework in PhD status. Archaeology and Evolutionary Anthropology students must enroll in ANTH675 Anthropological Research Proposals during their third year, which will count for credit within the 18 credit hours in PhD status requirement. All students, including SCALA students, may continuously enroll in ANTH698 Advanced Research with their Faculty Advisor and, eventually, Committee Chair as independent study for proposal writing.

The student's PhD Committee on Studies, which may develop into the three-member PhD Comprehensive Exam Committee (*see Committees section*), supports the student's proposal writing. The committee should also guide the student's course selections. Students must also focus on completing the Language(s)/Skill(s) Requirement (*see Language(s)/Skill(s) Requirement section*) – and courses used to fulfill this requirement ***do not count*** within the 18 credit hours of coursework in PhD status. As students complete the PhD coursework and the Language(s)/Skill(s) Requirement, they should work on their dissertation proposal with the support from their committee. In addition, programs may require the successful completion of independent Specials Exam in order to pass the PhD Comprehensive Exam (*see individual subfield sections*).

Proposal Format

In the proposal, students 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. The proposal should share many properties of a grant proposal with due allowance for a broader audience and must include a bibliography. The student's committee will determine when a proposal has reached its final draft. The committee must be satisfied that the proposal reflects the highest levels of scholarship and appropriate research design.

Proposal Submission

Once coursework is complete, the Language(s)/Research Skill(s) Requirement is met, and the student's PhD Comprehensive Exam Chair has determined the dissertation proposal draft is ready for committee review, the student enrolls in ANTH699 Dissertation and the dissertation proposal is submitted to the PhD Comprehensive Exam Committee members at least six weeks before the last day of classes. Committee members have *at least two weeks* to read and comment on the final draft. PhD Comprehensive Exams/Dissertation Proposal Defenses are not accepted during the summer term, unless special approval is granted by the subfield.

The student should incorporate recommendations before preparing for the Dissertation Proposal Defense. Then, the student and their committee agree on the date and time, and the student electronically submits an Announcement of Exam form through the GradForms website (*see GradForms Website section*) for the official PhD Comprehensive Exam. The announcement form must be filed *at least two weeks* before the Dissertation Proposal Defense date. Announcements of the defense must be posted two weeks in advance, along with department listserv notice (contact Academic Advisor).

SUBMISSION, ANNOUNCEMENT, AND PROPOSAL DEFENSE DEADLINES			
Semester	**Committee Submission Deadline**	**AOE Deadline:**	**Proposal Defense Date**
Spring	Two weeks before submitting AOE	Two weeks before the Proposal Defense Date	Two weeks before the last day of classes
Summer *(w/ permission)*	Two weeks before submitting AOE	Two weeks before the Proposal Defense Date	Two weeks before the last day of classes
Fall	Two weeks before submitting AOE	Two weeks before the Proposal Defense Date	Two weeks before the last day of classes

**Students are encouraged to give their committees a full two weeks to submit the Report of Exam, thus these are strongly recommended deadlines for defenses.*

Proposal Defense

To complete the PhD Comprehensive Exam (Dissertation Proposal Defense), students must publicly present their proposal to their PhD Comprehensive Exam Committee. The PhD Comprehensive Exam (Dissertation Proposal Defense) has three phases: (1) the presentation, (2) the discussion, and (3) the evaluation and results. The presentation and discussion are the only phases open to the public. The

evaluation and results phase is only for the committee members. The event begins with the student's oral presentation, and then the Committee Chair leads the discussion of the project's design, potential, and feasibility. A designee will be responsible for taking notes, which are distributed to the student by the Committee Chair. After the discussion, the student and attendees leave so the faculty can evaluate and vote on the proposal.

NOTE: *The SCALA subfield Dissertation Proposal Defense structure varies; students should see subfield section.*

Proposal Evaluation and Results

The three PhD Comprehensive Exam Committee members vote to (1) pass, (2) conditional pass, or (3) fail the proposal. If a student passes their dissertation proposal, then the PhD Comprehensive Exam Committee also votes to award *distinction* to the student for their defense. A student who receives a conditional pass will receive instruction either to implement minor revisions to be certified by the PhD Comprehensive Exam Committee Chair before passing, or to rewrite with full re-submission by a given deadline or before the next deadline. A conditional pass cannot earn distinction. At the conclusion of the voting, there is agreement as to the summary of the comments, criticism, and recommendations, which the Committee Chair communicates to the student for incorporation. The student is then called in to hear the Committee Chair briefly convey the results. If a student fails they have one more opportunity to submit an acceptable proposal. If a second proposal is rejected the student will be terminated from the program.

REPORT OF EXAM EVALUATION MATRIX FOR DISSERTATION DEFENSE		
Vote	**Evaluation of Dissertation**	**Next Step**
Pass w/ Distinction	Approved without change	Submit Application for Candidacy and Language(s)/Skill(s) Requirement form to Office of Graduate Studies
Pass		
Conditional Pass	Approved with only minor editorial corrections	Process overseen by dissertation chair
	Must be revised before approval	One opportunity to successfully re-defend or revise and resubmit by specified deadline
	Must be revised before approval	One opportunity to successfully re-defend or revise and resubmit by next deadline
Fail	Must be revised before approval	One opportunity to revise and resubmit by the following year

Once the student passes the PhD Comprehensive Exam, they should immediately submit the following forms;

- Application for Candidacy through GradForms website *(see Application for Candidacy Section*)
- Certification of Language or Research Skill Requirement (one for each Language/Skill) *(see Language(s)/Skill(s) Requirement section)*

After the Office of Graduate Studies receives the PhD Comprehensive Exam Report of Exam, approves the Application for Candidacy form, and processes the Certification of Language or Research Skill Requirement forms, the student becomes All-But-Dissertation (ABD) status. A successful Dissertation Proposal Defense (and in some subfields, the completion of Specials Exam – *see individual subfield sections*) completes the PhD Comprehensive Exam.

Dissertation Defense

Each doctoral candidate must prepare a written dissertation. The dissertation for the degree of Doctor of Philosophy must demonstrate ability to do independent research and competence in scholarly exposition. At an advanced level, it should present the results of an original investigation of a significant problem and should provide the basis for a publishable contribution to the research literature in the major field.

Anthropology accepts both traditional and non-traditional (hybrid) dissertations (*see Anthropology Hybrid Dissertation Guidelines section*). The doctoral final oral examination, or Dissertation Defense, is the last formal step before the Dissertation Manuscript is submitted to the university and the Doctoral Degree is awarded. The focus of the final examination is the dissertation and its relationship to the candidate's field of study. Its purposes are:

- To provide an opportunity for candidates to communicate the results of their research to a wider group of scholars
- To afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions
- To ensure that the research reflects the independence of thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member
- To ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation but also its setting and relevance to the discipline of which it is a part

Dissertation Hours Requirement

After the student has successfully completed their PhD Comprehensive Exam and submitted their Application for Candidacy, they should continuously enroll each fall and spring semester in at least three credit hours of ANTH699 Dissertation. Continual enrollment is required until the student meets the minimum of 18 credits of ANTH699 Dissertation. Enrollment in ANTH699 Dissertation hours may *not* begin prior to the semester in which the PhD Comprehensive Exam is taken. The 18 credit hours begin to accumulate the semester the student passes their Comprehensive Exam. If a student is given permission to defend their dissertation or submit their final dissertation manuscript during the summer term, then the student must enroll in ANTH699 Dissertation during that term. During continuous enrollment of ANTH699, the student should work on their research and writing with the support of their Dissertation Committee. **If a student breaks continuous enrollment, they must apply for readmission to the program and it is up to the discretion of the subfield to admit the student** (*see Inactivity & Readmission and Leave of Absence sections*).

Dissertation Format

The dissertation must follow specific formatting guidelines and submission procedures. These can be found via the Graduate Studies website: https://grad.unm.edu/degree-completion/thesis-dissertations/index.html. Students at the dissertation stage of their degree should familiarize themselves with this resource.

Graduate Studies also offers Formatting Workshops, which students are highly encouraged to attend. The workshop dates can be found on the above mentioned website page under "*Formatting Workshops*". The "*Formatting Guidelines*" section describes general rights, manuscript preparation, formatting aids, common problems, examples, and electronic submission.

Students are able to write their dissertation in another language, however prior to writing a dissertation in a language other than English, students must receive written approval by the Dean of Graduate Studies. A dissertation submitted to Graduate Studies in another language must be accompanied by an abstract in English approved by the student's dissertation committee.

Overview of Dissertation Defense Process

1. Student notifies Dissertation Committee Chair and Academic Advisor that they are ready to defend and graduate by submitting an Intent to Graduate form (*see Graduation & Department Convocation section*) the semester prior to the graduating semester
2. Student enrolls in ANTH699 Dissertation during their graduating semester
3. Student submits penultimate dissertation draft (approved by Dissertation Committee Chair) at least six weeks prior to the Dissertation Defense date
    a. The student and Dissertation Committee agree on a defense date
4. Committee members have four weeks to respond with comments and required revisions; 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
    a. The Dissertation Defense must be held at least two weeks before the posted graduation deadlines;
        i. April 15 for Spring graduation
        ii. July 15 for Summer graduation (*subfield permission required*)
        iii. November 15 for Fall graduation
5. Student electronically schedules the Dissertation Defense at least two weeks before the event using the Announcement of Exam form through the GradForms website (the Office of Graduate Studies must receive the Announcement of Exam for the Dissertation Defense two weeks prior to the defense date for approval)
6. Student works with the Academic Advisor to send Dissertation Defense announcements through the Anthropology listserv two weeks in advance
7. After the defense, the student's committee electronically files the "Report of Exam" form through GradForms website with the defense results
8. If defense is successfully passed, student submits four (4) required dissertation forms to the Office of Graduate Studies, and uploads final version of dissertation to UNM Repository and to ProQuest prior to the manuscript deadline
    a. April 15 for Spring graduation
    b. July 15 for Summer graduation (*subfield permission required*)

   c. November 15 for Fall graduation
9. Student submits an electronic copy of the final dissertation manuscript to the Department of Anthropology for display on the department's website

ANNOUNCEMENT, DISSERTATION DEFENSE, AND SUBMISSION DEADLINES				
Graduation Semester	**Committee Submission Deadline**	**AOE Deadline:**	**Dissertation Defense**	**Dissertation Submission Deadline**
Spring	4 weeks before submitting AOE	2 weeks before defense	Before or on April 1st	Before or on April 15th
Summer *(w/ permission)*	4 weeks before submitting AOE	2 weeks before defense	Before or on July 1st	Before or on July 15th
Fall	4 weeks before submitting AOE	2 weeks before defense	Before or on November 1st	Before or on November 15th

**Students are encouraged to give their committees a full, two weeks to submit the Report of Exam, so April 1st, July 1st, and November 1st are strongly recommended deadlines for examinations/defenses.*

Dissertation Review

The Dissertation Committee supports the student during their All-But-Dissertation (ABD) status, which is the dissertation research and writing phase after the PhD Comprehensive Exam is passed. It is during this time that the student must complete the 18 credit hours of ANTH699 Dissertation requirement. The committee also determines dissertation requirements. More specifically, the committee is responsible for directing and advising the dissertation research, overseeing the writing, evaluating, approving the completed dissertation, and, eventually, conducting the defense.

The Dissertation Committee Chair determines when the penultimate draft is ready for submission to the other committee members for a final review. The student is responsible for providing each member of the Dissertation Committee with a complete copy of the dissertation in ample time for review prior to the examination. The student should contact their committee members about a mutually acceptable timing of submission in advance, so all members have four weeks to read and comment on the penultimate draft. The Dissertation Committee discusses whether the draft is defensible. Once all parties agree the dissertation is defensible, the student and their committee members determine the date and time of the Dissertation Defense. The Dissertation Defense must take place two weeks before the posted graduation deadline dates to allow ample time for committee members to submit their votes. Dissertation Defenses should not be held during the summer, unless specially approved by subfield and Graduate Committee. The student must

schedule the Dissertation Defense at least two weeks before the date of the defense by submitting the Announcement of Examination form through the GradForms website (*see GradForms Website section*). Announcements of the defense must also be posted two weeks in advance through the department listserv (contact Academic Advisor).

Defense

The Dissertation Defense has three phases; (1) the presentation, (2) the deliberation, and (3) the results. The presentation is open to the public, the deliberation is only for the committee members, and the results are only for the committee members and the student. During the first phase, the student must give a final, oral presentation covering the dissertation and its relationship to Anthropology. After the presentation, the committee and attendees are given the opportunity to ask the candidate questions about their research. During the deliberation, the Dissertation Committee members discuss the evaluation of the dissertation and the presentation. Once the Dissertation Committee has completed the deliberation phase, the student is called back in to hear the results.

Dissertation Evaluation and Results

During the deliberation phase, the four Dissertation Committee members vote to (1) pass, (2) conditional pass, or (3) fail the dissertation. If a student passes their dissertation, then the committee also votes to award *distinction* to the student for their defense. A student who receives a conditional pass will receive instruction either to implement minor revisions (to be certified by the Dissertation Committee Chair) before passing, or to revise with full re-submission and re-defend by a given deadline or before the next deadline. A conditional pass cannot earn distinction. Students who fail have one opportunity to successfully re-defend or the dissertation becomes rejected. At the conclusion of the voting, there is agreement as to the summary of the comments, criticism, and recommendations. The student is then called in to hear the Committee Chair briefly convey the results. The results are submitted to the Office of Graduate Studies by the committee members through the Report of Exam (*see Report of Exam section*).

REPORT OF EXAM EVALUATION MATRIX FOR DISSERTATION DEFENSE		
Vote	**Evaluation of Dissertation**	**Next Step**
Pass w/ Distinction	Approved without change	Submit Dissertation Manuscript & Required Forms after Defense
Pass		
Conditional Pass	Approved with only minor editorial corrections	Process overseen by dissertation chair
	Must be revised before approval	One opportunity to successfully re-defend
	Must be revised before approval	One opportunity to revise and resubmit by specified deadline
Fail	Must be revised before approval	One opportunity to revise and resubmit by the following year

Dissertation Submission

Once the Dissertation Defense is passed and the dissertation is approved without change, the student is required to submit their final dissertation manuscript and accompanying forms to the Office of Graduate Studies. First, the student should submit the following four forms to Graduate Studies Manuscript Coordinator, Mayra Estrada, via e-mail to (mayra85@unm.edu);

1. Information Cover Sheet
2. Certification of Final Form
3. Electronic Thesis/Dissertation (ETD) Release Form
4. Survey of Earned Doctorates

These forms can be found on the Office of Graduate Studies website (grad.unm.edu) under the Resources drop-down menu > Student Resources > Graduate Studies Forms > Manuscript Forms and Procedures option (https://grad.unm.edu/resources/graduate-students/gs-forms/index.html).

Then, the student should upload their final dissertation manuscript to the following two databases within 90 days of their defense or by the posted graduation deadlines (whichever is first);

1. ProQuest
    a. https://www.etdadmin.com/
2. UNM Digital Repository
    a. https://digitalrepository.unm.edu/

The forms and the dissertation manuscript must be submitted no later than 5:00pm on the posted graduation deadlines;

- April 15 for Spring
- July 15 for Summer (subfield permission required)
- November 15 for Fall

Students who miss the term's posted graduation deadline but complete degree requirements by last day of that term will graduate the following term under Courtesy Policy (*see Courtesy Policy section*).

REPORT OF EXAM

The Report of Exam is an electronic form on the GradForms website that is used by committee members to submit the results of each examination: Thesis Defense, the Master's Exam, the PhD Comprehensive Exam, and the Dissertation Defense.
The Report of Exam form should be filed no later than two weeks after the examination or defense. Students do not have access to the Report of Exam. Instead, students completing the Master's Thesis, PhD Comprehensive Exam, and Dissertation Defense are given their results in-person at the end of their examination, while students completing the Master's Exam may be given their results via e-mail. Each committee member with a UNM NetID is prompted to record their decision through the Report of Exam after each exam and defense. Committee members without UNM NetID's are informed that they will give their proxy decision through the Chair of the committee who will record their vote. The Academic Advisor forwards the Report of Exam to the Office of Graduate Studies.

Committee members decide whether the exam/defense was passed, conditionally passed, or failed. The student's result is determined by the majority and if there is a tie, the result goes to the next lowest evaluation. After the committee members vote, they have the opportunity to vote as to whether or not the student should be awarded distinction.

REPORT OF EXAM EVALUATION MATRIX		
Vote	**Evaluation of Dissertation**	**Next Step**
Pass	Approved without change	Nothing needed after Master's Exam
		Submit Application for Candidacy after PhD Comp. Exam
		Submit Thesis/Dissertation & Required Forms after Defense
Conditional Pass	Approved with only minor editorial corrections	Process overseen by dissertation chair
	Must be revised before approval	One opportunity to successfully re-defend
	Must be revised before approval	One opportunity to revise and resubmit by specified deadline
Fail	Must be revised before approval	One opportunity to revise and resubmit by the following year

If a Conditional Pass or Fail is reported, the student cannot receive distinction (only when a student receives a Pass can they also receive distinction). If a second exam/defense is also Failed or if a Conditional Pass' revision/rewrite is unacceptable, the exam/defense is rejected and the student is dismissed from the program. The Report of Exam for the Master's Exam, Thesis Defense, and Dissertation Defense are required by the posted graduation deadlines in order for a student to graduate during the term. The PhD Comprehensive Exam results can be processed after the posted graduation deadlines, since this is not a requirement for graduation.

Report of Exam Deadlines:

- April 15th for Spring graduation
- July 15th for Summer graduation *(subfield permission required)*
- November 15th for Fall graduation

**Students are encouraged to give their committees a full, two weeks to submit the Report of Exam, so April 1st, July 1st, and November 1st are strongly recommended deadlines for examinations/defenses.*

APPLICATION FOR CANDIDACY

A key requirement that must be satisfied in order to earn the doctoral degree is advancement to candidacy. Each doctoral student must submit an Application for

Candidacy (AFC) form listing all the courses that apply to their doctoral program coursework requirements, including their master's courses. Immediately after completing and successfully passing the PhD Comprehensive Exam and fulfilling the Language(s)/Skill(s) requirement, students should file for advancement to candidacy by submitting the electronic Application for Candidacy (AFC) form through the GradForms Website (https://gradforms.unm.edu/). The Language(s)/Skill(s) Requirement will be noted on the AFC form and the student must also submit the "Certification of Language or Research Skill Requirement" form found on the Office of Graduate Studies website (*see Language(s)/Skill(s) Requirement section*). Once the AFC form is approved by the Office of Graduate Studies, the student is "All-But-Dissertation" (ABD) status.

LANGUAGE(S) & SKILL(S) REQUIREMENT

To advance to candidacy status, doctoral students must demonstrate competence in either;

1. One second language and one technical skill (*only option for Evolutionary Anthropology*)
2. Two languages other than English
3. Two technical skills (*not available for Archaeology*)

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
- successful completion of a departmental examination
- students from non-English speaking backgrounds may use English as a second-language with the approval of their committee.

Competence in a skill may be demonstrated in several ways including;

- two 300+ level courses on the subject with a grade of B or better
- an MA in the field
- lab hours/lab internship by petition
- other, with approval from PhD Committee on Studies/Dissertation Committee

The language(s) or technical skill(s) must be relevant to the dissertation topic. The mix of languages and skills must be approved in advance by the student's PhD Committee on Studies/Dissertation Committee. Skills might include specific technical proficiency in advanced statistics, computer skills, demography, cartography, film/video production, or photography, and must be completed outside of the anthropology department. 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. **Courses used to satisfy the Language(s)/Skill(s) Requirement may not be counted in the 48 total credits required for the PhD Degree**. The requirements for language/skills fulfillment vary by subfield.

Archaeology

Archaeology students may fulfill the Language(s)/Skill(s) Requirement with *either* two languages or one language and one skill. **The two technical 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 PhD Committee on Studies or Dissertation Committee. Students must demonstrate reading proficiency in the language(s). The skill must be working knowledge of a specific technical skill (statistics, stable isotope analysis, GIS, cartography, photography) relevant to their dissertation research as determined by the committee, but from departments other than anthropology.

To demonstrate language proficiency, Archaeology students must complete one of the following;

- Complete 4th semester of a language with B or better, no more than five years old
- Pass an exam consisting of one-hour translation into English with dictionary, and one-hour translation into English without a dictionary

To demonstrate skill proficiency, Archaeology students must complete one of the following:

- Two graduate-level classes related to the skill with a B or better
- MA in another field
- Demonstrate proficiency and/or coursework in a lab setting (with permission of subfield)
    - *Students pursuing skills through non-coursework (i.e. lab internship) should formally petition the subfield faculty to allow such skills.*

Evolutionary Anthropology

Evolutionary Anthropology students must complete two technical skills involving specific methodological expertise, relevant to student's course of studies, and approved by the Committee on Studies. **Language(s) are not an available option in Evolutionary Anthropology**. They may use any of the above-listed ways to demonstrate competence.

Sociocultural and Linguistic Anthropology

SCALA students are free to complete any of the three combinations of the Language(s)/Skill(s) Requirement using any of the above-listed ways to demonstrate competence.

Meeting this requirement will be electronically noted on the Application for Candidacy form by the Faculty Advisor. Along with the electronic submittal of the AFC form, the "Certification of Language or Research Skill Requirement" form must be submitted to the Office of Graduate Studies before the student is advanced to candidacy. The form can be found on the Office of Graduate Studies website through the Resources tab > Student Resources > Graduate Studies Forms page at the bottom of the Academics dropdown menu, or through the following link: https://grad.unm.edu/resources/graduate-students/gs-forms/documents/language-skills.pdf. One form must be filled per each language and/or skill and both must be sent to Mayra Estrada, Senior Academic Advisor for Program Advancement and Completion, via e-mail (mayra85@unm.edu) with submittal of the Application for Candidacy form. The Academic Advisor should be CC'd on the e-mail for record-keeping purposes.

ANTHROPOLOGY HYBRID DISSERTATION GUIDELINES

All doctoral students at UNM must complete a formal dissertation as part of the fulfillment of the PhD requirements. Anthropology accepts both traditional and non-traditional (hybrid) dissertations. A traditional dissertation is a single written document, authored solely by the student, presenting original scholarship. A non-traditional (hybrid) dissertation consists of a collection of related articles prepared and/or submitted for publication or already published. Doctoral students who wish to write a hybrid dissertation 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 Committee of Studies.
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 materials 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 Office of Graduate Studies "Guidelines for Thesis and Dissertation Format" requirements.
6. All materials submitted under Hybrid Thesis should be on a standard 8.5" x 11" paper suitable for binding. If re-prints of published of published journal articles are used, each pages should be mounted separately on 8.5" x 11" 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.

COMMITTEES

The Office of Graduate Studies has rules about committee composition. These can be found on their website at https://grad.unm.edu/resources/graduate-students/gs-forms/committee-service.html. Students may change the composition of their committee without penalty of any kind. All changes and updates should be communicated to their Faculty and Subfield Advisor. The student must also formally notify former and new members of the committee via e-mail. The Office of Graduate

Studies must approve any committee member from outside of UNM Students should send the name and a copy of the external committee member's resume to the Academic Advisor for processing.

MASTER'S COMMITTEE ON STUDIES

This departmental-level committee of three should be formed by the student's second semester. The student selects a Chair (which may be a different faculty member from their Assigned Faculty Advisor), and two other department faculty members from the student's subfield. All three faculty must agree to serve on the student's committee. The role of this committee is to assist the student with their Program of Studies. Failure of a student to submit/form committee that conforms to subfield, department, and Office of Graduate Studies requirements within two semesters may result in disenrollment from program.

MASTER'S COMPREHENSIVE EXAM (PHD QUALIFYING EXAM)

This committee is formed for Sociocultural and Linguistic Anthropology students only (*see SCALA Master's Comprehensive Exam/PhD Qualifying Exam section*).

MASTER'S EXAM/THESIS COMMITTEE

This committee is required at the university-level. The Master's Committee on Studies may become the Thesis Committee for SCALA students choosing to complete a thesis, or the Master's Exam for all students. The role of this committee is to approve the exam questions/guide the research and writing process for the thesis, conduct the exam/defense, evaluate the student's response/thesis, and report the results. The committee consists of three members approved by the Office of Graduate Studies through the Announcement of Exam form.

- The Chair must be UNM tenured or tenure-track faculty, or emeriti faculty if retired for less than a year while already designated as Committee Chair, or anthropology non-tenured research professors (associate and assistant included)
- Two members must be UNM tenured or tenure-track faculty, or one member must be UNM tenured or tenure-track if a second member is an anthropology non-tenured research professors (associate and assistant included)
- The third member can be any aforementioned category or an external member (tenured or tenure-track faculty from another department at other institution), or others who are considered experts in the field.

Note: SCALA students completing a Thesis should consult the SCALA Thesis Process section of the handbook.

PHD COMMITTEE ON STUDIES

Each doctoral student is required to have a PhD Committee on Studies. This department-level committee of three should be formed after completion of the Master's Exam and after admission into the PhD phase of the program. It is typically formed by the end of the student's 5th semester. The committee is formed prior to scheduling the PhD Comprehensive Exam. The role of this committee is to guide the student through PhD courses, encourage completion of Language(s)/Skill(s) Requirement, and to support the development of the dissertation proposal. The student selects a Committee Chair (which may be a different faculty member from their Assigned Faculty Advisor) and two other department faculty members to fulfill the three-member committee composition. All three faculty must agree to serve on the student's committee. Failure of a student to submit/form committee that conforms to subfield, department, and Office of Graduate Studies requirements within two semesters may result in disenrollment from program.

Note: Archaeology students' three committee members should be from the Anthropology Department and appropriate for the student's interest; 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.

PHD COMPREHENSIVE EXAM (DISSERTATION PROPOSAL DEFENSE) COMMITTEE

This university-required committee of three serves to determine whether the student shall or shall not advance to candidacy status after their Dissertation Proposal Defense. The committee must consist of a minimum of three members approved by the Office of Graduate Studies.

- The Chair must be UNM tenured or tenure-track faculty, or emeriti faculty if retired for less than a year while already designated as Committee Chair, or anthropology non-tenured research professors (associate and assistant included)
- Two members must be UNM tenured or tenure-track faculty, or one member must be UNM tenured or tenure-track if a second member is an anthropology non-tenured research professor (associate and assistant included)
- The third member can be any aforementioned category or an external member (tenured or tenure-track faculty from another department or at other institution), or others who are considered experts in the field.

Note: Archaeology and SCALA students may, but are not required to, select a 4th, 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. For SCALA students, outside members do not need to attend the proposal defense or be a part of the exam committee.

SPECIALS COMMITTEE

Specials Exams are tied to the PhD Comprehensive Exam in every subfield. Each subfield requires varying processes. Students should consult subfield-specific PhD Comprehensive Exam and Specials Exam sections.

DISSERTATION COMMITTEE

The university-required Dissertation Committee consists of four members. This committee may develop from the PhD Comprehensive Exam Committee, with an additional external member. The role of the Dissertation Committee is to supervise a doctoral candidate's dissertation activity and to determine whether the student passes or does not pass their Dissertation Defense. The Office of Graduate Studies must approve the committee members, so the student must turn in their external member's information and current CV to the Academic Advisor if the member is from another institution. Committee approval is finalized through the Announcement of Exam form.

- The Chair must be UNM tenured or tenure-track faculty, or emeriti faculty if retired for less than a year while already designated as Committee Chair, or anthropology non-tenured research professors (associate and assistant included)
- The second member must be a UNM tenured or tenure-track faculty member or anthropology non-tenured research professors (associate and assistant included)
- The third member must be an external member and must be UNM tenured or tenure-track faculty if from another department, or tenured or tenure-track faculty at another institution
- The fourth member can be any aforementioned category, or emeriti faculty if retired for less than six years, or others who are considered experts in the field (only one member may be an expert in the field)

REQUIRED FORMS AND DEADLINES

REQUIRED FORMS	DESCRIPTION	DEADLINE
OFFICE OF GRADUATE STUDIES FORMS		
Program of Studies	List of courses and credits to fulfill Master's Degree requirements	Semester PRIOR to graduation: 10/1 for Spring graduation 3/1 for Summer graduation 7/1 for Fall graduation
Announcement of Exam: Master's Plan I or Plan II	Scheduling exam for Thesis Defense or Master's Exam	2 weeks prior to Master's Exam scheduled before: 4/15 for Spring graduation 7/15 for Summer graduation 11/15 for Fall graduation
Announcement of Exam: PhD Comprehensive Exam	Scheduling exam for Dissertation Proposal Defense	2 weeks prior to PhD Comprehensive Exam
Application for Candidacy	List of courses and credits to fulfill PhD Degree requirements and Language(s)/Skill(s) Requirement	After successful completion of PhD Comprehensive Exam and one semester before graduating semester: 10/1 for Spring graduation 3/1 for Summer graduation 7/1 for Fall graduation
Certification of Language or Research Skill Requirement	List of language(s) and/or skill(s) completed and verification	With Application for Candidacy
Announcement of Exam: Dissertation Defense	Scheduling exam for Dissertation Defense; final exam for PhD Degree	2 weeks prior to Dissertation Defense scheduled before: 4/15 for Spring graduation 7/15 for Summer graduation 11/15 for Fall graduation
Report of Exam	Results of all exams (Master's, Proposal Defense, and	4/15 for Spring graduation

	Thesis/Dissertation Defense) submitted by committee members	7/15 for Summer graduation 11/15 for Fall graduation
Thesis/Dissertation Forms *(3 for Thesis)* *(4 for Dissertation)*	Forms and final manuscripts submitted through various channels to the Office of Graduate Studies	4/15 for Spring graduation 7/15 for Summer graduation 11/15 for Fall graduation
DEPARTMENT OF ANTHROPOLOGY FORMS		
Graduate Student Web Listing Request	Submit information to be added to departmental graduate student listing	Beginning of first semester
Graduate Student Annual Self-Evaluation	Self-evaluation, including updated CV & transcripts	Every April 1st, until graduation
Faculty Advisor	Change/update Assigned Faculty Advisor	As soon as new Faculty Advisor approves

Please consult with the Graduate Program Academic Advisor for assistance with completing the following forms.

PUBLIC ARCHAEOLOGY AND ARCHAEOLOGY GRADUATE PROGRAM

The Archaeology Graduate 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 U.S. 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 U.S. 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 U.S. Southwest, as does the Maxwell Museum of Anthropology, which houses many important collections from the U.S. Southwest and other areas. Adjunct and Affiliate faculty in the Archaeology subfield may be able to support additional opportunities for student research (*see department website for list of additional faculty*).

The Archaeology Subfield has two programs: (1) the Public Archaeology Master's Program, which is a terminal Master's, and (2) the Archaeology PhD program, which students earn a Master's en Route to the PhD as well as the PhD itself. Degree requirements for both are described in this subfield section of the handbook.

**For additional information, please see Subfield Faculty Advisor.*

Graduate Degrees Offered

MA or MS in Anthropology, concentration in Public Archaeology

MA or MS in Anthropology, concentration in Archaeology *(en route)*

PhD in Anthropology, concentration in Archaeology

Certificate Programs

Two certificate programs which may be of interest are;

1. Historic Preservation and Regionalism Certificate: *http://saap.unm.edu/academic-programs/certificates/historic-preservation-+-regionalism.html*

2. Museum Studies Certificate: *http://museum.unm.edu/program/graduate-minor.html*

ARCHAEOLOGY SUBFIELD FACULTY

Michael Graves, PhD University of Arizona

Archaeology | mwgraves@unm.edu - Evolution of prehistoric agriculture, social organization and complexity; geospatial studies; architectural ceramic stylistic analysis; history of archaeology; Oceania (Hawai'I & Micronesia) and U.S. Southwest

Frances Hayashida, PhD Stanford University

Archaeology | fmh@unm.edu - States and empires; political economy; political ecology; ancient agriculture and water management in arid environments; human impacts on environment; craft production; beer brewing; ethnohistory; ethnoarchaeology; archaeometry; Andean South America (Peru & Chile)

Emily Jones, PhD University of Washington

Archaeology | elj@unm.edu - Human-environment interactions; zooarchaeology; historical biogeography; evolutionary ecology; Stone Age Europe; American Southwest/Northwest; public archaeology and outreach

Hannah Mattson, PhD University of New Mexico

Archaeology | hmattson@unm.edu - Ceramic technology; personal adornment; materiality; social identity; ritual practice; agricultural production and agrarian settlement organization; public archaeology; U.S. Southwest

Osbjorn Pearson, PhD Stony Brook University

Archaeology & Evolutionary Anthropology | ompear@unm.edu - Paleoanthropology; origin of modern humans; skeletal biology; functional morphology; quantitative methods; Africa & Europe

Keith Prufer, PhD Southern Illinois University-Carbondale

Archaeology & Evolutionary Anthropology | kmp@unm.edu - Environmental archaeology; paleoecology; paleoclimate; neotropics

Kari Schleher, PhD University of New Mexico

Archaeology | kschlehe@unm.edu - Pottery analysis; public archaeology and outreach; petrographic analysis; Southwest U.S. (Northern Rio Grande & Mesa Verde)

Carla Sinopoli, PhD University of Michigan

Archaeology | csinopoli@unm.edu - Complex societies; political economy; empires; material culture; ceramics; museum studies; South Asia

Loa Traxler, PhD University of Pennsylvania

Archaeology | lptraxler@unm.edu - Architecture and the built environment; museum studies; archaeological collections; cultural heritage and public museums; Complex societies in the Americas; Maya civilization; Mesoamerica

PUBLIC ARCHAEOLOGY MASTER'S DEGREE REQUIREMENTS

The Public Archaeology Master's is a terminal degree: students earning an MA or 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 in Public Archaeology requires 33 credits, while the MS option requires at least 6 additional graduate credits in sciences such as: Biology, Chemistry, Earth and Planetary Sciences, Geography, Mathematics, Statistics, or any other grad-level lab class. Public Archaeology Master's Degrees are offered only under Plan II (non-thesis). It requires coursework, a summer internship, and a Master's Exam consisting of a research paper and oral presentation. In addition, all anthropology students must complete the 1-credit, ANTH594 Professional Development course their first semester.

MA in Anthropology, concentration in Public Archaeology			
Required Course			
1	1	ANTH594 Professional Development *(1st Fall)******	
Core Requirements			
12	**Group I: Archaeological Theory** *(6 hours)*		
	3	ANTH574 History & Theory of Archaeology *(Fall)*	
	3	ANTH579 Current Debates in Archaeology	
	Group II: Heritage Research *(6 hours)*		
	3	ANTH581 The Anthropology of Heritage	
	3	ANTH592 Managing Cultural Resources	
Thematic Electives*			
12	**Group I: Lab Methods/Skills** *(3 credits required; up to 9 credits maximum)* *Any methods/lab course offered by the Department of Anthropology may be used to fulfill this group. Regularly offered courses include the following:*		
	3	ANTH522 Lithic Analysis	
	3	ANTH523 Quantitative Analysis in Archaeology**	
	4	ANTH573L Archaeological Measurement and Lab Analysis	
	3	ANTH580 Ceramic Analysis	
	3	ANTH582L Geoarchaeology	
	3	ANTH584 Zooarchaeology	
	Group II: Area and Theory *(3 to 6 hours)* *Any area course offered by the Department of Anthropology may be used to fulfill this group. Regularly offered courses include the following:*		
	3	ANTH521 Southwest Archaeology *(Fall)*	
	3	ANTH524 South American Archaeology	
	3	ANTH525 Stone Age Europe	
	3	ANTH527 African Prehistory	
	3	ANTH528 Near Eastern Archaeology	
	3	ANTH537 Seminar: Southwestern Ethnology	
	3	ANTH568 Navajo Expressive Culture	
	3	ANTH572 Science in Archaeology	
	3	ANTH576 Maya Prehistory and Archaeology	
Internship/Practicum Hours			
9	3	ANTH597 Problems***	
	6	ANTH598 Advanced Research****	
MS Degree: 6 Science Credits (optional)			
6	*3*	*Biology, Chemistry, Earth and Planetary Sciences, Geography, Mathematics, or Statistics, or any grad-level lab class*	
	3		

Students can use the boxes on the right to check-off completed courses

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

***If students do not have statistics background from previous academic work, ANTH523 Quantitative Analysis in Archaeology or an equivalent is required*
****ANTH597 is taken in conjunction with required internship*
*****ANTH598 is taken in conjunction with writing and defending the master's paper*
******New students without funding are also required to attend the course, but may request a waiver to register, since they would pay tuition for a 10th credit hour their first semester*

MA Completion

In addition to coursework, all students must;

- Complete the Master's Internship/Practicum
- Submit the Program of Studies to Office of Graduate Studies through GradForms (*see Program of Studies section*)
- Submit Intent to Graduate Form to Academic Advisor
    - One semester prior to graduating semester; two Fridays before last day of classes
- Complete the Master's Paper
    - Due March 1st of 4th semester
- Submit the Announcement of Exam to Office of Graduate Studies through GradForms for Plan II Master's Exam (*see Announcement of Exam: Master's Exam section*)
    - Schedule an Oral Presentation after approval of Master's Paper

PUBLIC ARCHAEOLOGY FLOWCHART

Public Archaeology Graduation Plan *An idealized timeline for completion of MA degree*		
	FALL	**SPRING**
YEAR 1	• ANTH574 History & Theory of Arch • ANTH523 Quant Analysis or ANTH581 Heritage • ANTH594 Professional Development** • + Elective	• Form Master's Committee on Studies • Identify Internship & Apply for GA • ANTH579 Current Debates in Arch • ANTH592 Cultural Resources or Elective • + Elective
Master's Internship/Practicum (ANTH597 Problems) – *can be taken later if necessary*		
YEAR 2	• ANTH598 Advanced Research ○ *Begin Master's Paper* • ANTH523 Quant Analysis or ANTH581 Heritage • + Electives • **Program of Studies due 10/1** • **Intent to Graduate form due two weeks before the last day of classes**	• ANTH592 Cultural Resources or Elective • ANTH598 Advanced Research ○ ***Final Draft of Master's Paper due to committee no later than 3/1*** • **Oral Exam (Master's Paper Defense) & Complete Master's Exam before 4/15** 33 total MA credits
MA Graduation; *students wishing to continue to PhD must formally apply through UNM Admissions*		

**Students wishing to obtain the MS degree must complete an additional 6 credits in graduate science courses outside of the department, which may extend the expected graduation date. Classes may come from Biology, Chemistry, Earth and Planetary Sciences, Geography, Mathematics, or Statistics, or any other grad-level lab class. See Faculty Advisor and/or Subfield Advisor.*

***New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour.*

PUBLIC ARCHAEOLOGY MASTER'S INTERNSHIP/PRACTICUM

In addition to the coursework requirements listed above, the student must, in consultation with the Master's Committee on Studies, identify and complete an internship project with an appropriate agency, museum, or other entity involved in Public Archaeology. Typically, the internship will be completed during the summer 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 three hours of ANTH597 Problems with their Faculty 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 EXAM

The Public Archaeology Master's Exam consists of two parts; the Master's Paper and the Master's Oral Exam ("Defense").

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 the first part of the Public Archaeology Master's Exam. The paper may be based on the internship, 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 Master's Committee on Studies and the Subfield Advisor, the paper must have some relevance to Public Archaeology, broadly defined, and it should be substantive work. It 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 pages with 12 pt. font (not including figures, tables, and references). The Public Archaeology Master's Paper is submitted to the student's committee by March 1st of the student's fourth semester. The paper must meet the Register of Professional Archaeologists certification criteria. Visit https://rpanet.org/ and/or meet with the Subfield Advisor for more information.

MASTER'S ORAL EXAM ("DEFENSE")

Once the student's Master's Committee on Studies 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. This concludes the second and final part of the Public Archaeology Master's Exam. Once the oral exam date and time is agreed upon, the student will submit an Announcement of Exam for a Master's Exam under Plan II: Non-Thesis (*see Announcement of Exam: Master's Exam section*). Ideally, the student should schedule the Master's Exam two weeks before the posted graduation deadlines of April 15th for Spring, July 15th for Summer, and November 15th for Fall. The possible grades are Fail, Pass, and Pass with Distinction. Upon successful completion of the exam, the student will make any requested revisions to the paper and submit a final version to the Faculty Advisor and the Subfield Advisor. This concludes the Plan II Master's Exam.

PUBLIC ARCHAEOLOGY TRANSITION TO PHD

Transitioning to the Archaeology PhD program from the Public Archaeology Master's Program requires a 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 Subfield 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 Faculty and Subfield Advisors as soon as possible, and review the PhD Program section of the handbook. The advisors can tailor curriculum to support intentions, even if the student eventually decides not to formally apply.

ARCHAEOLOGY MASTER'S DEGREE REQUIREMENTS

Students entering the Archaeology PhD Track without a Master's in hand complete the Master's en Route to the PhD. The Master's requires 32 credit hours. MS degrees require at least 6 additional graduate hours in sciences such as Biology, Chemistry, Earth and Planetary Sciences, Geography, Mathematics, Statistics, or any other grad-level lab class. In addition, all anthropology students must complete the 1-credit, ANTH594 Professional Development course their first semester. Students entering the Archaeology PhD track having already completed a Master's elsewhere should consult the Archaeology Subfield 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).

MA in Anthropology, concentration in Archaeology *(en Route)*			
Required Course			
1	1	ANTH594 Professional Development *(1st Fall)*	
Core Requirements			
9	3	ANTH523 Quantitative Analysis in Archaeology OR STAT527 Advanced Data Analysis I*	
	3	ANTH574 History and Theory of Archaeology	
	3	ANTH579 Current Debates in Archaeology	
Two Methods Courses (6-7 credits)* **			
6-7	3	ANTH522 Lithic Analysis	
	3	ANTH572 Science in Archaeology	
	4	ANTH573L Technological Studies in Archaeology	
	3	ANTH580 Ceramic Analysis	
	3	ANTH582L Geoarchaeology	
	3	ANTH584 Zooarchaeology	
	3	ANTH 651 Bioarchaeology	
Three Area/Sociocultural Complexity Courses (9 credits)			
9	3	ANTH521 Southwest Archaeology	
	3	ANTH524 South American Archaeology	
	3	ANTH525 Archaeology of Prehistoric Europe	
	3	ANTH527 African Prehistory	
	3	ANTH528 Near Eastern Archaeology	
	3	ANTH529 Archaeology of Complex Societies	
	3	ANTH570 Advanced Topics in Archaeology: Southwest I (Preceramic Period)	
	3	ANTH570 Advanced Topics in Archaeology: Hunter-Gatherer Archaeology	
	3	ANTH570 Advanced Topics in Archaeology: Bronze & Iron Age Europe	
	3	ANTH576 Seminar: Southwestern Archaeology	
	3	ANTH576 Seminar: Ancient Mexico	
	3	ANTH576 Seminar: Maya Archaeology and History	
	3	ANTH595 Paleoindians: Colonizing the Americas	
Archaeology Electives* **			
7-8	3	*Electives to fulfill 32 total credit hours*	
	3		
	3		
MS Degree: 6 Science Credits (optional)			
6	*3*	*Biology, Chemistry, Earth and Planetary Sciences, Geography, Mathematics, or Statistics, or any grad-level lab class*	
	3		

Students can use the boxes on the right to check-off completed courses.
**Other comparable graduate-level statistic course may be used, and completion of STAT528 Advanced Data Analysis II is preferred if STAT527 is completed.*
*** Other comparable courses may be considered with permission from the Archaeology Subfield Advisor*

**** Other comparable courses may be considered with permission from the Archaeology Faculty Advisor*

Previous Masters/Transfer Credits

Students entering the program with an MA or MS in Anthropology or similar field may use coursework completed to fulfill requirements with approval from the Subfield Faculty Advisor (*see Transfer Credits section*).

MA Completion

In addition to coursework, all students must;

- Submit Program of Studies to Office of Graduate Studies through GradForms (*see Program of Studies section*)
- Submit Intent to Graduate Form to Academic Advisor
    - One semester prior to graduating semester; two weeks before last day of classes
- Complete the Master's Paper
    - Due March 1st of 4th semester
- Submit PhD Qualifying Assessment letter + letter of support if continuing on to PhD phase by April 15th of 2nd year
- Submit the Announcement of Exam to Office of Graduate Studies through GradForms for Master's Exam Plan II: Non-Thesis (*see Announcement of Exam: Master's Exam section*)
    - Schedule Oral Exam ("Defense") after approval of Master's Paper

ARCHAEOLOGY PHD DEGREE REQUIREMENTS

All incoming graduate students must meet with the Subfield Faculty 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 coursework in general anthropology (i.e. ANTH320, ANTH321, ANTH320, and/or ANTH310). In addition, all anthropology students must complete the 1-credit, ANTH594 Professional Development course their first semester; most students will complete this during the Master's Phase.

PhD in Anthropology, concentration in Archaeology			
MA Credits			
30	Students may use up to 30 credit hours from Master's Degree/Phase*		
Required Course			
1	1	ANTH594 Professional Development *(1st Fall)*	
Dissertation Proposal			
6	3	ANTH675 Anthropological Research Proposals**	
	3	ANTH698 Advanced Research	
Archaeology Electives			
14-15	3	Electives to fulfill 48 total credit hours (including 30 from Master's Degree/Phase)	
	3		
	3		
	3		
Language(s)/Skill(s) Requirement Electives* **			
Varies		*Students must fulfill requirement by confirming competence in two languages or one language/one skill (see Language(s)/Skill(s) Req. section)*	
Dissertation Hours			
18	3	Students must complete a minimum of 18 credits of ANTH699 Dissertation after successfully passing the PhD Comprehensive Exam	
	3		
	3		
	3		
	3		
	3		

Students can use the boxes on the right to check-off completed courses.
**Students entering with an approved Master's from another institution may transfer coursework completed elsewhere to cover select requirements with approval from Subfield Faculty Advisor*
***Must be completed after successfully passing PhD Qualifying Assessment Exam (normally 6th semester – Spring of 3rd year), and before initiating the PhD Comprehensive Exam. ANTH698 should be completed the semester before.*
****Electives to be chosen in consultation with student's Faculty Advisor, Committee on Studies, and Subfield Advisor.*

Previous Masters/Transfer Credits

Students entering the program with an MA or MS in Anthropology or similar field may use coursework completed to fulfill requirements with approval from the Subfield Faculty Advisor (*see Transfer Credits section*).

PhD Completion

In addition to coursework, all students must;

- Successfully defend Dissertation Proposal (PhD Comprehensive Exam) and submit Application for Candidacy and Language(s)/Skill(s) Forms to Office of Graduate Studies (*see each section for due dates*)
- Submit Intent to Graduate Form to Academic Advisor
    - One semester prior to graduating semester; two weeks before last day of classes
- Submit Announcement of Exam: Dissertation Defense, defend dissertation, and submit manuscript (*see Announcement of Exam: Dissertation Defense section*)

ARCHAEOLOGY FLOWCHARTS

Archaeology Graduation Plan

An idealized timeline for completion of PhD w/ MA en Route

	FALL	SPRING
YEAR 1	• Meet w/ Fac. Advisor to discuss Program of Studies • ANTH594 Professional Development* • Core Courses + Electives	• Core Courses + Electives • Form Master's Committee on Studies
YEAR 2	• Core Courses + Electives • Begin Master's Paper • **Program of Studies due 10/1** • **Intent to Graduate form due 2 weeks before last day of class**	• Core Courses + Electives • **Master's Paper due 3/1** • **Oral Exam (Master's Paper Defense) & Complete Master's Exam before 3/31** • **PhD Letters due 4/15** 32 total MA credits
MA Graduation; *students continuing to PhD program should form PhD Committee on Studies*		
YEAR 3	• ANTH698 Advanced Research • PhD Courses + Language(s)/Skill(s) requirements • **Portfolio due last day of semester**	Portfolio Presentation before spring sem. begins • ANTH675 Anthropological Research Proposals • PhD Courses + Language(s)/Skill(s) requirements
YEAR 4	• PhD Courses + Language(s)/Skill(s) requirements	• PhD Courses + Language(s)/Skill(s) requirements • PhD Comprehensive Exam/Specials Exam • Submit Application for Candidacy 18 total PhD Credits
All-But-Dissertation (ABD) Status *Students may take 1 to 2 years before arriving at Application for Candidacy stage*		

YEAR 5	ANTH699 Dissertation Research & Writing	
YEAR 6	ANTH699 Dissertation Research & Writing	
YEAR(S) 7-9	• ANTH699 Dissertation Research & Writing • Confirm Dissertation Completion w/ Committee • **Intent to Graduate Form due two weeks before the last day of classes**	• ANTH699 Dissertation Research & Writing • **Schedule Dissertation Defense and submit Dissertation before 4/15** 18 total Dissertation Credits
PhD Graduation; *students must pass defense & receive OGS approval of dissertation submission* *ABD students may take up to 5 years to arrive at Dissertation Defense phase, but should not go over five*		

**New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour*

Archaeology Graduation Plan

An idealized timeline for completion of PhD w/ previous MA/MS Degree

	FALL	SPRING
YEAR 1	• Meet w/ Fac. Advisor to discuss Program of Studies & petition transfer credit use • ANTH594 Professional Development* • Core Courses + Electives	• Core Courses + Electives • **PhD Letters due 4/15**
YEAR 2	• ANTH698 Advanced Research • PhD Courses + Language(s)/Skill(s) requirements • Form Committee on Studies • **Portfolio due last day of semester**	Portfolio Presentation before spring sem. begins • ANTH675 Anthropological Research Proposals • PhD Courses + Language(s)/Skill(s) requirements
YEAR 3	• PhD Courses + Language(s)/Skill(s) requirements • Revise Proposal w/ Committee	• PhD Courses + Language(s)/Skill(s) requirements • PhD Comprehensive Exam/Specials Exam • Submit Application for Candidacy 48 total PhD Credits
All-But-Dissertation (ABD) Status *Students may take 1 to 2 years before arriving at Application for Candidacy stage*		

<table>
<tr><td>YEAR 4</td><td colspan="2">ANTH699

Dissertation Research & Writing</td></tr>
<tr><td>YEAR 5</td><td colspan="2">ANTH699

Dissertation Research & Writing</td></tr>
<tr><td>YEAR(S) 6-8</td><td>• ANTH699 Dissertation Research & Writing
• Confirm Dissertation Completion w/ Committee
• Intent to Graduate form due two weeks before the last day of classes</td><td>• ANTH699 Dissertation Research & Writing
• Schedule Dissertation Defense and submit Dissertation before 4/15

18 total Dissertation Credits</td></tr>
<tr><td colspan="3">PhD Graduation; students must pass defense & receive OGS approval of dissertation submission
ABD students may take up to 5 years to arrive at Dissertation Defense phase, but should not go over five</td></tr>
</table>

**New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour*

ARCHAEOLOGY MASTER'S EXAM

The Master's Exam takes place the 4th semester and consists of;

1. A research paper (Master's Paper)
2. An oral exam based on the paper (Defense)

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 pages of 12 pt. font (not including figures, tables, and references). The paper is due to the committee by March 1.

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:

- HP = High Pass
- P = Pass

- PM = Master's Pass (student will not continue on to PhD phase)
- F = Fail (student will not continue on to PhD phase)

CONTINUATION INTO PHD PROGRAM

After submittal of Program of Study and successful completion of the Master's 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 a student's Faculty Advisor must accompany the student's letter. The faculty member's letter will assess the student's performance over the first two 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 15th of the student's 4th semester in the program and submitted to the Subfield Advisor and the Academic Advisor. 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. This completes a Plan II Master's Exam.

ARCHAEOLOGY TRANSITION TO PHD

Following qualification to enter the PhD Program students are expected to spend at least a year before and in preparation of the PhD Comprehensive Exam. Students begin enrolling in credit hours to complete PhD course requirements (between 18 to 21 total), portfolio, and credit hours to complete any remaining Language(s)/Skill(s) requirements. During this time, they will complete all required courses and work with their Committee on Studies (which becomes the Dissertation Committee) to write a dissertation proposal.

ARCHAEOLOGY QUALIFYING ASSESSMENT EXAM

The Qualifying Assessment Exam is completed during a student's third year in the program. By the end of a student's 5th semester in the program (fall of 3rd year), 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 reading class (ANTH698 Advanced Research) with student's Faculty Advisor covering theory, methods, and area relevant to 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 an oral presentation covering the three papers, the dissertation prospectus, and the program of study. The portfolio is due to the Subfield Faculty 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 6th semester. Half or more of the presentation should focus on the prospectus. Based on the portfolio and the presentation, the faculty will evaluate the student's readiness to continue to ANTH675 Anthropological Research Proposals 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 the beginning of the 4th semester (2nd year). 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 following year.

ARCHAEOLOGY PHD COMPREHENSIVE EXAM (PROPOSAL DEFENSE)

The Archaeology PhD Comprehensive Exam consists of:

1. A dissertation proposal an expanded, comprehensive bibliography, prepared in consultation with and approved by the student's PhD Comprehensive Exam Committee
2. A formal public presentation of the proposal and bibliography, followed by a closed-door oral examination conducted by the student's PhD Comprehensive Exam Committee

**See Announcement of Exam: PhD Comprehensive Exam section for more information.*

The PhD Dissertation Proposal is a written document outlining a research problem, theory, and method relative to that problem, the kind of data to be collected, and the possible outcomes and interpretation. Students complete a first draft of their dissertation proposals in ANTH675 Anthropological Research Proposal. 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 – not summer).

The student then submits an Announcement of Exam form through the GradForms website to schedule their PhD Comprehensive Exam, which is the formal public presentation. The student also selects their PhD Comprehensive Exam Committee, which may be the same members as their Committee on Studies. Once the proposal has been approved by the PhD Comprehensive Exam Committee, the student may

proceed to the Doctoral Specials Exam (*see PhD Comprehensive Exam/Dissertation Proposal Defense section)*.

ARCHAEOLOGY DOCTORAL SPECIALS EXAM

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

1. Confirmed submission of the proposal (approved by the PhD Comprehensive Exam Committee) to an approved external funding agency that provides peer review
2. Complete the Language(s)/Skill(s) Requirement (required to advance to candidacy, *see Application for Candidacy section*)

ARCHAEOLOGY DISSERTATION

After the PhD Comprehensive Exam and the Doctoral Specials Exam, students become All-But-Dissertation (ABD) status (*see Application for Candidacy section*). Students should enroll in ANTH699 Dissertation hours to complete the 18 credits required and should work on dissertation research and writing under the guidance of their Dissertation Committee (*see Dissertation Hours Requirement*). Once the dissertation is ready to defend, the student and their committee decide on the date and time. The student then schedules the defense using the Announcement of Exam form through the GradForms website for the Dissertation Defense. After defense, the Dissertation Committee submits the Report of Exam with the results of the dissertation and the defense evaluation. If the student passed, they must submit their dissertation manuscript and its corresponding forms to the Office of Graduate Studies.

**For more detailed information refer to the Dissertation Defense section.*

Dissertation Process:

- All-But-Dissertation (ABD) Status
    - After passing PhD Comprehensive Exam & Doctoral Specials Exam, student must submit:
        - Application for Candidacy form through GradForms
        - Certification of Language or Research Skill Requirement forms
- 18 Credit hours of ANTH699 Dissertation over at least ONE academic year
    - Research & Writing under Dissertation Committee Guidance
- Intent to Graduate Form one semester before the Dissertation Defense *(see Graduation & Department Convocation section)*
- Announcement of Exam: Dissertation Defense
    - Dissertation Committee and student agree on defense date

    - Announcement must be submitted through GradForms TWO weeks before exam
    - Student and Academic Advisor publically announce exam through ANTHGRAD-Listserv
- Dissertation Submission
    - Upload final dissertation manuscript to:
        - ProQuest
        - UNM Digital Repository
    - Submit the following forms to the Office of Graduate Studies
        - Information Cover Sheet
        - Certification of Final Form
        - Electronic Thesis/Dissertation (ETD) Release Form
        - Survey of Earned Doctorates

EVOLUTIONARY ANTHROPOLOGY GRADUATE PROGRAM

The Evolutionary Anthropology Graduate Program provides an in-depth education in 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 include human evolutionary ecology, non-human primate behavior, paleoanthropology, human biology, bioarchaeology, and genetic anthropology. Adjunct and Affiliate faculty in the Evolutionary Anthropology subfield may be able to support additional opportunities for student research (*see department website for list of additional faculty*).

GRADUATE DEGREES OFFERED

MS in Evolutionary Anthropology *(en route)*

PhD in Anthropology, concentration in Evolutionary Anthropology

NOTE: *All students entering the Evolutionary Anthropology Graduate Program complete MA requirements before transitioning into the PhD phase. Transfer courses may be used to substitute requirements listed (see Master's Degree Transfer Credits and Evolutionary Anthropology Coursework sections). After earning MA, students transition from MA to PhD phase (see Transition to PhD section).*

EVOLUTIONARY ANTHROPOLOGY SUBFIELD FACULTY

Heather Edgar, PhD Ohio State University

Evolutionary Anthropology | hjhedgar@unm.edu - Bioarchaeology; osteology and paleopathology; dental anthropology; human biocultural variation; forensic anthropology; U.S. & Mexico

Keith Hunley, PhD University of Michigan

Evolutionary Anthropology | khunley@unm.edu - Human origins and prehistory; genetic and linguistic co-evolution; human population genetics; genetic ancestry; non-existence of human biological races; health and ethnicity in New Mexico

Martin Muller, PhD University of Southern California

Evolutionary Anthropology | muller@unm.edu - Primate behavioral ecology; reproductive ecology; behavioral and reproductive endocrinology

Sherry Nelson, PhD Harvard University

Evolutionary Anthropology | svnelson@unm.edu - Paleoecology of Miocene apes; hominids; stable isotopic and dental microwear analyses; Asia, Africa, & Europe

Osbjorn Pearson, PhD Stony Brook University

Archaeology & Evolutionary Anthropology | ompear@unm.edu - Paleoanthropology; origin of modern humans; skeletal biology; functional morphology; quantitative methods; Africa & Europe

Rachel Petersen, PhD New York University

Evolutionary Anthropology | rpetersen@unm.edu - Context-dependent gene regulation, epigenetics, functional genomic assays, early-life effects, women's reproductive health, mate choice

Keith Prufer, PhD Southern Illinois University-Carbondale

Archaeology & Evolutionary Anthropology | kmp@unm.edu - Environmental archaeology; paleoecology; paleoclimate; neotropics

Ian Wallace, PhD Stony Brook University

Evolutionary Anthropology | iwallace@unm.edu - Human evolution; musculoskeletal biology and health; locomotor biomechanics; evolutionary medicine

EVOLUTIONARY ANTHROPOLOGY MASTER'S DEGREE REQUIREMENTS

All students entering the Evolutionary Anthropology Graduate Program must complete MS requirements before transitioning into the PhD phase of the program. The MS Degree in Evolutionary Anthropology requires 32 credit hours. Students must complete the following four core courses; ANTH555 Anthropological Genetics, ANTH557 Paleoanthropology, ANTH567 Human Behavioral Ecology and Life History, and ANTH645 Evolution of Primate Behavior. The four seminars must be passed with at least 3.0 GPA (B's) for Master's level credit and at least a 3.67 GPA (A-'s) for PhD level credit. In addition, all anthropology students must complete the 1-credit, ANTH594 Professional Development course their first semester. The remaining 19 credits consists of electives chosen in consultation with the Faculty Advisor and the Subfield Faculty Advisor according to particular interests/focus.

MS in Anthropology, concentration in Evolutionary Anthropology			
Required Course			
1	1	ANTH594 Professional Development *(1st Fall)***	
Core Requirements			
12	3	ANTH555 Anthropological Genetics *(alternate years)*	
	3	ANTH557 Paleoanthropology *(alternate years)*	
	3	ANTH567 Human Behavioral Ecology & Life History	
	3	ANTH645 Evolution of Primate Behavior	
Evolutionary Anthropology Electives*			
~19	3	Electives to fulfill 32 total credit hours	
	3		
	3		
	3		
	3		
	3		
	3		

Students can use the boxes on the right to check-off completed courses
**Other comparable courses may be considered with permission from the Evolutionary Anthropology Subfield Faculty Advisor. Electives to be chosen in consultation with student's Faculty Advisor, Committee on Studies, and Subfield Faculty Advisor*
***New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour*

Previous Masters/Transfer Credits

Students entering the program with an MA or MS from another institution must;

1. Consult with the 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 on Studies to conduct an oral exam

**For more information, see Transfer Credits section*

MS Completion

In addition to coursework, all students must;

- Submit the Program of Studies to Office of Graduate Studies through GradForms (*see Program of Studies section*)
- Submit Intent to Graduate Form to Academic Advisor
    - One semester prior to graduating semester; two Fridays before last day of classes
- Submit the Announcement of Exam: Master's Exam (Plan II: Non-Thesis) to Office of Graduate Studies through GradForms (*see Announcement of Exam: Master's Exam section*)
    - Evolutionary Anthropology students must choose one of two options to completer their Master's Exam (*see Evolutionary Anthropology Master's Exam section*)

EVOLUTIONARY ANTHROPOLOGY PHD DEGREE REQUIREMENTS

All students entering the Evolutionary Anthropology Graduate Program must complete Master's Degree requirements before transitioning into the PhD phase of the program. The PhD Degree in Evolutionary Anthropology requires 48 credit hours, 30 of which are completed in the Master's Phase and the remaining 18 must be completed while in the PhD Phase (including ANTH675 Anthropological Research Proposals). These 18 credits consists of electives chosen in consultation with the Faculty Advisor and the Subfield Faculty Advisor according to particular interests/focus. In addition, 18 credit hours of ANTH699 Dissertation are required beginning the semester the student completes their PhD Comprehensive Exam (Dissertation Proposal Defense). Evolutionary Anthropology students should also have already completed the 1-credit, ANTH594 Professional Development course their first semester, during their Master's Phase in the program.

PhD in Anthropology, concentration in Evolutionary Anthropology			
MS Credits			
30	Students may use up to 30 credit hours from Master's Degree/Phase		
Dissertation Proposal			
3	3	ANTH675 Anthropological Research Proposals	
Evolutionary Anthropology Electives			
15	3	Electives to fulfill 48 total credit hours (including 30 from Master's Degree/Phase)	
	3		
	3		
	3		
	3		
Language(s)/Skill(s) Requirement Electives*			
Varies	3	*Students must fulfill requirement by confirming competence in two technical skills (see Language(s)/Skill(s) Req. section)*	
	3		
Dissertation Hours			
18	3	Students must complete a minimum of 18 credits of ANTH699 Dissertation after successfully passing the PhD Comprehensive Exam and submitting an Application for Candidacy + Language/Tech Skills Forms	
	3		
	3		
	3		
	3		
	3		

Students can use the boxes on the right to check-off completed courses.
**Other comparable courses may be considered with permission from the Evolutionary Anthropology Subfield Faculty Advisor*

PhD Completion

In addition to coursework, all students must;

- Successfully defend Dissertation Proposal (PhD Comprehensive Exam) and submit Application for Candidacy and Language(s)/Skill(s) Forms to Office of Graduate Studies (*see each section for due dates*)
- Submit Intent to Graduate Form to Academic Advisor
    - One semester prior to graduating semester; two weeks before last day of classes
- Submit Announcement of Exam: Dissertation Defense, defend dissertation, and submit manuscript (*see Announcement of Exam: Dissertation Defense section*)

EVOLUTIONARY ANTHROPOLOGY FLOWCHART

	FALL	SPRING
YEAR 1	• Core Course(s) + electives • ANTH594 Professional Development**	• Core Course(s) + electives • Form Master's Committee on Study
YEAR 2	• Core Course(s) + electives • Program of Studies due 10/1	• Core Course(s) + electives • Master's Exam before 4/15 • Form PhD Committee on Studies 32 total MS credits
MA Graduation; students continuing to PhD Phase will transition to doctoral work **Pilot Field Site*		
YEAR 3	• PhD Courses + Language(s)/Skill(s) requirements • ANTH675 Anthropological Research Proposals	• PhD Courses + Language(s)/Skill(s) requirements
YEAR 4	• PhD Courses + Language(s)/Skill(s) requirements	• PhD Courses + Language(s)/Skill(s) requirements • Schedule PhD Comprehensive Exam • Submit Application for Candidacy 18 total PhD Credits
All-But-Dissertation (ABD) Status **Students may take 1 to 2 years to arrive at Application for Candidacy stage* **Pilot Dissertation Project & Apply for Funding*		
YEAR 4	ANTH699 Dissertation Research & Writing	
YEAR 5	ANTH699 Dissertation Research & Writing	
YEAR(S) 6-8	• ANTH699 Dissertation Research & Writing • Submit Intent to Graduate Form two Fridays before the last day of classes	• ANTH699 Dissertation Research & Writing • Schedule Dissertation Defense and submit Dissertation before 4/15 18 total Dissertation Credits

PhD Graduation; students must pass defense & receive OGS approval of dissertation submission

**ABD students may take up to 5 years to arrive at Dissertation Defense phase, but should not go over five*

***New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour*

EVOLUTIONARY ANTHROPOLOGY MASTER'S EXAM/DOCTORAL QUALIFYING EXAM

The Master's Exam completes the Master's Degree and transitions the student into the PhD phase of the doctoral program. Students have two options to complete the Master's Exam. Option 1 is the option for students who plan to complete the program at the Master's phase. Option 2 is for students who plan to pursue a doctoral degree. Both options fulfill Plan II (Non-Thesis) Master's Degrees. The Master's Exam is completed at the end of the student's second year (fourth semester) before April 15th or at the beginning of their third year (fifth semester) before November 15th.

Option 1 (not continuing into PhD phase)

1. Form a Master's Exam 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 Master's Committee to conduct an oral exam
    a. Use Announcement of Exam: Master's Exam form through GradForms Website two weeks before published graduation deadlines
        i. April 15th for Spring graduation
        ii. July 15th for Summer graduation *(subfield permission required)*
        iii. November 15th for Fall graduation

**NOTE: Students must schedule the exam with the Graduate Academic Advisor at least one month in advance so that the necessary paperwork can be filed with the Office of Graduate Studies.*

Option 2 (continuing into PhD phase)

1. Compile a portfolio consisting of the final exam/final paper from each of the four required core courses and a letter of support from their Faculty Advisor
2. Submit the portfolio to their Master's Committee to review
3. Schedule an Announcement of Exam: Master's Exam form through GradForms Website two weeks before published graduation deadlines
    a. April 15th for Spring graduation
    b. July 15th for Summer graduation *(subfield permission required)*
    c. November 15th for Fall graduation

Evaluation

Evaluation for each option is done by the Master's Exam Committee (*see Committees section*) comprising the student's Faculty Advisor as Committee Chair, and two other tenure-track faculty members of the subfield:

- Option 1
  - 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 within one year from the date of the first exam. Students may retake the Master's Exam only once.
- Option 2
  - Professors of the core courses may ask students to revise their work. The Master's Exam Committee 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, they do not advance to the PhD phase of the program.
  -

Evolutionary Anthropology Master's Exam Option 2 Scoring Matrix	
SCORE	PROCESS
Pass with Distinction	Student may advance to PhD phase of program
Pass	
MA Pass	Exam must be retaken the following year if applying to PhD program; exam may be retaken only once and a score of (Pass) required to advance
Fail	Exam cannot be retaken

Results

Successful completion of the exam at the (1) MA Pass or higher and (2) completion of required coursework is necessary to earn a Master's Degree in Evolutionary Anthropology. If the student wishes to continue into the PhD phase of the program, they must retake the exam the following year and the student must earn at least a Pass. All students who received a Pass or higher are considered to have a successful

Doctoral Qualifying Exam and will move into the PhD phase. No student in the department is given more than two opportunities to pass the Master's Exam. If a student must retake the exam, it must be retaken the next time it is offered.

EVOLUTIONARY ANTHROPOLOGY TRANSITION TO PHD

After submittal of Program of Study and successful completion of the Master's Exam, students begin enrolling in credit hours to complete PhD course requirements of 18 credits in PhD status, and credit hours to complete their Language(s)/Skill(s) requirements. Following qualification to enter the PhD Program students are expected to spend at least a year before and in preparation of the Doctoral Comprehensive Exam. During this time, they will complete all required courses and work with their Committee on Studies (which becomes the Dissertation Committee), Faculty Advisor, and enroll in ANTH675 Anthropological Research Proposals to write a dissertation proposal.

EVOLUTIONARY ANTHROPOLOGY PHD COMPREHENSIVE EXAM (PROPOSAL DEFENSE)

The PhD Comprehensive Exam is the Dissertation Proposal Defense and it contains two parts:

1. 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).
2. Students must also present a 45- to 50-minute public defense summarizing their plan of research.

The proposal must be submitted to the PhD Comprehensive Exam Committee at least 30 days before the defense, and approved by the committee prior to the defense. The Evolutionary Anthropology Subfield may sometimes use "Specials Exam" as the PhD Comprehensive Exam.

**See PhD Comprehensive Exam/Dissertation Proposal Defense section for more information.*

EVOLUTIONARY ANTHROPOLOGY DISSERTATION

After the PhD Comprehensive Exam, students become All-But-Dissertation (ABD) status (*see Application for Candidacy section*). Students should enroll in ANTH699 Dissertation hours to complete the 18 credits required and should work on

dissertation research and writing under the guidance of their Dissertation Committee (*see Dissertation Hours Requirement*). Once the dissertation is ready to defend, the student and their committee decide on the date and time. The student then schedules the defense using the Announcement of Exam form through the GradForms website for the Dissertation Defense. After defense, the Dissertation Committee submits the Report of Exam with the results of the dissertation and the defense evaluation. If the student passed, they must submit their dissertation manuscript and its corresponding forms to the Office of Graduate Studies.

**For additional information refer to the Dissertation Requirements, Process, and Submissions section of the handbook.*

Dissertation Process:

- All-But-Dissertation (ABD) Status
    - After passing Doctoral Specials Exam & PhD Comprehensive Exam, student must submit:
        - Application for Candidacy form through GradForms
        - Certification of Language or Research Skill Requirement forms
- 18 Credit hours of ANTH699 Dissertation over at least ONE academic year
    - Research & Writing under Dissertation Committee Guidance
- Announcement of Exam: Dissertation Defense
    - Dissertation Committee and student agree on defense date
    - Announcement must be submitted through GradForms TWO weeks before exam
    - Student and Academic Advisor publically announce exam through ANTHGRAD-Listserv
- Dissertation Submission
    - Upload final dissertation manuscript to:
        - ProQuest
        - UNM Digital Repository
    - Submit the following four forms to the Office of Graduate Studies
        - Information Cover Sheet
        - Certification of Final Form
        - Electronic Thesis/Dissertation (ETD) Release Form
        - Survey of Earned Doctorates

SOCIOCULTURAL AND LINGUISTIC ANTHROPOLOGY GRADUATE PROGRAM

The Sociocultural and Linguistic Anthropology (SCALA) Graduate 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 with, while simultaneously 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. Adjunct and Affiliate faculty in the Sociocultural and Linguistic Anthropology subfield may be able to support additional opportunities for student research *(see department website for list of additional faculty).*

All PhD students entering the SCALA Graduate Program complete MA requirements before transitioning into the PhD phase. Transfer courses may be used to substitute requirements listed (*see Master's Degree Transfer Credits and SCALA Coursework sections*). After earning MA, students admitted under MA Status must formally apply to the PhD program through UNM's admissions website. Students admitted under PhD Status will transition from MA to PhD phase (*see SCALA Transition to PhD section*).

GRADUATE DEGREES OFFERED

MA in Anthropology, concentration in Sociocultural and Linguistic Anthropology *(stand-alone and en route)*

PhD in Anthropology, concentration in Sociocultural and Linguistic Anthropology

SCALA SUBFIELD FACULTY

David Dinwoodie, PhD University of Chicago

Sociocultural and Linguistic Anthropology | ddinwood@unm.edu - Sociocultural anthropology; linguistic anthropology; theory and history; ethnonationalism; neoliberalism; historical consciousness; 19th-Century British colonialism; Pacific Northwest, Native North America, Canada

Les Field, PhD Duke University

Sociocultural and Linguistic Anthropology | lesfield@unm.edu - Indigenous identities; Nationalist ideologies and the state; resources and development; social transformations and landscapes; conflict zones; licit and illicit; collaborative research methods and epistemologies; Nicaragua, Colombia, Ecuador, Indigenous California, Palestine

Suzanne Oakdale, PhD University of Chicago

Sociocultural and Linguistic Anthropology | soakdale@unm.edu - Sociocultural anthropology; personhood and agency; ritual and religion; autobiographical narrative; Amazonia & Brazil

Catherine Rhodes, PhD University of Pennsylvania

Sociocultural and Linguistic Anthropology | rhodesc@unm.edu - 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; Yucatan, Central Mexico, & (new) Latino diaspora in the U.S.

SCALA MASTER'S DEGREE REQUIREMENTS

All students entering the SCALA Graduate Program complete MA requirements before transitioning into the PhD phase. The SCALA MA Degree requires a total of 32 credit hours and includes a two-semester, three-course-long required sequence, one methods course, and four additional SCALA seminars. Seminars are stand-alone courses not also taught at the undergraduate level. These seminars typically meet once per week for 2 ½ to 3 hours. The four seminars must be passed with at least 3.0 GPA (B's) for Master's level credit and at least a 3.67 GPA (A-'s) for PhD level credit. If more than four are taken, the four highest grades will fulfill this requirement. In addition, all anthropology students must complete the 1-credit, ANTH594 Professional Development course their first semester. SCALA students must also complete electives to fulfill the 32 total credits required. Consult the Faculty Advisor for assistance with selection of courses and seminars according to particular interests/focus.

MA in Anthropology, concentration in Sociocultural and Linguistic Anth.				
Required Course				
1	1	ANTH594 Professional Development *(1st Fall)***		
Core Requirements				
12	3	ANTH546 Theory in Ethnology I *(Fall)*		
	3	ANTH547 Theory in Ethnology II *(Spring)*		
	3	ANTH510 Topics in Ling. Anth.: Proseminar in Ling. Anth. *(Spring)*		
	One Methods Course			
	3	3	ANTH530 Topics in Ethn.: Discourse Analysis	
		3	ANTH530 Topics in Ethn.: Proposal Writing	
		3	ANTH530 Topics in Ethn.: Visual Anthropology	
		3	ANTH540 Topics in Cultural Anth.: Autobiography & Life History	
		3	ANTH541 Problems & Practice in Ethnography	
SCALA Seminars				
12	3	Four additional SCALA seminars at 500- or 600-level *3.0 GPA (B's) for MA Degree fulfillment* *3.67 GPA (A-'s) for PhD Degree fulfillment*		
	3			
	3			
	3			
Electives*				
7-9	3	About three electives to complete a minimum of 32 total credit hours for MA Degree		
	3			
	1-3			
Plan I (Thesis) Students ONLY**				
6	3	ANTH599 Thesis		
	3	ANTH599 Thesis		

Students can use the boxes on the right to check-off completed courses
**Other comparable courses may be considered with permission from the Subfield Faculty Advisor*
***New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour*

Previous Masters/Transfer Credits

Students entering the program with an MA or MS in Anthropology or similar field must take the Master's Pro-Seminar sequence (*ANTH546, 547, and 510*) because all students must pass the subfield's Master's Comprehensive Exam, which relies on the three-course pro-seminar sequence (*see SCALA Master's Comprehensive Exam/Doctoral Qualifying Exam section*). However, coursework completed from the previous Master's Degree may be used to fulfill the methods course, and/or the ethnology seminars, and/or electives requirements with approval from the Subfield Faculty Advisor (*see Transfer Credits section*).

MA Completion

In addition to coursework, all students must;

- Pass the Master's Comprehensive/Doctoral Qualifying Exam
- Submit the Program of Studies to Office of Graduate Studies through GradForms (*see Program of Studies section*)
- Submit Intent to Graduate Form to Academic Advisor
    - One semester prior to graduating semester; two Fridays before last day of classes
- Complete the Second-Year Graduate Plan of Study
    - Students pursuing PhD should include 3-page Sustained Interest Letter
- Submit the Announcement of Exam to Office of Graduate Studies through GradForms
    - Students under Plan I (Thesis) schedule a Thesis Defense and submit their Thesis (*see SCALA Thesis Process section*)
    - Students under Plan II (Non-Thesis) schedule a Master's Exam: Non-Thesis after approval of Second-Year Graduate Plan of Study (*see Announcement of Exam: Master's Exam section*)

SCALA PHD DEGREE REQUIREMENTS

All incoming graduate students must meet with the Subfield Advisor to discuss program requirements. Sociocultural and Linguistic Anthropology students will use 30 credit hours from their Master's Phase toward their PhD coursework requirements. All Sociocultural and Linguistic Anthropology students should have completed the 1-credit, ANTH594 Professional Development course their first semester during the Master's Phase, and need to complete 18 credits of electives while in PhD status, and 18 credit hours of ANTH699 Dissertation once All-But-Dissertation (ABD) status.

PhD in Anthropology, concentration in Sociocultural and Linguistic Anth.			
MA Credits			
30	Students may use up to 30 credit hours from Master's Degree/Phase		
SCALA Electives*			
18	3	Electives to fulfill 48 total credit hours (including 30 from Master's Degree/Phase)	
	3		
	3		
	3		
	3		
	3		
Language(s)/Skill(s) Requirement Electives*			
Varies		*Students must fulfill requirement by confirming competence in two languages or one language/one skill (see Language(s)/Skill(s) Req. section)*	
Dissertation Hours			
18	3	Students must complete a minimum of 18 credits of ANTH699 Dissertation after successfully passing the PhD Comprehensive Exam and submitting an Application for Candidacy + Language/Tech Skills Forms	
	3		
	3		
	3		
	3		
	3		

Students can use the boxes on the right to check-off completed courses

**Other comparable courses may be considered with permission from the Subfield Faculty Advisor. Electives to be chosen in consultation with student's Faculty Advisor, Committee on Studies, and Subfield Faculty Advisor*

Previous Masters/Transfer Credits

Students entering the program with an MA or MS in Anthropology or similar field may use coursework completed to fulfill requirements with approval from the Subfield Advisor (*see Transfer Credits section*).

PhD Completion

In addition to coursework, all students must;

- Successfully defend Dissertation Proposal (PhD Comprehensive Exam) and submit Application for Candidacy and Language(s)/Skill(s) Forms to Office of Graduate Studies (*see each section for due dates*)
- Submit Intent to Graduate Form to Academic Advisor
    - One semester prior to graduating semester; two weeks before last day of classes
- Submit Announcement of Exam: Dissertation Defense, defend dissertation, and submit manuscript (*see Announcement of Exam: Dissertation Defense section*)

SCALA FLOWCHARTS

SCALA Graduation Plan *An idealized timeline for completion of MA Degree w/ Thesis (Plan I)*		
	FALL	**SPRING**
YEAR 1	• Meet w/ Fac. Advisor to discuss Program of Studies • ANTH594 Professional Development* • ANTH546 Theory I • + Electives	• ANTH546 Theory II • ANTH510 Pro-Seminar • + Electives • Form Master's Thesis Committee
YEAR 2	• Core Courses + Electives • **Master's Comprehensive Exam due Friday before semester begins** • **Program of Studies due 10/1**	• Core Courses + Electives • **Second-Year Plan of Study due 3rd Friday of classes** ○ ***Students continuing to PhD include 3-pg Letter*** • **Schedule Master's Exam before 4/15**
YEAR 3	• ANTH599 Thesis • Master's Thesis Proposal • **Intent to Graduate form due 2 weeks before last day of class**	• ANTH599 Thesis • **Schedule Master's Thesis Defense & submit Thesis before 4/15** 32 total MA credits
MA Graduation; *students continuing to PhD program should form PhD Committee on Studies* *All students must submit3 pg. letter describing Plan of Study of continue to PhD Program; students admitted under MA Status must formally re-apply to UNM*		

**New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour*

SCALA Graduation Plan *An idealized timeline for completion of PhD w/ MA en Route (Plan II)*		
	FALL	**SPRING**
YEAR 1	• Meet w/ Fac. Advisor to discuss Program of Studies • ANTH594 Professional Development* • ANTH546 Theory I • + Electives	• ANTH546 Theory II • ANTH510 Pro-Seminar • + Electives • Form Master's Committee on Studies

YEAR 2	• Core Courses + Electives • **Master's Comprehensive Exam due Friday before semester begins** • **Program of Studies due 10/1** • **Intent to Graduate form due 2 weeks before last day of class**	• Core Courses + Electives • **Second-Year Plan of Study due 3rd Friday of classes** ○ ***Students continuing to PhD include 3-pg Letter*** • **Schedule Master's Exam before 4/15** 32 total MA credits
MA Graduation; *students continuing to PhD program should form PhD Committee on Studies* *All students must submit 3 pg. letter describing Plan of Study of continue to PhD Program; students admitted under MA Status must formally re-apply to UNM*		
YEAR 3	• PhD Courses + Language(s)/Skill(s) requirements	• PhD Courses + Language(s)/Skill(s) requirements
YEAR 4	• PhD Courses + Language(s)/Skill(s) requirements • Revise Proposal w/ Committee	• PhD Courses + Language(s)/Skill(s) requirements • Schedule PhD Comprehensive Exam • Submit Application for Candidacy 18 total PhD Credits
All-But-Dissertation (ABD) Status *Students may take 1 to 2 years before arriving at Application for Candidacy stage*		
YEAR 5	ANTH699 Dissertation Research & Writing	
YEAR 6	ANTH699 Dissertation Research & Writing	
YEAR(S) 7-9	• ANTH699 Dissertation Research & Writing • Confirm Dissertation Completion w/ Committee • **Submit Intent to Graduate Form two weeks before the last day of classes**	• ANTH699 Dissertation Research & Writing • **Schedule Dissertation Defense and submit Dissertation before 4/15** 18 total Dissertation Credits
PhD Graduation; *students must pass defense & receive OGS approval of dissertation submission* *ABD students may take up to 5 years to arrive at Dissertation Defense phase, but should not go over five*		

**New students with 9 or less credit hours of tuition coverage from assistantships are required to attend the course but not enroll, since they would pay tuition for a 10th credit hour*

SCALA MASTER'S COMPREHENSIVE EXAM/DOCTORAL QUALIFYING EXAM

The Master's Comprehensive Exam/Doctoral Qualifying Exam is unique to the SCALA subfield and it is not the same as the Master's Exam nor the PhD Comprehensive Exam required of all graduate students by the Office of Graduate Studies. To complete the Master's Comprehensive Exam, second-year students are given two weeks to answer three take-home, essay questions. The Graduate Academic Advisor distributes the exam to second-year students at 9:00am three Fridays before the first day of the fall semester. The students must then follow the instructions, answer the questions, and turn in their exam via e-mail to the Graduate Academic Advisor by 9:00am on the Friday before the first day of the fall semester. The three questions are based on the syllabi from the required pro-seminar sequence; ANTH546 Theory in Ethnology I (fall), ANTH547 Theory in Ethnology II (spring), and ANTH510 Topics in Linguistic Anthropology: Proseminar in Linguistic Anthropology (spring). Each response has a 10-page limit. To keep the exam anonymous for evaluation, the Graduate Academic Advisor will assign each student an identification number that is revealed only after the exams have been evaluated by all the faculty on the Master's Comprehensive Exam Committee. Students who are second-language speakers of English get double time to complete the exam. Students for whom English is not a native language will begin the exam two weeks earlier and finish at the same time.

SCALA MASTER'S COMP./DOCTORAL QUALIFYING EXAM SCHEDULE						
SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
					Master's Comp. Begins | 9am for English 2nd Lang.	
					Master's Comp. Begins | 9am for English 1st Lang.	
					Master's Comp. Due | 9am ALL students	
	1st Day of Fall Sem.					
					Evaluation Deadline	

Evaluation

Evaluation of the Master's Comprehensive Exam takes place at the SCALA subfield meeting no later than two Fridays after the exam due date. Three randomly selected faculty members become the Master's Comprehensive Exam Committee read each anonymous exam and grade it independently on a 6-point scale (6 being the highest and 3.99 results in a failed exam). Scores are averaged and final scores discussed and finalized before the Graduate Academic Advisor unseals the list of names and identification numbers. Once the results of the exam have been determined by the subfield, the student's Faculty Advisor communicates the results with their student. 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. A student may PhD pass with distinction (5.75 minimum), PhD Pass (4.75 minimum), PhD Pass with rewrite (4.5 minimum), MA pass with one retake (4.0), or fail (3.99 or below).

SCALA MASTER'S COMPREHENSIVE EXAM (DOCTORAL QUALIFYING EXAM)		
SCORE	**POINTS**	**PROCESS**
PhD Pass with Distinction	5.75 – 6.00	Student may apply to PhD Program
PhD Pass	4.75 – 5.74	Student may apply to PhD Program
PhD Pass with Rewrite	4.50 – 4.74	One essay to be rewritten in one week from Monday following notification; if rewrite unacceptable, the exam must be retaken the following year before applying to PhD program
MA Pass	4.00 – 4.49	Exam must be retaken the following year if applying to PhD program; exam may be retaken only once and a score of 4.75+ (PhD Pass) required to advance
Fail	3.99 or less	Exam cannot be retaken

Results

Successful completion of (1) the exam at the MA Pass (4.00 – 4.49), (2) completion of required coursework, and (3) the Second-Year Graduate Plan of Study is necessary to earn a Master's Degree in Sociocultural and Linguistic Anthropology. If student is following MA Plan I, then completion of a thesis is also required to earn a Master's Degree in Sociocultural and Linguistic Anthropology. If the student wishes to continue into the PhD phase of the program, they must retake the exam the following year and the student must earn at least a PhD Pass (4.75+).

Students who received a PhD Pass with Rewrite (4.50 – 4.74) and wish to continue into the PhD phase of the program have two Mondays from the evaluation deadline to submit their re-write by 9:00am. Rewrites are submitted to the Master's Comprehensive Exam Committee Chair, who distributes them to the three original readers. Readers report their scores to the Master's Comprehensive Committee Chair within 10 days. The Master's Comprehensive Committee Chair tallies the scores and notifies the student no later than the second Friday following receipt of the rewrite. If the rewrite is unacceptable, the exam must be retaken the following year. No student in the department is given more than two opportunities to pass the Master's Comprehensive Exam. If a student must retake the exam, it must be retaken the next time it is offered.

All students who received a PhD Pass or higher (4.75+), completed Second-Year Plan of Study, and whose 3-page Doctoral Interest Letter is approved are considered to have a successful Doctoral Qualifying Exam. Students admitted to UNM under MA status must formally apply to the PhD program through UNM's admissions website. Students admitted to UNM under PhD status will move into the PhD phase if 3-page Sustained Interest Letter is approved.

SECOND-YEAR GRADUATE PLAN OF STUDY

All students submit a Second-Year Graduate Plan of Study during the beginning of 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;

1. Courses taken
2. Grades earned
3. Courses in progress or planned
4. Comprehensive exam results from previous fall
5. Details of progress on the Master's Thesis (if under Plan I)

**Students submit the Program of Study form to Office of Graduate Studies through GradForms the previous semester (fall semester of their second year). This form should be used to complete the Second-Year Graduate Plan of Study as it requires courses taken, grades earned, and courses in progress or planned. See Program of Study section.*

The Second-Year Plan of Study is due the third Friday from the first day of the spring semester and it is submitted via e-mail to the SCALA Subfield Advisor and the Graduate Academic Advisor. Second year students who have completed the Master's Comprehensive Exam/Doctoral Qualifying Exam at an appropriate level (PhD Pass or higher) and wish to apply to the PhD Program must submit an additional 3-pages demonstrating their sustained interest in issues and topics that the SCALA faculty can support (*see SCALA Transition to PhD section*).

Note: The 3-page Letter is an optional application portion of the Second-Year Graduate Plan of Study and may be submitted after earning the MA.

Evaluation

Evaluation of the Second-Year Plan of Study occurs at a SCALA subfield meeting one to two Fridays following submission. Each student's Faculty Advisor is responsible for leading discussion on their respective students' Second-Year 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 Faculty Advisor 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 Faculty Advisor, and distributed promptly to the Sociocultural and Linguistic Anthropology 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 Second-Year Plan of Study (3-page Sustained Interest Letter) evaluated separately according to the criteria above (*see SCALA Transition to PhD section*).

SCALA THESIS PROCESS

SCALA is the only anthropology subfield that offers the Master's Degree under Plan I (Thesis). Each candidate under Plan I must submit a thesis that demonstrates evidence of the ability to do sound research. A student under Plan I should form a Master's Thesis Committee of three faculty members at the end of their first year. Then, the student submits a Master's Thesis Proposal during their third year (typically fall semester). If proposal is approved by the committee, the students schedule a Master's Thesis Defense the following spring semester. Students may opt to work on their thesis during a fourth year, too. Students must also complete at least six (6) credit hours of ANTH599 Thesis. Consult with Thesis Committee Chair for thesis guidance. The student's Master's Thesis Committee and the Office of Graduate Studies must approve the thesis.

MASTER'S THESIS COMMITTEE

This committee is required at the university-level. The student must find a faculty member to serve as Committee Chair, and then needs to obtain the consent of two other faculty members to serve as members of the Master's Thesis Committee. The role of this committee is to evaluate the student's thesis. The committee consists of

three members approved by the Office of Graduate Studies through the Announcement of Exam form.

- The Chair must be UNM tenured or tenure-track faculty, or emeriti faculty if retired for less than a year while already designated as Committee Chair, or anthropology non-tenured research professors (associate and assistant included)
- Two members must be UNM tenured or tenure-track faculty, or one member must be UNM tenured or tenure-track if a second member is an anthropology non-tenured research professors (associate and assistant included)
- The third member can be any aforementioned category or an external member (tenured or tenure-track faculty from another department at other institution), or others who are considered experts in the field.

The student is responsible for providing each member of the committee with a complete draft of the thesis in ample time for review prior to the defense.

MASTER'S THESIS HOURS REQUIREMENT

After the Master's Exam is successfully passed at the end of a student's second year, Plan I (Thesis) students begin working on research and writing. Students should enroll in ANTH599 Thesis and must complete a minimum of six (6) credit hours of ANTH599 (if a student enrolls in more than six, only six of these credit hours may be applied to the Program of Studies). Once students have enrolled in ANTH599 Thesis credit hours, continuous enrollment (Fall and Spring semesters) in ANTH599 is required until the student submits the final thesis manuscript to the Office of Graduate Studies and graduates. Students who submit their thesis during the summer term must be enrolled in a minimum of one thesis credit hour. Students who have enrolled in ANTH599 and subsequently stopped enrollment for one or more semesters (not including summers) must be readmitted to the program unless the student received an approved Leave of Absence (*see Inactivity & Readmission and Leave of Absence sections*). Students should receive continuous support and feedback from their Master's Thesis Committee while conducting research and writing their thesis.

MASTER'S THESIS PROPOSAL

The Master's Thesis Proposal is comprised of a three-page, single-spaced paper using 10-12 font, plus a 10-20 item bibliography. The proposal must present:

- Statement of the problem addressed by the research
- Significant resources for its study
- Methods to be used
- Types of data to be collected

The Committee Chair decides when drafts are ready for submission to the other two committee members and coordinates the review. The committee should have at least one month to read and comment on the final draft. The student revises and makes suggested edits. Committee support is indicated by each member's signature on the final draft.

MASTER'S THESIS FORMAT

The thesis must follow specific formatting guidelines and submission procedures. These are found through the Office of Graduate Studies website in the Degree Completion menu > Thesis/Dissertation Detailed Procedures > Overview of Thesis & Dissertation Policies and Procedures or by visiting https://grad.unm.edu/degree-completion/thesis-dissertations/index.html. Students at the thesis stage of their degree should familiarize themselves with this resource.

The Office of Graduate Studies offers Formatting Workshops, which students are highly encouraged to attend. The workshop dates can be found on the website page under "*Formatting Workshops*". The "*Formatting Guidelines*" section describes general rights, manuscript preparation, formatting aids, common problems, examples, and electronic submission.

MASTER'S THESIS DEFENSE

Once a student approaches the end of the thesis-writing phase, they should communicate that they are ready to submit their final thesis manuscript to their Committee Chair. There is no *actual*, formal thesis defense. Instead, once the committee agrees the thesis is ready, a complete, presumed-to-be-final draft must be distributed to the committee at least one month before the published graduation deadline dates:

- April 15th for Spring graduation
- July 15th for Summer graduation
- November 15th for Fall graduation

The student must notify the Office of Graduate Studies that a "Thesis Defense" was completed by electronically submitting the Announcement of Exam form through the GradForms Website (*see GradForms Website section*) two weeks before the published graduation deadline dates (*also see Required Forms and Deadlines section*).

MASTER'S THESIS EVALUATION & RESULTS

Once the student has submitted their final thesis manuscript, the Committee Chair is responsible for all committee deliberation. Since there is no formal thesis defense, the results are recorded through the Report of Exam form to the Office of Graduate Studies (*see Report of Exam section*). The committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of "Pass" is awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the published graduation deadline dates.

SCALA MASTER'S THESIS SCORING MATRIX		
SCORE	EVALUATION	PROCESS
Pass	Approved without change	Secure signed approval page and certification of final form
Conditionally Pass	Approved with only minor editorial changes	Process overseen by thesis chair
	Revise before approval	One opportunity to revise and resubmit to committee during the following semester
Fail	Revision not accepted	Thesis is rejected, student cannot continue program

Students may receive Pass, Conditionally Pass, or a Fail (if thesis is a revision). When each member of the committee submits their vote through the Report of Exam, they also vote as to whether 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. The Committee Chair is responsible for timely conveying of evaluations to the student.

THESIS SUBMISSION

Once the thesis defense is passed and the thesis is approved without change, the student will need to submit their final thesis manuscript and accompanying forms to the Office of Graduate Studies.

First, the student should submit the following three forms to Graduate Studies Manuscript Coordinator, Mayra Estrada, via e-mail to (mayra85@unm.edu);

1. Information Cover Sheet
2. Certification of Final Form
3. Electronic Thesis/Dissertation (ETD) Release Form

These forms can be found on the Office of Graduate Studies website (grad.unm.edu) under the Resources drop-down menu > Student Resources > Graduate Studies Forms > Manuscript Forms and Procedures option (https://grad.unm.edu/resources/graduate-students/gs-forms/index.html). After degree is awarded, the thesis will be electronically accessible through an open-access database.

Then, the student should upload their final dissertation manuscript to the following database within 90 days of their defense or by the graduation deadline;

- UNM Digital Repository
  - https://digitalrepository.unm.edu/

The forms and the thesis manuscript must be submitted no later than 5:00pm on the degree requirement deadline;

- April 15 for Spring
- July 15 for Summer (*subfield permission required*)
- November 15 for Fall

Students who miss the term's degree requirement deadline but complete degree requirements by last day of that term will graduate the following term under Courtesy Policy (*see Courtesy Policy section*).

SCALA TRANSITION TO PHD

Students wanting to transition into the PhD phase of the program will have the second part of their Second-Year Plan of Study (*3-page Letter*) evaluated separately, according to the criteria below:

- Evidence that the student has consulted with various faculty members
- Statement in the plan indicating at least two SCALA faculty members will support doctoral work
- Statements that show detail and conviction

MA Pass or Fail on the Master's Comprehensive/PhD Qualifying Exam, or rejection of the application (*Second-Year Plan of Study & 3-page letter*) means denial of admission to doctoral study. The student may apply one more time the following year. Acceptance indicates conditional admission into the PhD program provided all MA requirements are completed. Students admitted into the program as MA students must formally re-apply to the PhD Program through UNM's admissions website. Students admitted into the program as PhD status will transition into PhD phase.

**NOTE: this optional application portion of the plan of study may be submitted after earning the MA.*

SCALA COMMITTEE STRUCTURE FOR PROPOSAL DEFENSES

1. The Chair must be UNM tenured or tenure track and from the subfield.
2. Two committee members must be tenured or tenure track from the subfield.
3. Typically all three members are tenured or tenure track faculty from the Department, but in some cases it is helpful to include a person from another Department on campus or from another institution. If that person is not tenured or tenure track, a short explanation of the proposed members' expertise should be submitted to the subfield by the student when proposing the committee structure.

We strongly recommend that all committees include at least one person with recognized (published) sociocultural specialty in the society or a geographical area which is the focus of the student's research. If the outside member is the person with that expertise that will support the student's submitted explanation of the committee structure.

SCALA PHD COMPREHENSIVE EXAM (PROPOSAL DEFENSE)

Required of all students pursuing a PhD in the SCALA subfield, the Dissertation Proposal Defense in Sociocultural and Linguistic Anthropology completes the PhD Comprehensive Exam:

1. A dissertation proposal discussing the problems 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. The proposal must include a bibliography and must not be more than 10 pages, single-spaced (excluding appendices and bibliography) in 10-12 point 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. 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. Committee support is indicated by each member's signature on the final draft. After committee approval, the proposal is distributed to the SCALA subfield faculty.

Evaluation of the proposal by the concentration faculty will take place two weeks following submission at a SCALA subfield meeting. The SCALA 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.

2. A formal public presentation of the proposal, followed by a closed-door oral deliberation by the full SCALA faculty. Two weeks after the proposal has been distributed to the subfield faculty, a proposal defense is held. The event begins with the student making a 15-minute oral (not Power-Point) 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 SCALA 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 full SCALA faculty and outside committee member (if there is one) meet to vote on the proposal. The Convener conducts the vote. SCALA 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. 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.

The student and their committee agree on the date and time of their formal public presentation, and the student electronically submits an Announcement of Exam form through the GradForms website (*see GradForms Website section*) for the official PhD Comprehensive Exam. The announcement form must be filed *at least two weeks* before the Dissertation Proposal Defense date. Announcements of the defense must be posted two weeks in advance, along with department listserv notice (contact Academic Advisor).

SUBMISSION, ANNOUNCEMENT, AND PROPOSAL DEFENSE DEADLINES			
Semester	**Committee Submission Deadline**	**AOE Deadline:**	**Proposal Defense Date**
Spring	Two weeks before submitting AOE	Two weeks before the Proposal Defense Date	Two weeks before the last day of classes
Summer *(w/ permission)*	Two weeks before submitting AOE	Two weeks before the Proposal Defense Date	Two weeks before the last day of classes
Fall	Two weeks before submitting AOE	Two weeks before the Proposal Defense Date	Two weeks before the last day of classes

**Students are encouraged to give their committees a full two weeks to submit the Report of Exam, thus these are strongly recommended deadlines for defenses.*

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. Once the student passes the PhD Comprehensive Exam, they should immediately submit the following forms;

- Application for Candidacy through GradForms website *(see Application for Candidacy Section*)
- Certification of Language or Research Skill Requirement (one for each Language/Skill) *(see Language(s)/Skill(s) Requirement section)*

After the Office of Graduate Studies receives the PhD Comprehensive Exam Report of Exam, approves the Application for Candidacy form, and processes the Certification of Language or Research Skill Requirement forms, the student becomes All-But-Dissertation (ABD) status.

SCALA DISSERTATION

After the Dissertation Proposal Defense (PhD Comprehensive Exam), students become All-But-Dissertation (ABD) status (*see Application for Candidacy section*). Students should enroll in ANTH699 Dissertation hours to complete the 18 credits required and should work on dissertation research and writing under the guidance of their Dissertation Committee (*see Dissertation Hours Requirement*). Once the dissertation is ready to defend, the student and their committee decide on the date

and time. The student then schedules the defense using the Announcement of Exam form through the GradForms website for the Dissertation Defense. After defense, the Dissertation Committee submits the Report of Exam with the results of the dissertation and the defense evaluation. If the student passed, they must submit their dissertation manuscript and its corresponding forms to the Office of Graduate Studies.
**For more detailed information refer to the Dissertation Defense section.*

Dissertation Process:

- All-But-Dissertation (ABD) Status
    - After passing the Dissertation Proposal Defense (PhD Comprehensive Exam), student must submit:
        - Application for Candidacy form through GradForms
        - Certification of Language or Research Skill Requirement forms
- 18 Credit hours of ANTH699 Dissertation over at least ONE academic year
    - Research & Writing under Dissertation Committee Guidance
- Intent to Graduate Form one semester before the Dissertation Defense *(see Graduation & Department Convocation section)*
- Announcement of Exam: Dissertation Defense
    - Dissertation Committee and student agree on defense date
    - Announcement must be submitted through GradForms TWO weeks before exam
    - Student and Academic Advisor publically announce exam through ANTHGRAD-Listserv
- Dissertation Submission
    - Upload final dissertation manuscript to:
        - ProQuest
        - UNM Digital Repository
    - Submit the following forms to the Office of Graduate Studies
        - Information Cover Sheet
        - Certification of Final Form
        - Electronic Thesis/Dissertation (ETD) Release Form
        - Survey of Earned Doctorates