



DEPARTMENT OF ANTHROPOLOGY

WASHINGTON UNIVERSITY IN ST. LOUIS

ANTHROPOLOGY GRADUATE HANDBOOK 2023-2024



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Introduction.....	4
Department of Anthropology Commitment to Antiracism	5
Universal Departmental Requirements for the Ph.D. Degree in Anthropology.....	6
1. Degree Length and Course Units	6
2. Master of Arts Degree	7
3. Advancement to Ph.D. Candidacy	9
4. Mentored Teaching Experience.	11
5. The Doctoral Dissertation	14
6. The Dissertation Defense.....	15
7. Submission of the Dissertation	17
Subdisciplinary Requirements.....	18
Subdisciplinary Requirements for the Ph.D. in Archaeology	18
1. Master’s Degree Requirements for Archaeology.....	18
2. Requirements for Advancement to Ph.D. Candidacy	19
3. Thesis, Research Paper, Dissertation Proposal and Dissertation Defense Procedures	20
4. Deadlines and Time Frames for Submission of Hard-Copy Drafts.....	21
5. Guidelines for Oral Defenses	22
Subdisciplinary Requirements for the Ph.D. in Biological Anthropology.....	22
1. Master’s Degree Requirements for Biological Anthropology.....	22
2. Requirements for Advancement to Ph.D. Candidacy in Biological Anthropology	24
3. Deadlines and Time Frames for Submission of Hard-Copy Drafts.....	25
4. Guidelines for Oral Defenses	26
Subdisciplinary Requirements for the Ph.D. in Sociocultural Anthropology	26
1. Master’s Degree Requirements for Sociocultural Anthropology	26
2. Additional Sociocultural Requirements for the First Three Years.....	27

3. Requirements for Advancement to Ph.D. Candidacy in Sociocultural Anthropology.....	28
4. Deadlines and Time Frames for Submission of the Doctoral Dissertation.....	28
Evaluation of Students.....	29
1. First Year Evaluation of All Students.....	29
2. Second Year Evaluation of All Students.....	29
3. Evaluation Beyond the Second Year.....	29
4. Changing Academic Advisors and Committees.....	30
5. Timely Progress to Degree.....	30
Procedures for Academic Probation and Dismissal.....	30
Leave Policies.....	31
1. Leave of Absence.....	31
2. Medical Leave of Absence.....	32
3. Timing and Funding for Leaves of Absence.....	32
4. New Child Leave.....	32
Registration Procedures.....	32
1. First Year-Incoming Students.....	32
2. Registration Authorization.....	33
3. Enrollment Statuses.....	33
4. Registration Guidelines for Students Completing Coursework.....	34
Additional Teaching Experience.....	37
1. University College and Arts & Sciences Summer School.....	37
2. Day School Lecturer Positions.....	37
3. Compensation for Teaching.....	38
4. Teaching Center Resources.....	39
Financial and Travel Support.....	39

1. University Fellowship.....	40
2. Department policy on residency.....	41
3. External Funding.....	41
4. Beyond the 6th year.....	42
5. Travel and Conference Funding.....	43
6. Summer Dissertation Fieldwork Travel Reimbursement Funds.....	43
7. Dissertation Travel Funds.....	44
Just the Beginning.....	45
Appendix A: Departmental Contacts/Administration & Faculty.....	46
Appendix B: Sample Petition for A.M. Degree in Anthropology.....	47
Appendix C: Sample Petition for Advancement to Ph.D. Candidacy.....	48
Appendix D: STUDENT CHECKLIST FOR DISSERTATION DEFENSE.....	49
Appendix E: Mentored Teaching Requirement Form.....	49
Appendix F: FAQ on Graduate Student Funding.....	51
Appendix G: Annual Timeline for Graduate Program Academic and Administrative Deadlines.....	52
Appendix H: Template for Graduate Student Degree Timeline.....	54
Appendix: FAQ on non-academic graduate student department-related questions.....	55
Appendix J: Additional Resources for Students.....	57
Appendix K: COVID-19 Health and Safety Protocols for Fall 2020.....	59
Appendix L: WUSTL Bias Report and Support System.....	60
Appendix M: Title IX and Gender Equity at WashU.....	62
Appendix Z: Revisions to Grad Handbook.....	63

NB: The Anthropology Department reserves the right to make changes to the Graduate Student Handbook as appropriate. Substantive changes are archived in Appendix Z.

Introduction

Welcome to the Graduate Program in Anthropology at Washington University in St. Louis. This is an exciting time in your professional development that will lay the groundwork for a very rewarding career. This handbook is intended to take some of the mystery out of the training process and to provide information that will facilitate your progress through the program. Please review the manual thoroughly and often so that you can anticipate important deadlines and requirements and successfully plan your steps through the graduate program. This is a “living document” which is updated and revised semiannually. Appendix Z archives ongoing substantive changes to the document.

Current events and other important information are posted on the department web site (<https://anthropology.wustl.edu>) and on the web site maintained by the Office of Graduate Studies (OGS) [<https://gradstudies.artsci.wustl.edu/>]. You should also consult the orientation guide you received from the Graduate School when you first entered the program. It contains contact information for numerous resources that you are likely to find useful as you pursue your degree at Washington University in St. Louis. In addition, please see Appendix A for an outline of the governance structure of the administration in the Department of Anthropology, which should help you understand who is available to answer which types of questions. If you have questions that are not answered in this manual, ask your Faculty Advisor; the Academic Coordinator, Kirsten Jacobsen (314-935-7770, kjacobsen@wustl.edu); or contact the Director of Graduate Studies (DGS), Dr. Xinyi Liu (liuxinyi@wustl.edu). The Graduate Student Committee of Three also represents your interests at the department level. Please refer to Appendix A for the names of all current graduate student representatives holding leadership positions within the Department and Office of Graduate Studies.

When first entering the program you are assigned a Faculty Advisor reflecting your subdiscipline and research interests. Your Faculty Advisor is a primary source of academic mentorship and guidance, and a cornerstone to communication as you learn to navigate departmental and university policies. You are also supported by a larger community. The University has many resources at your disposal, and the community in the Department of Anthropology is a collegial and supportive one. Anthropology faculty, staff, and your fellow students are committed to your success in this program. They are a valuable resource to you and we

encourage you to seek out mentorship and support throughout the program. You should be comfortable reaching out to them at all stages of your graduate career.

Department of Anthropology Commitment to Antiracism

Detailed information and resources related to Bias Reporting can be found in Appendix J (p. 41).

An excerpt from “Anthropology statement on Black Lives Matter, racism and inequality”

June 16, 2020

As faculty of the Department of Anthropology at Washington University in St. Louis, we strongly affirm that Black Lives Matter, we stand with those seeking to change systems rooted in racism and discrimination, and we support the protesting of the recent killings of George Floyd, Ahmaud Arbery, Breonna Taylor, Nina Pop, Tony McDade, and many others. We support the [statement](#) released by the Association of Black Anthropologists (ABA) that posits that these deaths are the product of the racist systems in our country. We recognize not only our role in creating and maintaining these systems, but our responsibility in abolishing systems of inequality.

Read the full letter: <https://diversity.wustl.edu/anthropology-statement-black-lives-matter-racism-inequality/>

An excerpt from “Open Letter from the Graduate Student Body to Department Leadership and Faculty”

June 18, 2020

Black lives matter. Today, the graduate student body affirms our solidarity with the Black community. Police brutality and white supremacist violence against Black people is inexcusable. We mourn the loss of George Floyd, Breonna Taylor, Ahmaud Arbery, Michael Brown, and so many others. Capitalist white power structures have long employed police to oppress Black communities, and as anthropologists, it is our duty to address the systemic oppression upon which our society is built. We call upon the faculty, staff, and student body to dismantle structures of oppression here at Washington University and work to eradicate anti-Black racism in academia and the broader St. Louis community.

Read the full letter: <https://wustl.app.box.com/s/ipld6pb5arnvtclcsrmjng50tjpnjfb5>

Universal Departmental Requirements for the Ph.D. Degree in Anthropology

The goal of the graduate program is to train students to become competent researchers, scholars, and teachers. The path taken to reach that goal will depend largely on your subdisciplinary interests in anthropology and the kinds of educational experiences you pursue. You will have a number of requirements that must be satisfied before being granted a Ph.D. in Anthropology. You should familiarize yourself with the [Degree Requirements put forth by the Office of Graduate Studies to earn the Ph.D.](#) In addition to the requirements outlined by the Graduate School, the department imposes a set of Universal Departmental Requirements that apply to all students in the Graduate Program in Anthropology which are described in this handbook; students in each subdiscipline (Archaeology, Biological Anthropology and Sociocultural Anthropology) must also follow the specific degree requirements mandated by the subdiscipline, also included in this handbook.

There are several milestones on your road to successful completion of the Ph.D. program in Anthropology. You must 1) complete the required number of course units, 2) complete all requirements for the Master's degree, 3) be advanced to doctoral candidacy, 4) complete the Mentored Teaching Experience requirement, and finally, 5) write, 6) successfully defend, and 7) submit the doctoral dissertation. Guidance on completing each step within the required timeline is included below.

1. Degree Length and Course Units

You are expected to complete the Doctor of Philosophy (Ph.D.) degree in six years. Once you have read over and understand the requirements for the Ph.D., you should discuss and create a personalized 6-year timeline with your Faculty Advisor. A template for this kind of timeline can be found in appendix G.

Within the 6 years (12 academic semesters) of program length you must earn a minimum of 60 units of graduate level course work credit but you must not exceed 72 units of credit. The Graduate School will pay for a maximum of 72 units of graduate level coursework toward your degree (tuition remission). Non-graduate level course work required by the student's committee (e.g. language, some methods courses) may be counted toward the 60 required units with the permission of the Faculty Advisor and the Graduate School.

A typical semester course load for the first year of study is 12 units of credit (four 3-credit courses per semester). The semester course load for the second and third year is typically 9 units of credit per semester plus the 0-unit MTE course, LGS 600 [see *Mentored Teaching Experience*]. Graduate students must take a minimum of 9 units of credit per semester to be considered full-time by the Office of Graduate Studies. Most students will meet the 60- unit requirement by the end of the third year (6th semester), but must still maintain full-time status throughout the Ph.D. program. Full-time status is achieved by enrolling in at least 9 units of coursework OR fewer than 9 units + the LGS 9000 or 9001 enrollment status. LGS 9000 enrollment carries 0 units but confers full-time status. [See page 16 for details on Registration and enrollment statuses].

(a) Registration Timeline. The table below shows a typical 6-year course registration timeline.

Year 1 (24 units/total=24)		Year 2 (18 units/total=42)		Year 3 (18 units/total=60)		Year 4 (0 units/total=60)		Year 5 (0 units/total=60)		Year 6 (0 units/total=60)	
Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8	Semester 9	Semester 10	Semester 11	Semester 12
12 units Course- work	12 units Course- work	9 units Course- work + LGS 600	9 units Course- work + LGS 600	9 units Course- work + LGS 600	9 units Course- work + LGS 600	LGS 9000 or LGS 9001	LGS 9000 or LGS 9001	LGS 9000	LGS 9000	LGS 9000	LGS 9000

2. Master of Arts Degree

You are expected to receive the Master of Arts (Master's/M.A.) degree by the end of your fourth semester of full time study. The Department does not admit students for a terminal Master's degree; completion of the M.A. degree is a required step in the process of earning the Ph.D. The universal requirements for the M.A. in Anthropology are as follows:

(a) Theory Requirement (5472 – Social Theory and Anthropology).

All students are required to take Anthropology 5472 in their first year. Under special circumstances this requirement may be delayed or waived by petitioning the departmental faculty (through the Faculty Committee of 3). This request should be initiated through your Faculty Advisor.

(b) Two Subdisciplinary Course Requirements.

Graduate Students earning a Ph.D. in Anthropology are expected to have familiarity across subdisciplines of anthropology. To this end, you must complete at least one course taught by a faculty member of the anthropology department in each of the two subdisciplines other than your own; Anthropology 5472 may satisfy the sociocultural requirement. Courses taken in other subdisciplines should strengthen your understanding of the subdisciplines, complement your own research, and ideally, enhance your ability to teach across subdisciplines. Students with good cause to substitute prior extensive coursework in the subdiscipline, especially in the context of a Master's degree at another university, for one or both of the other subdisciplinary requirements may petition the relevant subdisciplinary faculty to do so.

(c) Courses with Six Faculty.

All graduate students are required to have had courses with at least six different departmental faculty members. Team-taught courses may count for both faculty members.

(d) 36 Course units.

The anthropology department requires 36 units of credit for the awarding of an M.A. degree with or without thesis; The M.A. in Anthropology is typically awarded without thesis.

(e) Petition for the Award of the Master's Degree.

Once you have completed all requirements for the M.A. degree, you and your Faculty Advisor will submit a petition to the Department Chair which will include documentation of satisfactory completion of all the graduate school requirements (including cumulative credits, thesis if one was done, and grade point average), the four requirements listed above (a-d), as well as any special requirements set by your subdiscipline. The Department Chair circulates the petition to the entire faculty and if there are no objections and all M.A. requirements have been met, this information is conveyed to the Graduate School. *[See appendix B for a sample petition].*

(f) Intent to Graduate.

In order to be added to the list of M.A. degree candidates in the Office of Graduate Studies, you must first notify the Academic Coordinator at the beginning of the semester during which you intend to

earn the M.A. degree. Then, you must file an Intent to Graduate form on WebSTAC by the deadline for the semester in which you expect to earn the degree (see below). If the online filing deadline is narrowly missed, you can use the fillable Intent to Graduate form on The [Office of Graduate Studies website Forms page](#) and submit it to the OGS Registrar.

Deadlines to file Intent to Graduate Form online on WebSTAC:

- for **December, 2023 degree** the deadline to file is **(Sept. 29, 2023)**
- for **May, 2024 degree** the deadline to file is **(Dec 21, 2023)**
- for **August, 2024 degree** the deadline to file is **TBA (typically, July)**

3. Advancement to Ph.D. Candidacy

Ph.D. (doctoral) candidacy is defined as the period of time in the graduate program when you are deemed ready to pursue independent and original research which will ultimately result in a dissertation. Admittance to Ph.D. candidacy requires that you successfully complete the requirements of the M.A. degree as well as the requirements listed below. Continuation in the Ph.D. program requires being advanced to doctoral candidacy. You are expected to defend your dissertation proposal and be admitted to Ph.D. candidacy no later than the end of the sixth semester.

(a) Course Units.

You must complete 48 units of credit before filing the petition to advance to candidacy.

(b) Forming Doctoral Research Advisory Committee.

It is encouraged that you work with a variety of faculty while shaping your dissertation proposal. Prior to scheduling the dissertation proposal defense (Qualifying Exam) you should formally assemble a Doctoral Research Advisory Committee (Research Advisory Committee-RAC) in consultation with your Faculty Advisor. This committee must consist of a Chair (normally Faculty Advisor) and a minimum of two other full-time tenured or tenure track members of the anthropology faculty ([assistant, associate, and full professors](#) are on the track to become tenured or have achieved tenure) who must approve the dissertation proposal and sign along with the Department Chair the Notice of Title, Scope, and Procedure of Dissertation. This committee typically forms the basis of the Dissertation Defense Committee [*see Dissertation Defense below*]).

Beginning July 1, 2023 The Research Advisory Committee (RAC) form became a required component of Arts & Sciences PhD programs. You will need to fill out a RAC form, documenting the formation of your Research Advisory Committee, and turn the form in to your department graduate administrator prior to defending your dissertation proposal which should occur prior to the end of the 6th semester. The forms will be submitted, reviewed, and entered into your record by the A&S Registrar Team. [The RAC form can be found here](#) and on the [Forms page](#) of the Office of Graduate Studies website.

(c) Student-Specific Requirements for Doctoral Candidacy.

You may be asked by your committee to fulfill additional requirements directly relevant to your doctoral dissertation research prior to admission to candidacy. These would be skills the committee considers necessary for you to successfully complete your proposed research and may include a foreign language or specialized training outside of the Anthropology Department in other areas such as statistics, computer programming, or laboratory techniques. You will be formally notified by your Faculty Advisor of such additional requirements.

(d) Defense of the Dissertation Proposal (Qualifying Exam)

All students must successfully defend a dissertation proposal before being admitted to Ph.D. candidacy. The Defense of the Dissertation Proposal fulfills the role of Qualifying Exam for the Office of Graduate Studies. Dissertation proposal defenses *should* be carried out by December 15th in your 5th semester and *must* be carried out no later than the end of your 6th semester. Proposals must be defended before a faculty committee consisting of a Chair (normally Faculty Advisor) and a minimum of two other full-time tenured or tenure track members of the anthropology faculty [*See Forming Doctoral Research Advisory Committee above*]. You should fill out the *Notice of Title, Scope, and Procedure for the Doctoral Dissertation (TSP)* form prior to the proposal defense (Qualifying Exam) so that it can be signed by the doctoral committee at the proposal defense. [Use fillable form on [Office of Graduate Studies website-Forms page: "Notice of Title, Scope, and Procedure of Dissertation."](#) The Department requests that the TSP form be submitted to the Academic Coordinator after successful completion of the proposal defense which must occur by the end of the students sixth semester in the program. The form must be submitted to the Office of Graduate Studies by the end of the 4th year (8th semester). The Academic Coordinator will submit the form to the Office of Graduate Studies.

(e) Petition for Admission to Doctoral Candidacy.

Once your dissertation proposal has been successfully defended (Qualifying Exam successfully completed) and all other requirements set by the Office of Graduate Studies, Anthropology Department, subdiscipline, and your committee have been met, you and your Faculty Advisor should submit a petition to the Department Chair for advancement to Ph.D. candidacy; Petitions should be in the form of a memorandum explaining how all of the requirements were satisfied. The Department Chair will forward the petition to the entire faculty. If there are no objections, and it has been determined that all requirements were met, the Office of Graduate Studies will be notified that the student has successfully advanced to doctoral candidacy. *[See Appendix C for a Sample petition and [use Fillable form here](#)].*

4. Mentored Teaching Experience.

The Anthropology Department recognizes that teaching is a central part of your graduate training and that this intellectual development is important for those of you seeking careers as academics or citizen scholars. The Mentored Teaching Experiences (MTE) represents a collaborative mentoring process between graduate students and faculty members to reflect on and interpret disciplinary knowledge; to find multiple ways to represent disciplinary content; to adapt content to students' abilities and prior knowledge; and to develop methods to assess and improve the teaching and learning process in the discipline. The Graduate School has categorized the MTE as a non-credit course— LGS 600— with two possible outcomes: successful or unsuccessful. When you enroll in the MTE, you will be assigned to assist in one course a semester (as an Assistant in Instruction) with a faculty mentor who will support your development as a teaching professional and enhance your ability to communicate and evaluate disciplinary knowledge.

(a) Departmental Requirement.

As part of your training and professionalization you must complete a minimum of five Mentored Teaching Experiences (MTEs). All students participating in the MTE are required to attend the Teaching Orientation offered by the WUSTL Teaching Center the summer after the first year of graduate study. First year students will not participate in an MTE but subsequently will complete at least 5 MTEs in years 2-6. All teaching for the MTE must be done in the Anthropology Department, and you will register under LGS 600 during the semesters in which you complete the MTE. When registering in LGS 600, choose the section under the name of the Anthropology Director of Graduate Studies (Crickette Sanz). You will automatically be placed on a wait list by the Registrar in the Office

of Graduate Studies until approved by the Department.

(b) MTE Assignment.

Midway through each semester the Academic Coordinator will determine who plans to complete the MTE the following semester. The Academic Coordinator will then solicit specific MTE course preferences 6 weeks prior to the start of the semester. Courses will be assigned 2-3 weeks prior to the start of the semester. Once assigned to the MTE course, you should contact the instructor for the course immediately.

i. Teaching as Instructor of Record for the MTE. You may teach independently (as Instructor of Record) as part of the MTE requirement only after you have first successfully completed a minimum of three MTEs as an Assistant in Instruction. Teaching in University College or Summer School *as part of the MTE* will not be compensated above or beyond what a student receives for the A&S Fellowship stipend. The reason for this is that the university makes a distinction between a student's education—and the MTE is part of a graduate student's education—and “work,” which is covered under part-time instructor status.

(c) Student/Assistant Expectations.

The Office of Graduate Studies specifies that students participating in the Mentored Teaching Experience are referred to as Assistants in Instruction. Assistants in Instruction are expected to work approximately 10-15 hours a week. This time allocation is variable across the semester and workloads ebb and flow. Experience and custom suggests that a minimum of 10-12 hours a week, averaged over the semester, is reasonable, with 15 hours a week being the upper boundary of expectations. The general allocation of duties on a weekly basis will vary from course to course and according to the instructor's needs and expectations. The following is a *general* guideline for duties over a given week: 3 hours a week in class, 1-2 hours in office hours/meeting with students, 1-2 hour in section/lab (if appropriate), 1-3 hours preparation, and 3-4 hours grading. Assistants in Instruction should contact their assigned faculty mentor as soon as they learn of their MTE assignment.

**Assistants in Instruction are required to be available from the start through the end of the semester and must obtain permission from faculty to take time away from the course in which they are assisting.*

(d) Faculty/Mentor Expectation.

Because graduate Assistants in Instruction are also taking classes or are engaged in research and thesis writing, faculty must be mindful of their time. Faculty are expected to clearly communicate class attendance and workload expectations to their Assistants in Instruction at the beginning of the semester and should not change responsibilities without providing adequate warning. Assistants in Instruction will receive a document from the faculty mentor outlining what will be expected for the course and then be given feedback by the faculty mentor at the end of the course.

During the MTE experience, students will have a variety of opportunities to engage with instructional aspects of the course which typically include grading, holding office hours, helping create and prepare exams, proctoring exams, and possibly holding discussion and/or review sections or labs. The MTE is considered pedagogical training for graduate students and Assistants in Instruction are often invited to give one lecture during the course of the semester.

(e) Documentation.

As you complete each MTE experience, you must forward a copy of the feedback form from the observing instructor to the Academic Coordinator for placement in your file. When your MTE requirement has been fulfilled, you must complete the MTE form and submit it to the Academic Coordinator who will notify the Office of Graduate Studies that this requirement has been met. The MTE form can be found on the [Anthropology Forms Box Folder](#) here.

(f) Teaching Center Resources.

The University's Teaching Center also provides outstanding support for instructors at all levels (<http://teachingcenter.wustl.edu>). You should document your training in the MTE and other teaching experiences by developing a teaching portfolio (<https://teachingcenter.wustl.edu/programs/graduate-students-postdocs/applying-for-academic-positions/creating-a-teaching-portfolio/>). In addition, you are encouraged to consider pursuing the Teaching Citation offered by the Office of Graduate Studies (<https://teachingcenter.wustl.edu/programs/graduate-students-postdocs/professional-development/teaching-citation/>).

5. The Doctoral Dissertation

The following Office of Graduate Studies guidelines can be found in the [Doctoral Dissertation Guide](#) under the heading “Minimal requirements for dissertations.” The text in italics below represents a “Statement by Graduate Council on Minimal Requirements for Ph.D. Dissertations” which was adopted at the Graduate Council meeting on April 19, 2012.

A dissertation is the product of extensive research and presents an original contribution to knowledge in a given field. It documents the candidate's ability 1) to make substantive contributions to answering a major intellectual question and 2) to communicate research results with professional competence. In all cases, the dissertation must constitute an integrated, coherent work, whose parts are logically connected. It must have a written introductory chapter that sets forth the general theme and core questions of the dissertation research and that explains the relationship among the constituent chapters or parts. The introduction will typically include, as is appropriate to the discipline, a review of the literature relevant to the dissertation, an explanation of theories, methods, and/or procedures utilized by the author, and a summary discussion of the contribution of the dissertation project to knowledge in the field. In its final deposited form, the dissertation must constitute an archivable product, which meets the standards prescribed by the university.

The dissertation may consist (in whole or in part) of co-authored chapters and articles, but the candidate must be a major contributor to the research and writing of any such papers and must describe her/his ideas, individual efforts, and contributions to the larger work. In order to be in compliance with the university's policy on plagiarism and academic integrity, 1 a dissertation that incorporates co-authored work must also include in its introduction an explanation of the role of the candidate in the research and in the writing of the co-authored work.

If a dissertation includes previously published materials (authored or co-authored), the candidate must provide a full referencing of when and where individual papers have been published. Because prior publication and multiple authorship have implications with respect to copyright, PhD candidates should discuss copyright with advisers and obtain copyright clearance from any co-authors well in advance of defending the dissertation. Written permission must be obtained in order to include articles copyrighted by others within the dissertation.

It is the responsibility of the student and the student's dissertation committee to ensure that the dissertation meets all requirements regarding authorship, academic integrity, and copyright, as here outlined.

1 According to the university's policy on Academic Integrity, "Plagiarism is the willful or unintentional act of using, without proper acknowledgement, another person's or persons' words, ideas, results, methods, opinions, or concepts. . . . The act of claiming as one's own work any intellectual material created by another or others is wrong and will be treated by the Graduate School of Arts and Sciences as a serious violation of academic integrity."

(a) [Doctoral Dissertation Guide and Template](#). The Office of Graduate Studies provides resources to help students navigate the process of organizing, formatting and submitting the OGS web site.

6. The Dissertation Defense.

Prior to submitting the final dissertation to the Office of Graduate Studies, you must successfully defend your dissertation in an oral examination before a committee approved by the OGS. [See Appendix D for a *Dissertation Defense Student Check List for Anthropology*].

(a) [Committee approval](#).

(Old)Policy as of 8/1/22: *The examining committee consists of at least five members, who normally meet two independent criteria:*

- i. Four of the five must be tenured or tenure-track Washington University faculty; one of these four may be a member of the Emeritus faculty. The fifth member must have a doctoral degree and an active research program, whether at Washington University, at another university, in government, or in industry.*
- ii. Three of the five must come from the student's degree program (Anthropology); at least one of the five must not.*

All committees must be approved by the Dean of the Office of Graduate Studies or by her/his designee. You must complete the Dissertation Defense Committee form [Use fillable form on [OGS website-Forms page: "Dissertation Defense Committee Form"](#)] and submit it to the Academic Coordinator at least one

month prior to the defense date. The Academic Coordinator will submit the form to the Dean for approval and notify you when it has been approved.

New Policy as of 8/25/22: Approval of the written dissertation by the Research Advisory Committee (RAC) is strongly recommended before the student can orally defend the dissertation. The doctoral dissertation committee that examines the student during the defense consists of at least five members. Normally, the members of the RAC also serve on the doctoral dissertation committee. The dissertation committee is then additionally augmented to ensure that the following criteria are met:

- i. Three of the five members (or a similar proportion of a larger committee) must be full-time Washington University faculty members or, for programs offered by WashU-affiliated partners, full-time members of a WashU-affiliated partner institution who are authorized to supervise PhD students and who have appropriate expertise in the proposed field of study. One of these three members must be the PhD student's primary thesis advisor, and one may be a member of the emeritus faculty.
- ii. All other committee members must be active in research/scholarship and have appropriate expertise in the proposed field of study whether at Washington University, at another university, in government or in industry.
- iii. At least one of the five members must bring expertise outside of the student's field of study to the committee, as judged by the relevant school's graduate program oversight body.

The approval processes outlined under RAC in the Doctoral Council bylaws formation also apply to the doctoral dissertation committee, including approval of each dissertation committee by the host school's graduate program oversight body(s).

(b) [Intent to Graduate](#). In order to be added to the list of Ph.D. degree candidates in the Office of Graduate Studies, you must file an Intent to Graduate form on WebSTAC by the deadline for the semester in which you expect to earn the degree (see below). If the online filing deadline is narrowly missed, you can use the fillable Intent to Graduate form on The [OGS website Forms page](#) and submit it to the OGS Registrar.

Deadlines to file Intent to Graduate Form online on WebSTAC:

- for **December, 2023 degree** the deadline to file is **(Sept. 29, 2023)**
- for **May, 2024 degree** the deadline to file is **(Dec 21, 2023)**
- for **August, 2024 degree** the deadline to file is **TBA (typically, July)**

(c) Procedure. Attendance by a minimum of four members of the dissertation defense committee, including the committee chair and an outside member, is required for the defense to take place. This provision is designed to permit your defense to proceed in case of a situation that unexpectedly prevents one of the five members from attending. Do not plan in advance to have only four members in attendance; if one of those four cannot attend, your defense must be rescheduled. Note that the absence of all outside members or of the committee chair would necessitate rescheduling the defense.

The student is responsible for making the full text of the dissertation accessible to their committee members for their review in advance of the defense according to program rules. Faculty outside of the committee and graduate students who are interested in the subject of the dissertation are normally welcome to attend all or part of the defense but may ask questions only at the discretion of the committee chair. Although there is some variation among degree programs, the defense ordinarily focuses on the dissertation itself and its relation to the student's field of expertise.

The Doctoral Candidate and Members of the Dissertation normally attend in person. In case of emergency or concerns related to the well-being of the participants, the candidate, with support of their Dissertation Defense Committee Chair(s), may hold their dissertation defense in-person or by utilizing a virtual or hybrid format.

7. Submission of the Dissertation

The final step in earning the Ph.D. degree is successfully submitting your dissertation to the Office of Graduate Studies. The dissertation must be formatted according to the guidelines set forth in the Dissertation Template and Guidelines provided by the Office of Graduate Studies on the [Degree Requirements page](#) of the OGS website under the Dissertation heading, and it must be accepted by the OGS by the appropriate deadline before you can earn the degree. The deadline to submit the dissertation for the May degree precedes the degree date. The deadlines to submit the dissertation for the August and

December degrees fall after the degree date:

Deadline to submit dissertation to Graduate School:

- for December 2023 degree the deadline to submit is Dec. 20, 2023
- for May 2024 degree the deadline to submit is May 8, 2023
- for August 2024 degree the deadline to submit is TBA (mid August)

Subdisciplinary Requirements

Subdisciplinary Requirements for the Ph.D. in Archaeology

In addition to the degree requirements outlined in the Universal Departmental Requirements for the Ph.D. Degree, students specializing in archaeology have other requirements and deadlines to satisfy, and guidelines to follow, as described below. The archaeology faculty reserves the right to allow exceptions to any of the below rules in special cases.

1. Master's Degree Requirements for Archaeology

(a) First Year Meetings. All students are required to meet with the archaeology faculty during the first year to discuss potential M.A. projects, so that the faculty might determine any additional training relevant to your program, as well as assist you in defining an appropriate research topic.

(b) Required Thesis or Research Paper. At the M.A. level, you must prepare, and successfully defend, either an M.A. thesis or a M.A.-level research paper (2nd year paper) by the end of the fourth semester of academic residence. A defensible draft should be completed by the first Monday after Spring Break.

The M.A. thesis or M.A. research paper demonstrates your abilities to identify a problem and select an appropriate research strategy, as well as present the results in a professional manner. A final file copy of the M.A. paper or thesis must be submitted by the deadlines and in the format specified by the Office of Graduate Studies, and the department, before the archaeology staff can recommend granting the M.A. degree.

2. Requirements for Advancement to Ph.D. Candidacy in Archaeology

Items a through h must be completed before your committee, and hence the Department can recommend to the Office of Graduate Studies that you advance to Ph.D. Candidacy.

(a) Required Courses.

Completion of the following required course in archaeology. L48-Anth 5053 Theoretical Approaches in Archaeology

(b) Diverse Training.

Completion of courses with at least four different departmental archaeological faculty members, covering a range of theoretical skills and laboratory specializations.

(c) Field Training.

You are required to demonstrate requisite field experience.

(d) Research Language.

On a case-by-case evaluation, your doctoral research advisory committee (doctoral committee) will review and identify possible research language skills to be acquired.

(e) Other Educational Requirements.

Your doctoral committee may establish skill attainment in other areas, such as statistics or regional expertise, to be satisfied for the degree.

(f) Dissertation Proposal.

You must successfully defend a dissertation proposal. It is expected that this will be accomplished by the fifth semester and no later than the sixth semester in residence. The dissertation proposal ordinarily will be in the form of an appropriate research/dissertation improvement grant proposal prepared for submission to NSF, NEH, Wenner-Gren, or other external funding agency.

(g) Professional Development.

In-residence semesters seven and eight should be devoted to implementing the dissertation research plan, and to professional development, such as working on publications.

(h) Fieldwork write-up outline. Within 60 days after the final field season, a detailed outline of the dissertation must be provided to the student's Research Advisory Committee (Doctoral Committee).

Post Fieldwork Meetings: You must meet with your dissertation committee every year. *Scheduling annual meetings with the candidate's committee is the responsibility of the candidate.*

3. Thesis, Research Paper, Dissertation Proposal and Dissertation Defense Procedures

(a) Bringing a document to official defense.

You should consult with the members of your committee to see if they want the document for the defense to be presented as a hard copy or in a suitable digital format.

(b) For M.A. theses and Ph.D. dissertations: A complete draft includes the following:

- Cover sheet
- Table of contents
- List of illustrations, figures, and maps
- Acknowledgments
- Abstract
- Complete body of text, including introduction and conclusions
- All figures, maps, charts, tables, and other illustrations
- References cited
- All appendices

(c) For M.A. research papers: A complete draft includes the following:

- a cover sheet
- complete body of text
- all figures and other illustrations
- references cited
- appendices

(d) For Ph.D. research proposals:

The proposal document ordinarily should be in the form of an NSF dissertation improvement proposal, ready to submit on NSF [Research.gov](https://www.research.gov). Proposals formatted for submission to other funding agencies are acceptable but need to be cleared in advance with the committee.

4. Deadlines and Time Frames for Submission of Hard-Copy Drafts

(a) Ph.D. dissertations: minimum of one month in advance during the academic term.

A doctoral dissertation must demonstrate your ability to make a scholarly contribution in the discipline and to handle theoretical issues. It must conform to the directives of the Departmental and Office of Graduate Studies regulations.

Dissertation defense guidelines require an external reviewer (i.e., from outside the Anthropology department) on the dissertation committee. The internal members of the dissertation committee (i.e., from within the Anthropology Department) will review the dissertation draft to certify that it is 'ready to come to defense', before it is distributed to an external reviewer. Internal departmental committee members must have two weeks to read and review the dissertation draft to reach the decision of whether to certify this document as being 'ready to come to defense'. The external reviewer must also receive the dissertation draft at least two weeks before the dissertation defense.

After certification by internal members of the dissertation committee that the document is 'ready to come to defense', you will notify the Academic Coordinator that the defense may be scheduled with the Office of Graduate Studies and draft copies will be distributed to the external reviewer(s). The defense must be scheduled with the Office of Graduate Studies at least 2 weeks prior to the defense date. The minimum total elapsed time to submit the dissertation and secure a defense date is one month – two weeks as required for internal departmental review, plus two weeks for external review.

(b) M.A. theses, M.A. papers, and Ph.D. proposals: two weeks in advance.

For all defenses which do not involve external reviewers, the internal committee will require two weeks between receiving the complete document, and the defense date.

(c) No Defenses during summer or Intersession Breaks.

All M.A. and Ph.D. level defenses must be scheduled during the Fall and Spring Semesters only.

5. Guidelines for Oral Defenses

At the beginning of an oral defense of a research proposal, an M.A. thesis or paper, or a Ph.D. dissertation, you should provide a short oral synopsis of the research, the length of which will vary with the document coming to defense. Such a synopsis should include:

- a short resume of the problem, including a description of how and why the student selected the problem
- a discussion of data collection methods
- a summary of the analytical techniques employed
- a short recap of the results of the research
- a case for the significance of the research

For a research proposal defense, all the above except results should be addressed.

Subdisciplinary Requirements for the Ph.D. in Biological Anthropology

In addition to the degree requirements outlined in the Universal Departmental Requirements for the Ph.D. Degree, students specializing in Biological Anthropology have other requirements and deadlines to satisfy, and guidelines to follow, as described below. The Biological Anthropology faculty reserves the right to allow exceptions to any of the below rules in special cases.

1. Master's Degree Requirements for Biological Anthropology.

You are expected to achieve each of the following benchmarks within the specified timeframes. Failure to do so will result in probation.

(a) Units of credit.

A total of 36 units of credit for the thesis or non-thesis option plus completion of a thesis as specified in the departmental requirements; nearly all biological anthropology students follow the non-thesis path.

(b) First Year Review.

You are required to meet with the full Biological Anthropology faculty at the end of the first year (second semester) to present and discuss your previous and planned coursework, progress on developing your research ideas, summer plans, any completed research projects or research presentations, and any other professional/academic activities.

(c) Portfolio.

You will prepare a Portfolio including a research prospectus, evaluation of academic progress, self-evaluation, evaluation by Faculty Advisor, samples of written work from courses taken or other relevant academic writing, and CV to be reviewed by the full Biological Anthropology faculty by end of the third semester (second year). To remain in good standing, your Portfolio must be approved by the Biological Anthropology faculty.

(d) Committee.

With the advice of your Faculty Advisor, you are expected to have formed a doctoral research advisory committee consisting of three Anthropology faculty members (an external committee member may be substituted for an Anthropology faculty member if approved by the Biological Anthropology faculty) prior to the end of the second semester of the second year (fourth semester).

(e) Reading Course and Paper.

During the second year, you will take an independent reading course (Anthropology 525) with your Faculty Advisor covering the background materials relevant to the planned doctoral dissertation. This year-long reading course will result in a written paper (length determined by the Faculty Advisor), which may serve as a first draft for the background section of the doctoral dissertation proposal. The paper needs to be approved by your doctoral committee by the end of the second semester of the second year (fourth semester).

(f) Methods.

You must demonstrate basic competence in one or more methods (statistical analysis, comparative methods, field data collection, laboratory techniques) used in Biological Anthropological research, as specified by your committee.

(g) Second Year Review. You are required to meet with the Biological Anthropology faculty at the

end of the second year (fourth semester) to present and discuss their progress in the program, including plans for the dissertation proposal, plans to apply for external funding, any completed research projects or research presentations, and any other professional/academic activities.

2. Requirements for Advancement to Ph.D. Candidacy in Biological Anthropology

Items a - d must be completed before your committee, and hence the department, can recommend 'Advancement to Candidacy' to the Office of Graduate Studies.

(a) Recommended Course work:

Within the scope of obtaining the necessary credits to complete the Universal Departmental Requirements for the Ph.D. Degree, it is suggested that you take at least one course in each of the following general areas of biological anthropology: Human Biology, Anthropological Genetics, Paleoanthropology, and Primate Biology as well as supplemental courses outside of the subfield and department as deemed appropriate by the committee.

(b) Dissertation Proposal:

You must defend your dissertation proposal to your doctoral committee by the end of the fifth semester (third year). Advancement to Ph.D. candidacy will be given upon formal acceptance of a written research proposal and an oral defense of that proposal before your doctoral research advisory committee. The research proposal will be written in the form of a National Science Foundation doctoral dissertation improvement grant (NSF DDIG). Advancement to candidacy will be announced in a formal memorandum to the whole faculty, summarizing the activities of the student. Students who fail to successfully defend their dissertation proposal by the end of the fifth semester will be placed on probation during the sixth semester (third year).

(c) External Funding:

After successfully defended your dissertation proposal you should submit your NSF DDIG grant proposal at the first available opportunity, as well as any other grant proposals deemed appropriate by the dissertation research advisory committee. These may include, but are not limited to: Fulbright Fellowship, Leakey Foundation, and Wenner-Gren Foundation.

(d) Student-Specific Requirements for Doctoral Candidacy:

You may be asked by your committee to fulfill additional requirements that are directly relevant to your doctoral dissertation research prior to advancing to candidacy. These may include specialized training outside the Anthropology Department in other areas relevant to the student's scholarly pursuits. You will be formally notified by your committees of such additional requirements.

3. Deadlines and Time Frames for Submission of Hard-Copy Drafts

(a) Ph.D. dissertations: minimum of one month in advance during the academic term (either the fall or spring semester).

A doctoral dissertation must demonstrate your ability to make a scholarly contribution in the discipline and to handle theoretical issues. It must conform to the directives of the Departmental and Office of Graduate Studies regulations.

Dissertation defense guidelines require an external reviewer (i.e., from outside the Anthropology department) on the dissertation committee. The internal members of the dissertation committee (i.e., from within the Anthropology Department) are required to review the dissertation draft and to certify to the Graduate School that it is 'ready to come to defense', before it is distributed to an external reviewer. Internal departmental committee members must have two weeks to read and review the dissertation draft to reach the decision of whether to certify this document as being 'ready to come to defense'. The external reviewer must also receive the dissertation draft at least two weeks before the dissertation defense.

After certification by internal members of the dissertation committee that the document is 'ready to come to defense', you will provide draft copies to the external reviewers and you will submit the requisite forms and materials to the Director of Graduate Studies and the Academic Coordinator, who will schedule your defense with the Office of Graduate Studies. The minimum total elapsed time to secure a defense date is one month – two weeks as required for internal departmental review, plus 15 more days as required by the Office of Graduate Studies.

(b) M.A. theses, M.A. papers, and dissertation proposals: two weeks in advance.

For all defenses which do not involve external reviewers, the internal committee will require a minimum of two weeks between receiving the complete document and the defense date.

(c) No Defenses during summer or Intersession Breaks.

All M.A. and Ph.D. defenses must be scheduled during the Fall and Spring Semesters only.

4. Guidelines for Oral Defenses

At the beginning of an oral defense of a research proposal, an M.A. thesis or paper, or a Ph.D. dissertation, you should provide a short oral synopsis of the research, the length of which will vary with the document coming to defense. Such a synopsis should include:

- a short resume of the problem, including a description of how and why the student selected the problem
- a discussion of data collection methods
- a summary of the analytical techniques employed
- a short recap of the results of the research
- a case for the significance of the research

For a research proposal defense, all the above topics except results should be addressed.

The oral defense of the doctoral dissertation will consist of the following: (a) a formal presentation to the department and university community [at which the committee will be present]; (b) a question session by the whole audience; (c) a closed session for the candidate and committee; and (d) an executive session of the dissertation research advisory committee.

Subdisciplinary Requirements for the Ph.D. in Sociocultural Anthropology

In addition to the general degree requirements outlined in the Universal Requirements for the Ph.D. Degree document, students specializing in sociocultural anthropology have other requirements and deadlines to satisfy, and guidelines to follow, as described below. The sociocultural faculty reserves the right to allow exceptions to any of the below rules in special cases.

1. Master's Degree Requirements for Sociocultural Anthropology

(a) Units of credit.

A total of 36 units of credit for thesis or non-thesis option as specified in the departmental

requirements; nearly all sociocultural anthropology students follow the non-thesis path.

(b) Required Coursework

- 472 - Social Theory and Anthropology.
- 4123 - Argumentation through Ethnography
- 5712 - Advanced Social Theory
- 5011- Methods/Proposal Writing. All students should take Anthro 5011 in the spring of their second year.

2. Additional Sociocultural Requirements for the First Three Years

(a) Area Expertise:

You are required to complete elective coursework or independent reading on their regional area of expertise.

(b) Second Year Paper:

In the third semester you will write a Second Year Paper comprising a general statement of your research direction and a critical review of key bodies of relevant literature. The Paper typically comprises sections on two areas of social theory and one section on relevant research in the region where fieldwork is planned. Section topics and readings are worked with committee members before the end of the second semester. The Paper is submitted during the first week of December and the committee meets before December 15 to discuss the work and provide constructive critique. (In cases of unsatisfactory progress, the department will adhere to GS guidelines on academic standing and probation.) A final draft of the Paper is submitted by the start of the fourth semester.

(c) Language Proficiency:

You must demonstrate proficiency in the language(s) necessary for fieldwork, as relevant.

(d) Research Ethics and Risk Assessment Workshop:

Third year students participate in a Research Ethics and Risk Assessment Workshop in which they lead a discussion on potential risks to research subjects and self and other ethical issues that may

arise in connection with the research setting, questions, and methodologies.

3. Requirements for Advancement to Ph.D. Candidacy in Sociocultural Anthropology

(a) Student-Specific Requirements for Doctoral Candidacy:

You may be asked by your committee to fulfill additional requirements directly relevant to your doctoral dissertation research prior to admission to Ph.D. candidacy. These may include specialized training outside of the Anthropology Department in other areas relevant to your scholarly pursuits. You will be formally notified by your committee of such additional requirements.

(b) Doctoral Proposal and Hearing:

You are required to complete and receive approval of a Doctoral Proposal in the form of one of the major external grant proposals (NSF, Wenner-Gren, or SSRC). You should consult with your Faculty Advisors at the start of the third year about the format of the proposal. By the end of the fifth semester, you should have held a proposal hearing before a faculty committee consisting of your Faculty Advisor and at least two other permanent members of the anthropology faculty.

(c) Petition for Admission to Doctoral Candidacy:

Once your dissertation proposal has been successfully defended and all other requirements set by the Office of Graduate Studies, Anthropology Department, subdiscipline, and your committee have been met, you and your Faculty Advisor should submit a petition to the Department Chair for advancement to Ph.D. candidacy; Petitions should be in the form of a memorandum explaining how all of the requirements were satisfied. The Department Chair will forward the petition to the entire faculty. If there are no objections, and it has been determined that all requirements were met, the Office of Graduate Studies will be notified that the student has successfully advanced to doctoral candidacy. *[See Appendix C for a Sample petition].*

4. Deadlines and Time Frames for Submission of the Doctoral Dissertation.

As the writing progresses, and in consultation with the Faculty Advisor, you should set a conditional target date for the oral defense of the dissertation. At least six weeks before this date, a draft should be given to the dissertation committee. The defense will then be officially scheduled with the Office of Graduate Studies upon approval by the Faculty Advisor in consultation with the committee.

Evaluation of Students

Student progress is monitored by the entire faculty in the first and second years.

1. First Year Evaluation of All Students.

At the end of your first year in the program, the faculty will complete a formal evaluation of your progress and status in the program. This will be based upon your performance in courses (including testimonials of faculty, grades, and written course evaluations), your writing skills, ability to complete work in a timely fashion, and potential for independent scholarly research. You will be notified in writing of the outcomes of the evaluation. Students who show good prospects for the Ph.D. program will be informed that they are making good progress in the program and are encouraged to continue. Students about whom there are some doubts as to their potential for the Ph.D. program will be advised that the second year is a critical training period for them to demonstrate that they will be able to perform at the Ph.D. level. In cases where continued work towards a Ph.D. is not encouraged, department procedures for academic probation and dismissal will be followed (these are detailed below). The intent of the first year evaluation is to keep you as informed as possible of your current status in the program and thus reduce any ambiguity and anxiety regarding your performance. The faculty also believe that your best interests are served by knowing as early as possible about any academic difficulties.

2. Second Year Evaluation of All Students. The department takes the opportunity to assess your performance at this point in your career when you're typically making the shift from classroom student to researcher. You will be evaluated twice during the second year. First, you will have a subfield progress assessment by December 15th of the second year, then be reviewed by the full faculty at the end of the academic year. The end of year review in the second year involves discussion of each student in a faculty meeting, and a review of your research interests. Your written work is reviewed by your Faculty Advisor and by sub-field faculty following subdisciplinary requirements and procedures. Feedback about the review is provided to you by your Faculty Advisor. In cases where either assessment finds that students may be underperforming or having academic issues, they may be placed on academic probation.

3. Evaluation Beyond the Second Year. From the beginning of the third year your progress is evaluated by the research advisory committee.

4. Changing Academic Advisors and Committees. You may change your Faculty Advisor and committee members at any time in your graduate career by finding new faculty members willing to take on such duties and by informing the Department Chair of the department in writing.

5. Timely Progress to Degree. The Department anticipates that you will make timely progress toward the completion of your doctoral degree. If exigent circumstances impede your progress the Department will assess each case on an individual basis. In instances where you need to take a leave of absence for personal or medical reasons you may initiate the request with your Faculty Advisor, then with the Faculty Committee of Three. The Committee of Three will review leave proposals and make recommendations to the Department Chair and Office of Graduate Studies regarding leaves of absence and formal extensions of full time registration and extensions of candidacy. For further details on these time limits, please see the sections of the General Requirements for Masters and Doctoral degrees in the Washington University in Arts & Sciences [Bulletin online](#).

Procedures for Academic Probation and Dismissal

The following describes how the department implements the [Office of Graduate Studies Policy on Probation and Dismissal for Academic Reasons](#).

Academic performance of all Ph.D. students is reviewed on an annual basis by department faculty. The Department has designated the Graduate Advisory Committee (the Faculty Committee of Three/Faculty C of 3) to manage decisions regarding placement on probation, removal from probation, recommendations for dismissal after a probationary period, and recommendations for immediate dismissal due to extreme underperformance.

This committee is chaired by the Director of Graduate Studies and includes two other faculty members, with a representative from each of the sub-disciplines, Archaeology, Biological Anthropology and Sociocultural Anthropology. If it is determined by a vote of the majority of the Graduate Advisory Committee that the student is not satisfactorily meeting the academic requirements of the Program based on the above criteria, the Graduate Advisory Committee will consider whether the student should be placed on probation or if extreme underperformance warrants immediate dismissal from the Program, in accordance with the Office of Graduate Studies Policy on Probation and Dismissal for Academic Reasons.

Normally, a probationary period would be no less than three months and, where probation criteria involve coursework, the probationary period will normally consist of one semester.

The student will be notified of the Graduate Advisory Committee decision in writing, including an explanation of academic performance issues leading to probation or immediate dismissal and, if applicable, any requirements for what must be done within a specified period of time during the probationary period in order for the student to return to good standing. The written probation letter should generally be accompanied by the opportunity for the student to meet with the Director of Graduate Studies or designated departmental faculty representatives for clarifying discussion(s), and should be copied to the Dean of Office of Graduate Studies.

All students on probationary status will be reviewed by Graduate Advisory Committee after each semester to determine whether the student should be (a) removed from probation and returned to good standing; (b) continued on probation; or (c) dismissed from the program.

The student will be notified of the decision of the Graduate Advisory Committee in writing. If a student is dismissed from the program, the student will be notified in writing and will have the opportunity to appeal such dismissal in accordance with the OGS Policy on Probation and Dismissal.

Leave Policies

1. Leave of Absence.

A personal, or non-medical, Leave of Absence is an option for students who have extreme and exigent reasons to pause their graduate studies. If you are considering requesting a non-medical Leave of Absence (LOA), you should first discuss your plans with your Faculty Advisor who must then bring the case to the Faculty C of 3. The Faculty C of 3 will review these requests and make a recommendation to the full faculty. When approved, you should apply for a leave of absence by filling out the appropriate leave of absence form which can be found on the [Policies and Procedures](#) page of the Office of Graduate Studies web site. Your application for a leave of absence must first be endorsed by the anthropology department then approved by the Office of Graduate Studies.

2. Medical Leave of Absence.

A Medical leave of absence (MLOA) is an option for students with considerable physical or mental health conditions that prevent them from successfully completing their studies and related responsibilities as a graduate student. A request for a MLOA should proceed in the same way as the LOA. The MLOA will also require a medical assessment by Student Health Services for both the Leave and Reinstatement.

3. Timing and Funding for Leaves of Absence.

A leave will not be granted for less than one semester or for more than one calendar year. If you request a leave of absence beyond one year, your status will be reviewed to determine whether an extended leave will be approved. According to Office of Graduate Studies policy, a Leave of Absence (LOA), whether medical or personal, stops the academic clock and thus extends ASF funding beyond year 6 in an amount equal to the duration of the leave. There is no funding penalty or burden to the student for taking a LOA. Students should discuss the impact of a LOA on their health insurance with the Academic Coordinator. All international students should consult with the Office of International Students & Scholars before applying for a leave of absence.

4. New Child Leave.

Requests for New Child Leave should be discussed with the Faculty Advisor who will notify the Department who will then submit the required forms to the Office of Graduate Studies. When you are on New Child Leave you are not expected to participate in mentored teaching or research experience for up to 60 calendar days while receiving your stipend support. Additional time off, beyond the 60 days and up to a full semester, without stipend support will ordinarily be granted by the Office of Graduate Studies if approved by your Department.

More information about the various kinds of leaves, along with the necessary forms, can be found on the [Policies and Procedures page](#) of the Office of Graduate Studies web site. You should familiarize themselves with the policies for the Medical Leave of Absence, the Leave of Absence, and the New Child Leave.

Registration Procedures

1. First Year-Incoming Students.

The summer before you arrive on campus, the Academic Coordinator will enroll you in a placeholder

course (LGS 9000) until you are able to meet with your Faculty Advisor. This placeholder will confer full time status and allow you to be entered into the health insurance pool. Before you arrive on campus the faculty will collectively review your transcripts and make course suggestions after which your Faculty Advisor will advise you on your first and second semester coursework. You will then register in these courses. You should meet with your Faculty Advisor in subsequent semesters to decide on coursework.

2. Registration Authorization.

Registering for classes is handled through [WebSTAC](#) on-line computer registration. Before registering for courses each semester, you should meet with your Faculty Advisor to discuss course options and how they meet your training goals. Your Faculty Advisor will then submit an online authorization (through their WebFAC account) which will enable you to register through your WebSTAC account. To access WebSTAC, students will need to have set up their WUSTL Key which will allow access to several student resources. Computer terminals for registration are located in the McMillan Hall Graduate Student Lounge (room 125), Olin Library, Danforth University Center (DUC), the Admissions Office, and various other locations on campus. Full-time registration for classes must occur during the registration period in the semester prior to enrollment. Once the A&S Drop/Add semester deadline passes, you will no longer be able to make changes to your enrollment, therefore your careful attention to registration is crucial. Beginning August 1, 2023 graduate students may only enroll in 500/5000 level coursework for graduate level credit.

3. Enrollment Statuses.

The program length of our Ph.D. program is six (6) years. During the regular program length period, you must be enrolled in coursework until the 60 unit requirement has been reached. Any semester that you are not enrolled in coursework at all, LGS 9000 or LGS 9001 should be your only enrollment. In the last semester of coursework, if you enroll in fewer than 9 units of credit, you must also enroll in LGS 9000 to be sure that full-time status has been met. Below is an explanation of the various LGS enrollment statuses.

a) [LGS 9000. Full-time Graduate Research/Study.](#)

Confers full-time status after coursework.

(b) [LGS 9001. In Absentia enrollment.](#)

Confers full-time status. When you are doing research in the field you should enroll in LGS 9001.

Students enrolling in LGS 9001 must be within program length and are limited to 4 consecutive or

nonconsecutive semesters of LGS 9001 enrollments. Please notify the Academic Coordinator each semester you enroll in LGS 9001 and indicate where you will be for that semester. Please note that students who are F-1 visa holders must check with Academic Coordinator before enrolling in LGS 9001 at this time.

(c) LGS 9002. One-Year Extension Registration.

Students who have finished their program length may request the one-year extension registration status. LGS 9002 confers full-time status and student health insurance benefits, but does not include stipend support. Approval from the Department and Office of Graduate Studies is required. The maximum enrollment time in LGS 9002 is 2 semesters. Students who do not complete their program after 2 semesters of LGS 9002 must either withdraw from the program or be assigned Degree Candidacy Extended status.

(d) Degree Candidacy Extended (no enrollment status-Milestone note on transcript).

Students may remain doctoral candidates for up to five years after the one-year extension, however, students beyond the 7th year are not provided insurance or official privileges, such as library access etc.). Some privilege extensions can be requested to the OGS. After the 5 year candidacy extension, students lose their status as Ph.D. candidates and cannot complete the degree.

(e) LGS 600. MTE Registration.

Confers no credit, but indicates participation in the Mentored Teaching Experience in a given semester. When registering in LGS 600, choose the section under the name of the Anthropology Director of Graduate Studies (Xinyi Liu). You will automatically be placed on a wait list by the Registrar in the Office of Graduate Studies until approved by the Department.

(e) Leave of Absence (no enrollment status-Milestone note on transcript).

Please see the section on Leaves of Absence.

4. Registration Guidelines for Students Completing Coursework:

(a) Independent Study.

When registering for independent study or reading courses in anthropology, register only at the

500-level.

By default, all Independent Study courses are hidden from view in course listings. This keeps you from having to scroll through dozens of courses with dozens of sections to search for non-independent study courses. To view these courses you must uncheck the box at the top of the page that says "Hide Independent Study Courses." This includes all courses listed below in #2.

(b) Repeat courses.

500-level Independent Study type courses are flexible and you can take them more than once, although not within the same semester. Anth 500: Independent Studies is a 3-unit course. Anth 525: Advanced Reading is variable credit up to 6 units. Anth 521: Writing Reports and Essays is usually reserved for proposal writing but can be flexible. Anth 550: Dissertation Research is variable credit up to 9 units and students may enroll in this course if they are finished with course work but haven't reached 60 units. Register under the section of the faculty member with whom you will be working or with your Faculty Advisor.

(c) School of Continuing and Professional Studies (CAPS) courses and ELP courses.

The Office of Graduate Studies does not offer tuition remission (i.e. does not pay for courses) for CAPS courses with some very rare exceptions (ELP, for example). The Office of Graduate Studies will pay for up to 6 units of ELP coursework per student taken through CAPS. You cannot register for a CAPS course without getting approval from the department and Office of Graduate Studies. Check with the Academic Coordinator for more information.

(d) Undergraduate courses.

Graduate credit is given only for courses at the 500-level or above. You may take courses below 500 as necessary for your training in the categories below with Office of Graduate Studies approval, but the units will not carry graduate credit. If approved by your Faculty Advisor, these courses will count toward the 60-unit Ph.D. requirement. Please contact the Academic Coordinator if you plan to take one of these courses below the 500 level:

Math courses

Methods courses

Language courses

(e) Undergraduate courses as Independent Studies.

If you are taking a course below the 500-level other than math, methods, or language that is important for your training, request permission of the instructor to do extra work to make it a graduate level course. Register for independent study under the instructor's section (L48 500 or L48 525). Once the drop/add deadline has passed, email the Academic Coordinator asking that the name of the course be added to the milestones section of your transcript. Include the following information in your email to make your transcript more descriptive:

- Semester and year
- Course and section number
- Name of the course

You need at least 9 units of graduate-level credit to be considered full-time. While lower-level (under 500) course enrollments above the 9 graduate unit enrollment do not need approval from the Office of Graduate Studies, it helps if the Academic Coordinator knows that you are taking undergraduate courses because the Office of Graduate Studies will flag them. If any of your 9 units are not graduate level, approval will need to be requested so please let the Academic Coordinator know if you have fewer than 9 graduate units.

(f) Credit unit limit.

Students have tuition remission for 72 units. Tuition remission means that the Office of Graduate Studies covers the cost of your tuition and you are not responsible for that cost. You will typically reach your 60-unit credit requirement in the 4th year so please check your internal record to make sure you are not over the 72 unit limit. Thereafter, you should register as a LGS 9000 or LGS 9001. This keeps your insurance, library and gym privileges current, and your loans deferred. If you have WUSTL funding or outside grants, the OGS will pay your fees. If you do not have WU or outside funding, you will be billed for the Continuing Student or Non-resident Candidate fees.

(g) Incomplete grades.

A grade of Incomplete should be requested very rarely and only in specific circumstances. The [policy on Incomplete grades can be found here](#).

Additional Teaching Experience

1. School for Continuing and Professional Studies (CAPS) and Arts & Sciences Summer School

If you are interested in gaining further teaching experience beyond your role as an Assistant in Instruction, you are encouraged to apply for the opportunity to teach independently as the instructor-of-record after discussing the option with your Faculty Advisor.

(a) Eligibility:

- 1) A minimum of 3 MTEs as an Assistant in Instruction must be successfully completed before you may teach independently for the Department through University College or Summer School at Washington University, and you must be in good academic standing. [Note: Teaching in CAPS or Summer School *as part of the MTE* will not be compensated above or beyond what a student receives for the graduate school stipend. The reason for this is that the university makes a distinction between your education—and the MTE is part of a graduate student’s education—and “work,” which is covered under part-time instructor status.]
- 2) Your Faculty Advisor must approve of your plan to teach and must approve your syllabus.
- 3) The Undergraduate C of 3 must also review and approve your syllabus.

(b) Selection Procedure:

- 1) If you are interested, you should respond to relevant semester/summer course call [*See Appendix F for calendar/timeline*] and provide the necessary documentation by the deadline.
- 2) When selecting applications, in most instances, the first priority goes to full-time faculty (this includes full-time Lecturers). Following this, we will consider graduate students in order of need and seniority, and then Department Faculty Assistants. Scholars who hold research affiliation as research associates or research scientists will be next in order of opportunity.
- 3) The Dept. does not fully control course offerings in University College and the Summer School, so we cannot guarantee that any student will have the opportunity to teach an independent course at WUSTL.

2. Day School Lecturer Positions

To provide serious teaching experience and professionalization for senior graduate students in anthropology, the Department offers students in their final semesters of the program the opportunity to apply for the position of day school lecturer. Exceptional candidates may be hired as part-time lecturers by

the department if resources are available. Lecturers teach their own course for one semester in the regular A&S daytime schedule and are compensated on top of the A&S Fellowship stipend. Students must be nominated by their Faculty Advisor for this position. There are typically two available lecturer positions per semester; the Graduate C of 3 will read proposals and determine who will teach based on experience, progress to degree, and merit of course proposal.

(a) Eligibility:

- 1) Graduate student has completed 5 MTE's (in cases exempted from MTE req., has demonstrated ample teaching training) and is in good academic standing.
- 2) The graduate student is post-fieldwork and has previous experience teaching as an instructor of record, preferably in the form of a University College evening or summer course or equivalent at another college/university.
- 3) The student's Faculty Advisor is willing to certify that she/he is indeed making solid progress toward the completion of the dissertation and teaching the course would not seriously delay that completion.
- 4) The student must apply to serve as a Lecturer and the application must be endorsed by the student's Faculty Advisor.

(b) Selection Procedure:

- 1) The Faculty Committee of Three evaluates the recommendations based on the courses to be offered and the status of the graduate student in the program, with further consultation with the Faculty Advisor as needed.
- 2) Preference will be given to students proposing broad, anthropologically relevant courses (normally, these would be at the 300 level but exceptions may be made if there is a compelling need) that have a realistic chance of making a reasonable enrollment. Courses may be capped at a number set by the student in consultation with the Faculty Advisor as needed to fulfill the aims of the course.
- 3) A rank ordered recommendation is then submitted to the Department Chair, who finalizes (or requests further evaluation) of the list.

3. Compensation for Teaching

Students hired for independent teaching positions are considered part-time lecturers by the department (or University College) and are financed by the department (or CAPS) and may be subject to the collective

bargaining agreement of the adjunct union. Eligible students will continue to receive their university fellowship during this period. However, because students are employed as part-time lecturers or instructors, the part-time employment policy is in effect. We actively discourage students from teaching as a mechanism of financial support as opposed to gaining teaching experience and preparation for teaching. Note: Teaching in University College or Summer School *as part of the MTE* will not be compensated above or beyond what a student receives for the graduate school stipend. The reason for this is that the university makes a distinction between your education—and the MTE is part of a graduate student’s education—and “work,” which is covered under part-time instructor status.

For more specific information about salary amounts for Instructors of Record and part-time lecturers, please contact the Academic Coordinator as those salary amounts change annually.

In all cases, students are teaching to gain pedagogical experience as part of their graduate education program. If the graduate student wishes, they may request a faculty member in Anthropology to attend one of their lectures and provide written or verbal feedback.

4. Teaching and Writing Resources

The university's Center for Teaching and Learning provides outstanding support for instructors at all levels (<http://teachingcenter.wustl.edu>). You should document your training and experiences by developing a teaching portfolio (<https://teachingcenter.wustl.edu/programs/graduate-students-postdocs/applying-for-academic-positions/creating-a-teaching-portfolio/>). In addition, interested students may wish to pursue the Teaching Citation offered by the Office of Graduate Studies (<https://teachingcenter.wustl.edu/programs/graduate-students-postdocs/professional-development/teaching-citation/>).

[The Writing Center and The Speaking Studio](#) provide free, one-on-one tutoring to all WashU undergraduate and graduate students, faculty, and staff for any writing or public speaking project. Please make use of this excellent resource for any and all writing needs!

Financial and Travel Support

(For answers to common questions on graduate student funding, also see Appendix E)

The Department of Anthropology is committed to providing support so productive students can move through the program in a timely fashion without the distraction of having to hold outside jobs. The information below provides details this financial support and policies relating to it.

1. Arts & Sciences Fellowship

Students who are admitted to the program are generally funded with tuition remission (meaning, there is no charge for tuition) and a living stipend (called the Arts & Sciences Fellowship) for 4-6 years, assuming continued high academic performance. The Arts & Sciences Fellowship (ASF) stipend amount covering 12 months in 2023-2024 is \$35,000 and breaks down to \$2916.67/monthly.

(a) 12 Month Support.

Please note that you will not receive summer funding in the terminal year of Arts & Sciences Fellowship funding regardless of the semester of graduation; the last stipend check in the terminal year of Arts & Sciences Fellowship funding will be at the end of May.

First through third year students are funded by the A&S Fellowship unless they have external or other fellowship funding. Fourth year students often obtain external support for their dissertation fieldwork. Fifth and Sixth year students return to A&S funding.

(b) Leaves and Funding.

According to Office of Graduate Studies policy, a Leave of Absence (LOA), whether medical or personal, stops the academic clock and thus extends A&S funding beyond year 6. [See *section on Leaves*].

(c) Using the ASF for fieldwork.

You are expected to obtain external funding for research in the field. In exceptional circumstances, you may apply to use the full amount of the A&S Fellowship funding to support your field research if you are unable to obtain external funding for fourth year fieldwork. This application will take the form of a letter of petition from you and your Faculty Advisor to the Graduate Faculty Committee of 3 and should include a description of how the ASF will be used, a description of your attempts to gain external funding, and your academic standing. *The request should be made in the semester prior to the semester in which the funding will be used.*

2. Department policy on residency.

Except for time away for fieldwork or approved time at another institution (library, laboratory, etc.), students receiving university support (e.g., A&S Fellowships, Chancellor's or Olin Fellowships) are expected to be physically present on campus (with the exception of short trips for professional or personal reasons) and available to interact with colleagues and faculty throughout the period of their fellowship funding. The purpose of this requirement is to encourage collaboration, peer-mentoring, building intellectual community, and to provide opportunities for collaboration with faculty mentors. Students may request exceptions to this policy in writing with their Faculty Advisor and must get approval from the Faculty C of 3 the semester before the desired period out of residency (*See 1c above: Using the ASF for fieldwork*). Students must provide a justification for this exception in their request. Students not in residency must enroll in LGS 9001: In Absentia and provide their out of residency location to the Graduate School (via the Academic Coordinator). The Office of Graduate Studies limits students to four semesters of In Absentia enrollment.

**COVID-19 policy revision per the Anthropology Department:* For Fall semester 2020, the Cof3 has waived the departmental residence policy requiring graduate students to be in residence. All students are still required to fulfill their AI responsibilities regardless of their physical location; this includes ensuring internet connectivity, sufficient bandwidth and scheduling according to U.S. central time. The residence policy for Spring semester 2021 has not been waived at this time. We regret not being able to establish a policy for the entire academic year, but we just do not have sufficient information at this time to do this.

3. External Funding.

You are required to seek support for your dissertation fieldwork (usually in your fourth year) through national granting agencies such as the National Science Foundation, the Fulbright Program, National Geographic Society, and the Wenner-Gren Foundation, or other external sources. Training students how to write competitive grant proposals is an important part of the department's graduate program, and students in the program have an outstanding record of winning outside funding.

(a) Stipend Bonus.

If you receive external funding (e.g. NSF/GRFP, Wenner Gren, NSF DDIG, MISA etc.) with money budgeted **for living costs over \$5000**, you may apply for a stipend bonus paid by the Department. In most cases, the amount of the bonus will be equal to 15% of the living cost portion of the grant budget or 15% of the UF stipend amount, whichever is smaller. Students are not eligible for the stipend bonus

beyond their 6th year in the program. The stipend bonus will be paid in one lump sum with the monthly stipend check.

Supplemental Funding Example: Janelle receives a Wenner Gren Foundation fieldwork grant with budgeted living expenses of \$20,000 over 12 months (Aug 1, 2023-July 31, 2024).

Janelle's monthly stipend from Wenner Gren breaks down to=\$1,666.67/month for Aug.-July
What Janelle would have received from the UF=\$2916.67/month for Aug.-July

For the months of Aug-July, the Department will pay Janelle \$1250.00/month to bring her Wenner Gren funding up to the UF monthly rate.

Janelle will also receive 15% of \$20,000.00 (\$3000.00) in her August paycheck as a **stipend bonus** for replacing the ASF with external funds

(b) Supplemental funds.

If you receive external funding for which the living stipend portion *is less than the ASF stipend* you will be "topped up" to the ASF rate for the equivalent portion of the granting period during which you receive the external funding. If your external award contains no living stipend, you will receive the full ASF stipend amount in addition to the external award. This is also true for external awards whose budgeted living stipend amount is less than \$5000.00

(c) Reporting grants.

You must report external awards to your Faculty Advisor as well as the Academic Coordinator and Business Manager.

4. Beyond the 6th year.

Students who do not complete the Ph.D. program in six years and remain in the program unfunded by the A&S Fellowship are encouraged to apply for external support for Ph.D. research & travel, since they may remain eligible as "enrolled" students during their 7th year. However, according to OGS policy, students are placed out of "full time" status after year 7, at which time they can nominally remain as "doctoral candidates" for up to 5 years [See *enrollment statuses above*].

(a) NSF GRFP beyond the 6th year. You may use the NSF GRFP beyond the 6th year if you are

eligible by NSF standards. Students using the NSF GRFP beyond program length (6 years) will not receive a stipend bonus.

5. Travel and Conference Funding.

You may apply annually in the fall term for funds to defray the cost of attending and presenting at conferences and professional meetings. The current maximum funding award amount for conference/travel funding is \$500.00. This amount is subject to change depending upon budget amounts. Students who are presenting at a conference may apply for up to \$500.00 of travel funding. \$300.00 of these funds will be allocated by the Department and \$200.00 from the Office of Graduate Studies. Students who are attending a conference but not presenting are eligible for \$300.00 from the Department.

(a) Timing.

The Academic Coordinator solicits applications in September for proposals for reimbursement for travel between months of August 1 and June 30 of that academic year.

(b) Documentation.

When submitting receipts for reimbursement to the Business Manager after attending the conference, please include a copy of the conference registration. Expenses eligible for reimbursement include travel, hotel, food, and registration. Students who are presenting must submit some form of proof.

6. Summer Dissertation Fieldwork Travel Reimbursement Funds.

Students traveling to conduct dissertation fieldwork over the summer (for travel in months of June/July) may apply for additional travel reimbursement funds. The amount of money available for summer travel may vary from year to year and specific amounts cannot be guaranteed. In the past students have been able to receive up to \$1000.00 each summer in years 1 through 4 of the program. These funds are in addition to summer UF funding and do not diminish UF funding.

(a) Timing. The Business Manager will solicit applications for this funding in late March. The C of 3 will review the requests and you will be notified about the award in early April.

(b) Travel Advance. Students who receive the Dissertation fieldwork Travel Reimbursement funds may request a travel advance from the Business Manager to purchase travel tickets.

7. Dissertation Travel Funds. Upon completing fieldwork, students continue to be supported through the Arts & Sciences Fellowship, and if making timely progress towards the degree, will be eligible in their final year to apply to the Office of Graduate Studies for Dissertation Travel Funds in addition to the normal A&S Fellowship stipend amount. In the past, students have been awarded up to \$1000.00 for this fund.

(a) Dissertation travel fund requirements:

- i. **Funded by ASF.** Student must be enrolled in a Ph.D. program, fully funded by an A&S Fellowship, and working on their dissertation. Students funded by Olin Fellowship, Chancellor's Graduate Fellowship, or a non-GS source (NSF Fellowship, McDonnell International Scholars Academy Scholarship, etc.) are not eligible for the dissertation travel fund.
- ii. **ABD.** Student must be finished with all requirements for the Ph.D. except for the written dissertation and oral defense of the dissertation.
- iii. **The dissertation travel fund may not be combined with a conference travel reimbursement request.** If you are awarded the Dissertation Travel Fund, you are not eligible to receive conference travel funding.

(b) Application.

To apply for the Dissertation Travel Fund, you must provide your Faculty Advisor with:

- an outline of your dissertation
- your progress to date
- and an anticipated timeline for completion.

Your Faculty Advisor must write a letter of nomination addressed to the C of 3. The C of 3 will review and make determinations on all requests.

For answers to common questions on graduate student funding, please see Appendix E

Just the Beginning...

This guidebook is intended to provide you with a general framework for your graduate education. Within the guidelines described here there is considerable opportunity for you to grow and develop in the ways that best meet your professional goals. Accordingly, we hope that you will develop a more detailed plan in collaboration with your advisory committee and others in the department. The faculty are a resource that you should feel free to consult as often as necessary as you progress through the program.

Appendix B: Sample Petition for A.M. Degree in Anthropology

[Fillable Form available in Graduate Forms Box folder]

NB: If thesis option is chosen instead of non-thesis option, include the thesis title, date of defense, and committee. A minimum of 36 credit hours is required with both thesis and non-thesis option. If the language requirement was fulfilled by examination rather than a graduate course, attach a letter by the examiner explaining the method by which you were examined. Please follow the memo format below.

TO: Rebecca Lester, Department Chair
FROM: Jane Doe, Student
Professor John Bowen, Faculty Advisor
RE: Jane Doe's Fulfillment of Requirements for the A.M. Degree
DATE: April 9, 2018

Jane Doe has fulfilled the following requirements for the A.M. Degree.

Universal Departmental Requirements

Courses

472 Anth 472, Fall 2016 (Professor Bowen), Grade: A

Subdisciplinary Physical Anth 4581, Fall 2017 (Professor Strait), Grade: A Archaeology Anth 542, Spring 2018 (Professor Marshall), Grade: A

Courses with Six Faculty I have had courses with the following six anthropology faculty:
Bowen, Thomas, Marshall, Strait, Stone, Childs

Credits 36 units completed in residence for the non-thesis option

Grade Point Average GPA exceeds 3.0 required by the graduate school

Subdisciplinary Requirements (Determined by subdisciplinary faculty—see examples)

Language Proficiency Completed French 401 and 402, in Fall 2017 and Spring 2018 with grades of A, A.

Statistics Anth 441, Social Statistics, Fall 2017 (Professor Donald Strickland), Grade: A

Jane Doe

Professor John Bowen

Appendix C: Sample Petition for Advancement to Ph.D. Candidacy

[Fillable Form available in Graduate Forms Box folder]

NB: All departmental requirements are cumulative. Advancement to candidacy presupposes that students have already passed all requirements for the A.M. degree. If the student was never awarded an A.M. degree in this department, they must at this time also provide documentation that they have fulfilled those requirements. Please follow the format below.

To: Rebecca Lester, Department Chair
From: Jane Doe, Student Professor
John Bowen, Faculty Advisor
Re: Jane Doe's Advancement to Ph.D. Candidacy
Date: October 15, 2018

Jane Doe was awarded an A.M. degree in this department in May 2018 and is on record as having fulfilled all the requirements of that degree. With the support of her committee, Jane Doe now wishes to be advanced to Ph.D. candidacy and has fulfilled the following additional requirements.

Universal Departmental Requirements

Credits	48 units completed in residence to date Additional credits required for the Ph.D. degree will be fulfilled by coursework
Grade Point Average	GPA exceeds 3.0 required by the graduate school
Proposal Defense Title:	“Small-scale entrepreneurs in Caracas” Date defended: October 1, 2018 Committee: John Bowen (Faculty Advisor), Kedron Thomas, Glenn Stone
Dissertation Committee	Chair: John Bowen Kedron Thomas, Glenn Stone

Special Requirements set by the Ph.D. Committee

Language	Passed Spanish written exam with Professor Smith, November 2017 (see attached letter)
Statistics	Completed Psychology 300, Introductory Psychological Statistics, Fall 2017 with grade of A

Jane Doe

Professor John Bowen

Appendix D: STUDENT CHECKLIST FOR DISSERTATION DEFENSE

1. Send [Mentored Teaching Requirement form](#) to academic coordinator as soon as you have completed the requirement Please do not wait to send this until you defend.
2. File Intent to Graduate form online (WebSTAC):
 - for December, 2023 degree the deadline to file on WebSTAC is 9/29/23
 - for May, 2024 degree the deadline to file on WebSTAC is 12/21/23
 - for August, 2024 degree the deadline to file on WebSTAC is TBA (July)

If you miss the deadline to for online filing, find the paper form on this page on the Graduate School website:

<https://gradstudies.artsci.wustl.edu/forms> .

3. Follow the guidelines for your subfield regarding submission of the dissertation to committee members, particularly the timing.
4. Notify the academic coordinator of expected defense date as early as possible.
5. Reserve a room for the defense with the Administrative Assistant (Pam). Discuss special needs for set up and any logistical requirements for the defense (Zoom, Skype, large room for public talk, etc.) with the administrative coordinator (Abdul).

Send the Academic Coordinator the following information at least one month before the defense:

1. [Dissertation Defense Committee form](#). Your dissertation defense committee must be approved by the Associate Dean of the Graduate School and can take up to a week. You can find the online fillable form on this page on the Graduate Forms Resource tab of the Anthropology Web site:
<https://wustl.app.box.com/s/wi8gakpe6r1iz1vv7n2n1zbxeehfhnfs/file/1086066337106>
2. Date and time of the defense.
3. Title of dissertation
4. CV—electronic. Please title the CV attachment as follows:
Last Name, First Name (student ID) – Department
(The CV I distribute to the Department will not include your ID, but this above format is needed for the Grad School)
5. Submit final electronic copy of dissertation to Graduate School by deadline:
 - for December, 2023 degree the deadline to submit is 12/20/23
 - for May, 2024 degree the deadline to submit is 5/8/2024
 - for August, 2024 degree the deadline to submit is TBD (mid-August)

Appendix E: Mentored Teaching Requirement Form

[Fillable Form available in Graduate Forms Box folder]

Name:

Date:

Mentored Teaching Experience Requirement for Graduate Students in the Department of Anthropology

As part of the training and professionalization of graduate students in Anthropology, the Department requires all students to participate in a minimum of five Mentored Teaching Experiences (MTEs). All students participating in the MTE are required to attend the Teaching Orientation offered by the WUSTL Teaching Center at the end of the first year of graduate study. First year students will not participate in an MTE but subsequently will complete at least 5 MTEs in years 2-6, with most being completed in years two, three, and five. All teaching for the MTE must be done in the Anthropology Department, and students will register under LGS 600 during the semesters in which they complete the MTE.

Please list the MTE assignments completed toward the requirement and turn in to the Academic Coordinator once the full requirement is met. The form must be turned in prior to the defense but should be submitted as soon as the requirement is met:

<u>MTE Assigned course title</u>	<u>Faculty mentor/Instructor</u>	<u>Semester/Year</u>
1.		
2.		
3.		
4.		
5.		

Appendix F: FAQ on Graduate Student Funding

1. How long will I be funded by my Office of Graduate Studies?
 - A&S Fellowships (ASFs) are awarded for a maximum of 6 years starting from the first semester of your enrollment (also known as “program length”).
 - If, due to exigent circumstances, a 7th year is needed to complete the program, students are encouraged to seek outside funding support for their 7th year.
 - The Grad School has established a maximum period of 7 years to be considered a full time graduate student, with an additional 5 year period to remain a doctoral candidate and complete the Ph.D.
 - The only official way to extend UF funding beyond the 6-year program length is in the case of an approved leave of absence (see handbook for “Leave Policies”).

3. What happens if I receive an external fellowship during years 1-6?
 - The department encourages you to apply for external fellowships, as it is an important step in your professional development. If awarded, students can apply for a “stipend bonus” – which is an incentive to pursue external funding.
 - If the amount of funding allocated for living costs (within the external grant budget) amounts to less than the amount paid by the ASF (assessed per semester), the student’s stipend will be “topped up” to match the UF stipend (this is in addition to the stipend bonus). This is contingent upon reporting and processing your outside funding through the department.
 - External funding awarded during years 1-6 does not extend ASF funding beyond the 6-year program length.
 - External grants in amounts less than \$5000 should be reported to the graduate coordinator, but will not be calculated against a student’s ASF stipend. In such cases, the student will receive their full stipend in addition to their outside grant.

4. Can I apply for summer funding?
 - Anthropology has currently has been allocated an additional budget to support “dissertation reseach travel”. Students should apply to the graduate coordinator in the Spring semester. The amount of support (per student) will be calculated by dividing the additional budgetary allocation (by the OGS) by the number of eligible applicants.

Appendix G: Annual Timeline for Graduate Program Academic and Administrative Deadlines for 2023-24

(Annual Graduate Events included)

Fall Semester

Mid/late-August

- All returning students are expected back on campus one week prior to classes
- First year students must attend the New Graduate Student Orientation typically held the 3rd Monday of August
- Second year students must attend the Graduate Teaching Orientation, typically held 4th Wednesday in August
- New Graduate Departmental Orientation/Reception
- Electronic Dissertation submission (August degree)
- (Graduate Student Brunch, Sunday before classes begin)
- Classes begin the 4th Monday in August

Early September

- New course proposals due for Curriculum Committee review
- Graduate Student updated CVs due to Academic Coordinator

Mid/late-September

- (Department Potluck)
- Call for proposals for conference travel funding
- Summer Course Call issued

Mid/late October

- (Grad/Faculty Mixer)
- Deadline to submit Summer Course Requests
- Deadline to file online Intent to Graduate form (M.A. or Ph.D.) for Dec degree

Mid/late-November

- (Dinner with the Chair)
- Spring course registration begins
- Fall Course Call issued (University College and Day School Lecturer)

Early December

- Call for spring MTE preferences

Mid/late-December

- (Winter Party)

- Electronic Dissertation submission deadline for December degree
- Subfield Evaluations (by December 15th)
- 3rd year proposal defenses (by December 15th)
- Deadline to submit Fall Course Requests
- Deadline to file online Intent to Graduate form (M.A. or Ph.D.) for May degree
- MTE assignments sent to students and faculty

Spring Semester

Early/Mid-January

- Classes start second Monday in January
- New course proposals due for Curriculum Committee review

Early February

- Graduate Student Recruitment/Visits

Mid/late March

- Call for Cook Award nominations
- Spring Course Call issued (CAPS and Day School Lecturer)
- Call for summer fieldwork travel reimbursement proposals
- Continuing funding call

Mid/late April

- Anthropology Spring Party
- Reception for Cook and Sussman Awardees
- Spring Course proposals due
- Last day of classes
- MTE Preference memo sent for fall course

Mid May

- Electronic Dissertation submission deadline for May degree
- Graduate Hooding Ceremony (3rd Thursday)
- Commencement (3rd Friday)

Appendix H: Template for Graduate Student Degree Timeline

Personalize Your Plan!

Semester	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Fall	<ul style="list-style-type: none"> • Coursework 	<ul style="list-style-type: none"> • Coursework • MTE-1 • Proposal writing 	<ul style="list-style-type: none"> • MTE-3 • Proposal defense 	<ul style="list-style-type: none"> • Field work 	<ul style="list-style-type: none"> • MTE-5 • Analysis and writing 	<ul style="list-style-type: none"> • Writing
Spring	<ul style="list-style-type: none"> • Coursework • 1st year review • Draft proposal outline • Pilot study planning 	<ul style="list-style-type: none"> • Coursework • MTE-2 • 2nd year review 	<ul style="list-style-type: none"> • MTE-4 • External funding applications 	<ul style="list-style-type: none"> • Field work 	<ul style="list-style-type: none"> • Analysis and writing 	<ul style="list-style-type: none"> • Dissertation Defense
Summer	<ul style="list-style-type: none"> • Teaching Orientation • Pilot study 	<ul style="list-style-type: none"> • Pilot study 	<ul style="list-style-type: none"> • Field work 	<ul style="list-style-type: none"> • Analysis and writing 	<ul style="list-style-type: none"> • Teaching 	

Please list for each semester intended work focus (coursework, research, field work, supplemental training); funding (external funding, university fellowship); semesters you plan to MTE; relevant grant deadlines; research focus/supplemental training focus; etc.

Appendix: FAQ on non-academic graduate student department-related questions

1. Will I have a mailbox?

Yes. Graduate Student mailboxes are located in the Graduate Student Lounge (Grad Lounge), in McMillan 125. Mail will be delivered daily as it's received. Please minimize personal receipt of packages to the Department office.

2. Where can I print documents?

Students may print up to 200 pages a year on the Grad Lounge printer. Please notify someone in the office before changing a print cartridge for this printer, since often something else is the issue.

3. How do I get an office?

The Academic Coordinator assigns office spaces every August for the coming academic year. If you have a specific need/request, you may let her know at that time, but requests can't always be granted.

Historically, senior graduate students have priority and are assigned to window offices in the tower. We can no longer assign solo offices to grad students who are teaching, but every effort is made to give these students smaller spaces that are good for holding office hours.

4. Can I keep my office when I go into the field for a semester?

Usually, the answer to this questions is no, because we don't have enough available office spaces. If you plan to go into the field, please clean out your office completely and store books, etc. with a friend.

5. What happens to the stuff I leave behind in my office when I move to another space or go to the field?

We will try to determine to whom the stuff belongs, but if we can't, it will unfortunately go into the "free" pile on the first floor benches. We just don't have the space to store belongings. Please don't leave books, papers, coffee mugs, food behind. And please make every effort to keep your office clean/tidy, particularly if you are in a shared space.

6. Who cleans the Grad Lounge and my office?

You do! If a vacuuming is needed, please let Mary know so she can request it of our maintenance person. If there has been a serious spill, leak, or other disaster, please let Mary know ASAP so it can be attended to. Otherwise, there are cleaning supplies in the office and you are welcome to them anytime. The Grad Lounge is a shared space. Please be responsible for cleaning up after yourself and occasionally cleaning up after someone else. If someone becomes a habitual offender in terms of leaving dirty dishes, moldy food, etc in the space and generally disrespecting their peers and the space, please talk to that person or let

us know so we can.

7. Can I use the Department letterhead?

Current graduate students may use departmental letterhead for correspondence directly related to professional activities consistent with the research and teaching mission of the department, such as applying for academic positions or for research funding. Any uses of departmental letterhead for which the appropriateness could be considered ambiguous or questionable must be cleared in writing (or email) by the academic coordinator. Graduate students must either a) use official hard copy stationery or b) request the letterhead template file from the Administrative Assistant and not alter the format of the template.

8. Who should I call if I'm in the building late after regular office hours and there is a problem?

If there is a **security issue** of any kind and you are concerned for your safety or the safety of others, please call **Campus Police at 935-5555**.

If there is a serious **building issue**, like a leak or something has broken, please call the after-hours line for Facilities Management immediately at 935-5544.

Appendix J: Additional Support Resources for Students

The Writing Center

The Writing Center, located in Olin Library, offers free one-on-one writing tutorials to WashU students, as well as workshops designed to help students become better writers. The Writing Center staff can assist by providing feedback on the strength of an argument, clarity, and organization. Contact them at 935-4981 or writing@wustl.edu.

Mental Health Services

Mental Health Services' professional staff members work with students to resolve personal and interpersonal difficulties, many of which can affect a student's academic experience. These include conflicts with or worry about friends and family, concerns about eating or drinking patterns, and feelings of anxiety and depression. For more information, visit: www.students.wustl.edu/mental-health-services/.

Relationship and Sexual Violence Prevention Center (RSVP)

The Relationship and Sexual Violence Prevention Center (RSVP) offers support for those who have experienced sexual violence, sexual misconduct, dating violence, domestic violence or stalking. RSVP can help those who are not sure what steps they wish to take to respond to their experiences. They offer confidential support and can help arrange for necessary classroom accommodations. To get help, contact the RSVP Center at 935-3445 or rsvpcenter@wustl.edu. Their office is located in Seigle Hall, Suite 435.

Bias Report and Support System (BRSS)

The University has a process through which students, faculty, staff, and community members who have experienced or witnessed incidents of bias, prejudice, or discrimination against a student can report their experiences to the University's Bias Report and Support System (BRSS) team. To report an instance of bias, visit www.brss.wustl.edu.

WashU Cares:

[WashU Cares](http://washucares.wustl.edu), within the Health and Wellness Unit, provides resources to all students on the Danforth Campus who may be having a hard time. WashU Cares is committed to helping create a culture of caring. Through proactive, collaborative, and systemic approaches, they work with students to identify interventions, resources, and supports that allow them to be successful. If there is a concern about the physical or mental well-being of a student, please file a report on their website. See: <https://washucares.wustl.edu/>.

Center for Diversity and Inclusion (CDI)

The Center for Diversity and Inclusion (CDI) supports and advocates for undergraduate, graduate, and professional school students from underrepresented and/or marginalized populations, collaborates with campus and community partners, and promotes dialogue and social change to cultivate and foster a supportive campus climate for students of all backgrounds, cultures, and identities. See: <https://diversityinclusion.wustl.edu/>.

Preferred Names and Gender Inclusive Pronouns

In order to affirm each person's gender identity and lived experiences, it is important that we ask and check in with others about pronouns. This simple effort can make a profound difference in a person's experience of safety, respect, and support. See: <https://students.wustl.edu/gender-pronouns-information/> , <https://registrar.wustl.edu/student-records/ssn-name-changes/preferred-name/>

Disability Resources

Washington At Washington University we strive to make the academic experience accessible and inclusive. If you anticipate or experience barriers based on disability, please contact Disability Resources at 314.935.5970, disabilityresources@wustl.edu, or visit our website for information about requesting academic accommodations. See: <https://students.wustl.edu/disability-resources/>.

Office of International Students and Scholars

The OISS supports international students during their time at Washington University in St. Louis. Their services include immigration advising, orientation to the WashU and St. Louis communities, and other programs to help students thrive academically and socially and engage them in U.S. life and culture. Their website has information and resources for international students enrolled in full-time in degree programs at WashU, international exchange students, and international alumni. See: <https://students.wustl.edu/international-students-scholars/>.

OISS COVID-19 Frequently Asked Questions

See: <https://students.wustl.edu/changes-oiss-students/>.

Office of the Ombuds

The Office of the Ombuds provides assistance in resolving university-related concerns and advocates for fair treatment and process. They are a confidential resource for staff, postdocs and graduate students. See: <https://staffombuds.wustl.edu/>.

Appendix K: COVID-19 Health and Safety Protocols for Fall 2020

Exceptions to course policies, expectations, and requirements (including attendance and assignment deadlines) because of a COVID-19 diagnosis, symptoms consistent with COVID-19, or exposure to a person with a confirmed or suspected COVID-19 diagnosis will be made in collaboration between the student and instructor. Please remind your students that in any of these cases they should contact you as soon as possible to discuss appropriate accommodations.

All students on the Danforth Campus are required to complete the self-screening and reporting before each time that they come to campus. To complete the screening questionnaire, visit [WashU COVID-19 Screening](#) for campus access and log in with your WUSTL Key.

While on campus, it is imperative that students follow all public health guidelines established to reduce the risk of COVID-19 transmission within our community. The full set of University protocols can be found at <https://covid19.wustl.edu/health-safety/>. This includes:

- Complying with physical distancing requirements at all times and adhering to signage and environmental cues. This includes not congregating before or after class as well as during breaks or class activities.
- Complying with universal masking. All individuals on campus must wear disposable masks or cloth face coverings while occupying indoor public settings, including: multi-person offices; hallways; stairwells; elevators; meeting rooms; classrooms; restrooms; and when in campus outdoor spaces unless they can maintain six feet of physical distance from others. In the event that a student cannot wear a mask due to a medical condition or other concerns, they should consult with their academic advisors.
- Practicing healthy personal hygiene, including frequent handwashing with soap and warm water for at least 20 seconds and/or using hand sanitizer with at least 60% alcohol.
- Complying with cleaning and sanitation protocols. Students may be responsible for wiping down common surfaces after use, particularly those that might be shared with others (e.g., classroom desks). Instructions for sanitizing technology equipment [can be found here](#).

Any Danforth Campus student who is **currently diagnosed with COVID-19, is experiencing symptoms consistent with COVID-19, or has had direct contact with a person with a confirmed or suspected COVID-19 diagnosis must remain home and isolate themselves from others**. Students who have symptoms and/or do not pass the screening protocol described below must call the Habib Health and Wellness Center at 314-935-6666 for additional instructions.

Appendix L: WUSTL Bias Report and Support System

[\(https://students.wustl.edu/bias-report-support-system/\)](https://students.wustl.edu/bias-report-support-system/)

Washington University in St. Louis values diversity, inclusion and human dignity, and strives to foster an environment in which all community members are respected and able to take part in academic, co-curricular and social activities.

Following these values, the university developed a system through which students, faculty, staff and community members who have experienced or witnessed incidents of bias, prejudice or discrimination involving a student can report their experiences to the university's Bias Report and Support System (BRSS) team. If you would like to report a bias incident that does not involve a student, please contact [Human Resources](#).

What Is a Bias Incident?

A bias incident is any discriminatory or hurtful act that appears to be or is perceived by the victim to be motivated by race, ethnicity, age, religion, national origin, sex, disability, gender identity or expression, sexual orientation, veteran status or socioeconomic status. To be considered an incident, the act is not required to be a crime under any federal, state or local statutes, nor does it have to violate university policy.

1. Report Online

Complete the [BRSS online form](#). Once the online form has been completed, the BRSS coordinator will receive an email notification and assign your report to a BRSS team member.

2. Report by Phone

Call the BRSS at 314-935-7535 during business hours of 8:30 a.m. – 5 p.m. Monday-Friday. After-hours calls will be returned during the next business day.

3. Report by Printing Form

Print, fill out and submit a [BRSS paper form \(PDF\)](#) via campus mail to the BRSS office at Campus Box 1061.

4. Report in Person

Provide an in-person report during a meeting with the BRSS coordinator or a BRSS team member. Schedule a meeting via [email](#).

Reporting Anonymously

If, for any reason, you do not want to provide identifying information when you file a report, you have the option to fill out the [BRSS form](#) anonymously online by selecting the “For Information Only” option. Please note that a brief description of the incident will be included in the quarterly summary report.

Non-anonymous BRSS reports on the Washington University School of Medicine campus are sent to the assistant provost who assists WUSM students in navigating their programs and connects them with the relevant policies and contacts within those programs.

More information about the WUSTL Bias Report System can be found here:

<https://students.wustl.edu/bias-report-support-system/>

Appendix M: Title IX and Gender Equity at WashU (<https://titleix.wustl.edu/>)

The Gender Equity and Title IX Compliance Office is committed to responding to discrimination – including sexual harassment and sexual violence – in an effective, timely and transparent manner. They are equally committed to ensuring any individuals involved in these incidents will be treated as respectfully and fairly as possible. Please visit the website for more information and resources.

Where to Seek Help

A variety of resources are available to any member of the WashU community who has been affected by a Title IX violation and needs additional support.

[For Students](#)

[For Faculty & Staff](#)

If you are seeking information on helping a friend in need, please visit the [Relationship & Sexual Violence Prevention Center website](#).

If you are seeking support for changes in academic, living, transportation and working situations, learn about WashU's [supportive measures and accommodations, and how to request help](#).

Additional medical and nonmedical options are listed here: <https://titleix.wustl.edu/help-resources/>.

Pregnant/Parenting

Title IX prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. The Gender Equity and Title IX Compliance Office will address all complaints of sex discrimination in violation of the [university's nondiscrimination statement](#) and [discrimination policies](#).

If you have questions about any of these policies, need assistance in requesting accommodations, or would like to make a complaint of unfair treatment, please contact Title IX Coordinator Jessica Kennedy at jwkennedy@wustl.edu or 314-935-3118.

[Pregnant/parenting faculty and staff](#)

Appendix Z: Revisions to Grad Handbook

Version 1.0 8.28.19

Version 1.2 1.21.2020

- Addition of residency requirement to—See: Financial & Travel Support: #2 Department Policy on Residency
- Addition/Clarification to Summer Dissertation Fieldwork Travel Reimbursement Funds—See: Financial & Travel Support: #6 Summer Dissertation Fieldwork Travel Reimbursement Funds. Added the following:
“These funds are in addition to summer UF funding and do not diminish UF funding.”
- Addition/Clarification to External Funding—See: Financial & Travel Support: #3 External Funding: (a) policies on External Funding Support: ii Supplemental funds. Added the following:
“If a student’s external award contains no living stipend, the student will receive the full UF stipend amount in addition to the external award. This is also true for external awards whose budgeted living stipend amount is less than \$5000.00”
- Changes to Appendix A: Department IRB Representative changed from Brad Stoner to Geoff Childs
- Removal of Appendix E: Form to Request use of UF for Fieldwork
- Addition to Appendix F: Early Sept: Graduate Student CVs due
- Addition of Appendix G: Template for Graduate Student Degree Timeline
- Addition of Appendix H: FAQ on non-academic graduate student department-related questions

Version 2.0 9.6.2020

- Updated names of new staff, graduate leadership positions, and faculty C of 3 on Appendix A
- Updated deadlines on Appendix D

Version 2.1 10/7/2020

- Added clarifying introduction to **University Requirements for Ph.D. Degree** (p. 1)
- Updated section 5 on **Doctoral Dissertation**: “Statement by Graduate Council on Minimal Requirements for Ph.D. Dissertations.” (p. 5)
- Re-wrote sections on Intent to Graduate form for MA and Ph.D. degrees to clarify process for filing Intent to Graduate form. Added specific deadlines for current academic year (pp. 3, 7).
- Added COVID-19 policy revision under MTE section relating to f2f teaching. See: Universal Department

Requirements: 4. Mentored Teaching Experience: (d) Faculty/Mentor Expectations (p. 5)

- Added COVID-19 policy revision under Dissertation Defense. See: Universal Department Requirements: 6. The Dissertation Defense: (b) Procedure (p. 7)
- Tuition Remission and credit limits clarified. See: **Registration Procedures**: Registration guidelines for Students Completing Coursework: (f) Credit Unit Limit (p. 19).
- Added COVID-19 policy revision for graduate student residency under **Financial and Travel Support**: 2 (p. 22).
- Addition to Appendix F: Covid-19 cancellations and date changes
- Clarification to #3e: **Petition for Admission to Doctoral Candidacy** (p. 4). The following was added to clarify previous statement regarding informing the full faculty of candidacy petition: “The Department Chair will forward the petition to the entire faculty. If there are no objections, and it has been determined that all requirements were met, the Graduate School will be notified that you have successfully advanced to doctoral candidacy.”
- Clarification to #4a: **Departmental Requirement** (p. 5). The following was added to clarify the MTE registration “course,” LGS 600: “When registering in LGS 600, you should choose the section under the name of the Anthropology Director of Graduate Studies (Crickette Sanz). you will automatically be placed on a wait list by the Registrar in the Graduate School until approved by the Department. LGS 600 confers no credits.”
- Clarification to first year advising in **Graduate Program in Anthropology at Washington University in St. Louis**. Added the following: “The Faculty Advisor, after reviewing the student’s transcripts with the whole faculty, will advise on course work for the first and second semester in the program.”
- Clarification to #2e: **Petition for the Award of the Master’s Degree** (p. 2). The section was revised and the following added: “The Department Chair circulates the petition to the entire faculty and if there are no objections and all MA requirements have been met, this information is conveyed to the Graduate School.”
- Added introductory paragraph to #4: **Mentored Teaching Experience** (p. 4).
- Added to #4e i: **Teaching as Instructor of Record for the MTE** (p. 5).
- Added Appendix E: **Mentored Teaching Requirement Form** (p. 31).
- Added definition and clarification of #3: **Doctoral Candidacy** (pp. 3-4).
- Entire Document revised to reflect second person perspective.
- **Registration Timeline** graphic added (p. 2).
- Added **External Funding Example** (p. 24).
- Added Appendix J: **Additional Resources for Students** (p. 48).

- Added Appendix K: **COVID-19 Health and Safety Protocols for Fall 2020** (p. 50).
- Added Appendix L: **WUSTL Bias Report and Support System** (p. 51)
- Added Appendix M: **Title IX and Gender Equity at WashU** (p. 53).
- Added **Department of Anthropology Commitment to Anti-Racism** (p. 2).
- Expanded Introduction (p. 1).
- Reorganized and revised many sections (undocumented). Changed spacing to 1.5
- Added **Timing and Funding for Leaves of Absence** (p. 25).

Version 2.2 10.15.2020

- Updated **IRB Representative** in Appendix A from Geoff Childs to Emily Wroblewski

Version 3.0 5.27.2021

- Addition of “Qualifying Exam” as term for defense of dissertation proposal.

Clarified rules on composing Doctoral Research Advisory Committee (Doctoral Committee) to include: “This committee **must consist of a Chair (normally the Faculty Advisor) and a minimum of two other** full-time tenured or tenure track members of the anthropology faculty.”

- Changed references to “year” to appropriate semester length throughout document.
- Add information that F-1 visa holders may not be able to enroll in LGS 9001 and must check with academic coordinator first.

Version 4.0 6.29.2022

- All mentions of Graduate School (GS) replaced with Office of Graduate Studies (OGS)
- All mentions of University Fellowship (UF) replaced with Arts & Sciences Fellowship (A&S Fellowship/ASF)
- All dates for new year changed to TBD or replaced

Version 4.1 9.9.2022

- Added “and must be in good academic standing” to eligibility requirements for teaching independent teaching.

Version 4.2 12.7.2022

- Add new Dissertation Committee policy passed by the Doctoral Council on August 25, 2022 on pp. 16-17 under 6a and 6c (Dissertation-committee and Dissertation-procedure).
- Replaced policy related to virtual defenses per COVID-19 policy with newly amended virtual defense policy passed by the Doctoral Council on August 25, 2022 and modified by the Anthropology C of 3 on p. 17 under 6c (Dissertation-procedure).

Version 4.0 8.1.2023

- Addition of Research Advisory Committee form requirement, pp 10-11
- Registration policies update on pp 32-36 to reflect new policy requiring grad students to register for 500 level coursework. Information about Incomplete grades added. Added requirement to register during registration period in semester prior to course enrollment and notification that Drop/Add deadline is hard deadline after which no changes will be made to registration.
- Updated all OGS links from old Grad School links
- Changed all 400 course numbers to 500 level cross-lists
- Updated all Dissertation Submission deadlines to reflect new Fall and Summer deadlines (last day of semester)
- Updated all funding information to reflect new A&S 12 month amount (\$35,000)
- Updated Supplemental Funding example, p. 42
- Updated all staff names, dept leadership roles, etc.
- Updated forms and form links.