

The University of Illinois at Urbana-Champaign Department of Anthropology

REGULATIONS FOR THE GRADUATE PROGRAM AND FOREIGN LANGUAGE REQUIREMENTS

Effective Fall 2024

(This version is pending formal approval by the Academic Senate)

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This handbook is intended to acquaint graduate students with the policies and procedures of the Department of Anthropology regarding course requirements, advising, preliminary examinations, and degree requirements. For additional information about these regulations or for information about other policies and procedures of the department, students should consult with their advisory committees, with the Director of Graduate Studies (DGS), or with the Head of the Department.

Graduate Degrees offered in Anthropology

The department offers two advanced degrees, Master of Arts and Doctor of Philosophy. The qualified student may work directly for the Ph.D. degree without taking an M.A. If an M.A. is taken, all requirements for it must be met by the time of, or before, the completion of the preliminary examination for the Ph.D. degree.

The Ph.D. Degree

The doctoral program requires a minimum of **96 hours of graduate credit, with at least 64 hours (which may include Anth 599) at the Urbana-Champaign campus**. After the residence requirement has been fulfilled, the student may petition the Graduate College for permission to register *in absentia*. To register *in absentia* for thesis credit, approval must be obtained from the Graduate College by petition. Most Ph.D. candidates spend at least three years in residence at UIUC. A dissertation is required for the Ph.D. degree. Ordinarily the dissertation is based on either a combination of field and library research or a combination of laboratory and library research.

To obtain the PhD in Anthropology a student must meet all the following requirements:

1. Successfully complete *Introduction to Illinois Anthropology* (Anth 515IA) in year 1 or 2.
2. Successfully complete specific coursework and training required by the relevant subfield and the general degree requirements (outlined below)
3. Successfully complete a minimum of 96 graduate credit hours, including Thesis (doctoral dissertation research and writing) hours.
4. Submit Second-Year Report before the end of the 4th semester.
5. Meet the language requirement/pass language examination(s)/complete skills sequence.
6. Pass the preliminary examinations for relevant subfield (which includes written exams and oral defense of the dissertation proposal).
7. Successfully carry out doctoral dissertation research.
8. Submit and successfully defend the student's doctoral dissertation.

Stages of Progress towards the Ph.D.

The doctoral degree is commonly divided into three stages of progress, with each stage having its own components and milestones.

Stage 1

Stage 1 is the period from a student's initial enrollment to the completion of the master's degree or its equivalent. This is usually the end of Year 2. Students who enter the program having already completed a master's degree are considered to have completed stage 1. Transfer credit can only be applied to the

first stage.

Stage 2

Stage 2 is the period from completion of the master's degree or its equivalent to completion of all departmental requirements except the defense and deposit of the doctoral dissertation, often referred to as being ABD (all but dissertation). This stage includes taking and passing preliminary examinations.

For students who do not pursue a master's degree, there is no practical distinction between Stages 1 and 2.

Stage 3

Stage 3 begins after the successful completion of preliminary examinations and continues through the passing of the final defense (in front of the student's doctoral committee) and deposit (in the Graduate College) of the doctoral dissertation as approved by the student's doctoral committee).

The M.A. Degree

The Department of Anthropology does not regularly admit students to its graduate program for a terminal Master's Degree.

However, it is possible for a graduate student in any subfield of anthropology to get a Master's degree *en route* to the doctoral degree.

The Master's program requires 32 hours of graduate course work, at least half of which must be taken at UIUC. Twelve of the 32 hours must be in courses numbered in the 500 series, that is, courses that are exclusively for graduate students, and at least 8 of these 12 must be in the Anthropology Department.

No more than 4 hours of thesis credit (Anth 599) may be included in the 32 hours of M.A. graduate credit. If a thesis is to be submitted for the MA degree, the candidate will include 4 hours of *Thesis Research* (Anth 599) in their program. Students may not use Anth 599 courses when doing a paper in lieu of thesis. The student must be registered to deposit an M.A. thesis.

An M.A. thesis or a paper in lieu of thesis is required for an M.A. degree. An M.A. thesis must conform to Graduate College regulations and guidelines and receive signed approval by the adviser, one other faculty member, and the department head. An M.A. paper in lieu of a thesis must receive signed approval by the adviser and one other faculty member. M.A. *theses* are deposited in the library and the student's file. M.A. *papers* are deposited in the student's file. The final copies of the M.A. paper together with the signed approval form must be made available to the department head before the department head will certify the candidate for the M.A. degree list.

Policies

Admissions

The Admissions Committee screens applications each year. The department employs three general criteria in admitting students to the graduate program: (1) the prospective student's capacity for sustained, rigorous, intellectual work; (2) the department's capacity to offer suitable instruction and training; and (3) the departmental need for a wide range of student interests to match the diversity of faculty expertise. We base our assessment on a holistic review of candidates. Details on the holistic review approach can be found on the UIUC Graduate College website.

Applicants for admission as first year graduate students must have a grade point average of at least 3.0

on a 4.0 scale (B average) for the last two years of undergraduate study. Admission on a special probationary basis may be recommended for an especially promising candidate with a grade point average between 2.5 and 3.0 on a 4.0 scale. The department does not require applicants to take and submit GRE scores.

Funding

Graduate students are admitted with six years of financial support to assist them in their period of studies and research (but see “Funding Priorities” below). **This support is contingent on a student’s progress in the program.** Funding support normally includes a 50%-time position as a teaching assistant, grader, or research assistant with accompanying tuition, fee waivers, and related benefits. The University provides additional opportunities for competitive grants and fellowships to support course work, research, travel, and dissertation completion, and private donations provide additional opportunities for competitive grants and fellowships (see Appendix I). Except when students are conducting fieldwork or have documented circumstances that require that they live elsewhere, this funding is contingent on students being in residence (that is, living in or very close to Champaign-Urbana). By “documented” we mean the student has the approval of their advisor/co-advisors and has documented their residence status with the Departmental Graduate Program Coordinator. All remote TA and RAships must be compliant with UIUC guidelines for working outside of Illinois. It is the job of students and their advisors to familiarize themselves with these guidelines, which can be found here: https://www.hr.uillinois.edu/policy/policy_library/working_outside_of_illinois

While the department offers a total of six years of funding per student, this is not always a sufficient amount of time for the completion of the degree. As such, all students are encouraged to apply for outside funding.

Funding priorities

Funding priority is given to those students who have not exhausted their six years of support. Funding beyond these six years for students who are not in residence is especially hard to guarantee because of the limited number of TAships that can be performed fully remotely and the university guidelines governing remote work.

If a student receives funding from sources outside the department in any given semester (grants, fellowships, TA or RA in another department), this funding does NOT count as part of the Department’s guarantee of 6 years of funding.

A student who holds a fellowship (internal or external) during any given semester may not also serve as a departmental TA/RA during that semester except with the approval of the DGS and Head.

Hourly work in excess of TA/RA appointments must comply with Graduate College regulations, and for international students must be in compliance with the terms of their visas. For more information, contact International and Student Scholar Services.

Student teaching

Graduate students who need TAships typically start out in grader positions, to give them time to develop teaching skills and subject area expertise. However, after this point it is expected that students will then TA in courses that require some direct instruction, such as those that offer sections or labs.

Given how crucial and translatable teaching skills are for nearly all anthropology careers (e.g., tech, industry, academia) many students may additionally wish to have the opportunity to teach their own

course (that is, be an “instructor of record”). Graduate students who would like to teach a course may do so after satisfying the following criteria:

- ABD status (i.e. all departmental subfield requirements have been met and preliminary exams have been passed successfully)
- Completion of CITL’s Graduate Teacher Certificate (<https://citl.illinois.edu/citl-101/teaching-learning/teaching-certificates/graduate-teacher-certificate>) or Certificate in Foundations of Teaching (<https://citl.illinois.edu/citl-101/teaching-learning/teaching-certificates/certificate-in-foundations-of-teaching>)
- Submission of a proposed course syllabus

Students may still apply for Instructor of Record if they can demonstrate sufficient progress towards the above and can complete these requirements in the semester in which they are serving as Instructor of Record. If an instructor is needed for a course that is currently offered, a student may apply for the position through the department. Details of the application will be posted by position. Graduate students may also submit a proposal to the Department to teach a new class on a special topic. The deadline for proposing classes for the Fall semester is the end of the prior Spring semester (proposals for Fall 2023, for example, are due the last day of exams for the Spring 2023 semester); the deadline for proposing classes for the Spring semester is the first day of the prior Fall semester (proposals for Spring 2024 are due the first day of the Fall 2023 semester).

Student Status and Registration

Required Course Loads

Students holding a 50% teaching assistantship or research assistantship must take at least 8 credit hours in Fall and Spring semesters to receive all benefits. They may, of course, take more. The number of credit hours required for students holding a fellowship is determined by the fellowship. Enrollment requirements are summarized below:

- Fall and Spring Students.** Students receiving assistantships must be registered for the semesters of appointment.
- Summer (New Students).** Students admitted for summer term who receive assistantships must register for the summer term.
- Summer (Current Students).** If a student receives a summer assistantship during the period between the end of Exam period in May and mid-August, and the student was registered for the immediately preceding spring semester or has registered for the following fall semester, the campus policy does not require the student to register for the summer term. However, as the Graduate College states, the student’s department may require the student to register in the summer.
- ABD students who have met all course requirements and do not need benefits can register for 0 hours of ANTH 599.
- All students must be registered for the entire academic term during which they take their preliminary examination and the term during which they take their final examination (that is, for the Defense of their doctoral dissertation).** Registration for zero hours satisfies this requirement. Students are not required to be registered at the time the doctoral dissertation is deposited at the UIUC Graduate College or when the degree is actually conferred.

Leave of Absence

Graduate students are entitled to a total of two terms (fall and/or spring semesters) of academic leave during the course of a single degree program (note: this leave is unpaid). This is the policy of the UIUC Graduate College. There are two categories of Academic Leaves of Absence:

- Personal Academic Leave of Absence may be requested for health reasons, personal reasons, active military service, or to take care of dependents or family members. During a Personal Academic Leave of Absence, a student may not make progress on the degree and may not expect faculty to provide feedback on academic work.
- Academic Progress Leaves of Absence may be requested for academic activity such as Study Abroad when a student is registered at another institution, or when the student is doing fieldwork and will not be using UIUC resources or receiving financial support from the university. In the case of an Academic Progress Leave of Absence, expectations of progress should be documented in the student's file when making the request.

An Academic Progress Leave of Absence must be requested before the term begins. In cases where an enrolled student must leave the university after the first day of classes, the student must withdraw from the current term. An Academic Progress Leave of Absence may not be requested retroactively, cannot be used to return to good standing, and may not be used to extend the time to degree. If a requested Leave of Absence will carry a student beyond the approved time to degree, then a request for time extension for the degree must be requested through the Graduate College at the time of the request for academic leave.

Procedure to request a Leave of Absence:

Requests must be approved by the department prior to the first day of classes of the term of non-enrollment by doing the following:

- Complete the "Request for Academic Leave of Absence" form (https://appserv7.admin.uiuc.edu/FormBuilderSurvey/Survey/uiuc_grad_college/general/request_for_academic_leave_of_absence/).
- Have the request approved by your adviser and the Director of Graduate Studies in anthropology.
- If necessary, complete a petition to request an extension of time to degree.

Additional information regarding eligibility requirements, responsibilities when requesting an academic leave, and the procedures for doing so can be found in the Graduate Student handbook:

<https://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/handbook.pdf>

Re-entry Policy

The Graduate College requires you to fill out a re-entry form when returning from a leave of absence. International students must also provide any relevant visa information.

If you have not been enrolled in the last calendar year, you must apply for re-entry using the appropriate request form (<https://grad.illinois.edu/admissions/apply/reentry>). If you have been away from UIUC for more than two years, the Anthropology Department may require you to submit new graduate application materials including three new letters of reference; a new statement of purpose; a brief, separate statement accounting for your activities during your leave from the program; and any updated transcripts.

Progress and Evaluation

Grading System

Grades and the points used in the computation of grade point average (GPA) can be found in the [UIUC Graduate College Handbook](#). If you are absent from the final examination for a course without an acceptable excuse, you will be assigned a grade of ABS (absent), which counts as a failure and is not acceptable for degree credit. When a grade of Incomplete (I) or grade deferral (DFR) in a non-thesis course has not been replaced with a permanent grade by the deadline, it will be converted to an F-by-rule (see below).

In addition to assigned grades (A-F, F by rule, ABS), other notations may be used that are not included in the computation of the GPA:

- AU – audit. This is a permanent notation that indicates attendance in a class as a visitor only.
- CR/NC – credit/no credit. This is a permanent notation that may be requested by a student with the adviser's approval (petition for CR/NC can be found at https://grad.illinois.edu/sites/default/files/pdfs/credit_nocredit_form.pdf). Credit (CR)

This indicates that a student earned a grade of C- or better in the course; no credit (NC) indicates a letter grade of D+ or lower or a grade of ABS. Students on probation are not allowed to register for CR/NC course work. In any one semester, a student may not take more than 4 semester hours on a CR/NC basis. Over the entire degree program, a student must earn at least 2 hours of graded (A-D) course work for each hour of CR/NC course work.

- DFR – grade deferred. A grade deferral (DFR) is used only in thesis, research, and special problems courses that extend over more than one semester. A DFR grade must be converted to a permanent grade no later than 5:00 pm on Reading Day of the next semester in which the student is registered. Otherwise, the DFR will be converted to an F (for a graded course), U (for S/U courses), or NC (for C/NC courses).

Students taking thesis research (499/599) will receive a DFR indefinitely until a grade is submitted by the adviser at the completion of the thesis.

- I – incomplete. An Incomplete (I) may be assigned to allow an extension of time to satisfy final course requirements. The amount of time allowed to complete course requirements will be set by the instructor, though instructors cannot override deadlines and rules set by the Graduate College. A student, for example, cannot be certified for a degree with an I grade on the academic record, and an I-grade assigned in the Fall will become an F-by-rule after Reading Day in the Spring. Following the same principle, an I-grade assigned in the Spring will become an F-by-rule after the 10th day of instruction in the following Fall semester. And an I-grade assigned in the Summer will become an F-by-rule after Reading Day in the Fall.
- NR – not reported. This is a temporary notation that is automatically entered if an instructor does not report a grade by the deadline. A student cannot be certified for a degree with an NR grade on the academic record.
- NV – not valid. This is a temporary notation used when an instructor reports a grade in a mode that has not been approved for that course.
- S/U – satisfactory/unsatisfactory. This is a permanent notation used as a final grade only in approved

courses (generally thesis research or seminar courses).

- W – withdraw. This is a permanent notation signifying an approved course withdrawal without credit.

Academic Standing

Graduate students must maintain a minimum GPA and make satisfactory progress in all other aspects of degree program requirements to continue as students in good standing.

The graduate GPA includes all hours and grades for all courses taken while enrolled at this university. The GPA component of academic status is calculated at the end of each semester. At the point of calculation, **all graduate students must maintain a minimum cumulative GPA of 3.0 and a minimum semester GPA of 2.75 to remain in good academic standing.** The GPA alone does not signify good academic standing. Graduate students must also make satisfactory progress towards Departmental degree requirements.

Degree Time Limit

A doctoral student in Anthropology is required to graduate within **ten years** of first registering as a degree-seeking student. This time limit is not automatically extended for students who transfer from one doctoral program to another doctoral program within the Graduate College, for students who do not register, or for students who are on approved leaves of absence. Exceptions to this policy may be made on a case-by-case basis through the Graduate College petition process.

If more than five years elapse between a doctoral student's preliminary and final examinations, the student is required to pass a second preliminary examination. It is not required that the format of the second preliminary examination be identical to that of the first preliminary exam. For example, scholarly publications or college-level teaching assignments may be used as partial evidence of the student's current knowledge of their field. The second preliminary examination must, however, be conducted by an examination committee appointed by the Graduate College and results must be reported to the Graduate College.

Students who have exceeded their time limit will be placed on academic probation and must successfully petition the Graduate College to continue in their academic program. Once a student is placed on probation due to an exceeded time limit, the student must complete the degree stage by the end of the probationary period or face dismissal. Students who are petitioning for time extension may be exempted from academic probation if the Department requests that they be exempt due to justifiable reasons.

Departmental Evaluation of Students

Semi-annual Evaluations of Student Progress

Prior to the end of each Fall and Spring semester students will be given a deadline to provide a completed "Semi-annual Review of Anthropology Ph.D. Students" form and updated CV to their adviser(s) and the Graduate Coordinator. Advisers are responsible for providing students with a written summary of those evaluations conveying any specific recommendations or concerns.

The "Semi-annual Review of Anthropology Ph.D. Students" form can be downloaded from the website as an editable Word document, which can be filled out and emailed to an adviser along with a CV. This form is also available at the end of this document (Appendix II).

Typically, the faculty of the Anthropology Department meets twice each academic year to evaluate the progress of all continuing students in the department. The entire faculty meets for an annual student

review after the end of each Fall semester. Subdisciplinary faculty groups meet to review the progress of students in each program at the end of each Spring semester.

Second Year Reports

In the spring of their second year of coursework, all students must submit a statement reviewing their work to date, their emerging research trajectory, and their plans for completing coursework and preliminary examinations and beginning doctoral dissertation research. This statement should be prepared in consultation with the student's intellectual committee, who must prepare a separate statement of evaluation and approval. The Second Year Report should be submitted prior to the end of the Spring semester (typically in mid- or late-March). Submission of these statements will be a condition of eligibility for further funding. The student statement and the statement of approval by the intellectual committee will be discussed by subdisciplinary faculty at the student evaluation meetings at the end of the Spring semester.

Advisers are responsible for meeting and discussing the Second Year Report with their students, as well as providing students with a written summary of these evaluations conveying any specific recommendations or concerns.

Academic Probation

Academic Probation Due to GPA: If a student's cumulative or semester GPA drops below the minimum requirement, that student will be placed on Graduate College academic probation. Students placed on probation have one semester to improve their standing or they will be dismissed from the Graduate College. After being placed on probation, a student must raise the cumulative GPA to the required minimum (3.0) by the end of the next semester of enrollment or face dismissal.

Academic Probation Based On Program Recommendation: The Anthropology Department assesses students' academic progress based on performance in course work, satisfactory and timely completion of all outlined milestones, satisfactory progress in research, overall program GPA, and performance on preliminary and other examinations.

If a student fails to make adequate progress, the Department may recommend to the Graduate College that the student be placed on academic probation or be dismissed. In this case, the student will be informed of this status in writing by their adviser(s) after the Spring semi-annual student evaluation. The Graduate College will review the recommendation. If it is determined that the student will be placed on probation, the Graduate College will communicate the length of the probationary period and requirements for returning to good standing.

Dismissal from the Graduate College

If students placed on academic probation do not improve their academic standing by the end of the probationary period, they will receive a notice of dismissal from the Graduate College. After being dismissed by the Graduate College, a student is prohibited from registering and is dropped from any courses for which the student has pre-registered. Reinstatement can be requested through the petition process, and petitions containing strong support from the Department will be considered by the Graduate College.

Grievance Policy

All graduate students may use the Graduate College Grievance Policy to address concerns about the behavior or decisions of faculty or administrators that a student believes have adversely affected their status as a graduate student <https://grad.illinois.edu/files/pdfs/handbook.pdf#grievance-policy>. Grievances may be addressed at the departmental level through the Anthropology Department's

grievance policy and procedures, which can be found here:

<https://grad.illinois.edu/sites/default/files/pdfs/anthropology.pdf>.

Additionally, grievances related to employment may be handled through the Graduate Employees' Organization's grievance committee. <https://www.uiucgeo.org/news/2023/4/19-newsletter-ec28-sddrh-9615x-b7he6>

Course Requirements for the Ph.D.

The department tries to stimulate creative scholarship and sound teaching and research capabilities in its students. Departmental training encourages scholarly curiosity and probing the boundaries of the discipline and its four subfields. We expect students to accumulate the knowledge and skills necessary to produce first-rate scholarship in their concentration to be able to apply their expertise to a variety of careers. In developing students' career trajectories, advisers and committees will guide students to pursue their special interests by drawing upon courses and facilities both within and outside of anthropology. Such training may be secured not only through regular courses but also by means of tutorial sessions and independent or guided research undertaken on or off campus.

General Requirements for All Students

Overall policies governing course selection and substitutions.

This handbook is intended to create a baseline level for consistency of our degree across individual programs of study.

Students who wish to substitute a course where it is permitted may do so with approval of their advisor and the DGS. These substitutions are appropriate where several possible courses meet the overall goals of the listed requirement. Students may not make substitutions for named course requirements listed in the main body of the Handbook (for example, Social Theory I and II; Archaeological Theory, etc.).

In some cases, courses may meet more than one required category. In this case, a single course can fulfill up to (but not more than) two program requirements (for example, a course in research methods may count both toward methods requirement and ethics requirement, if that course meets program standards as outlined in the handbook, core competencies document or appendix). This "double-dipping," however, must be approved by the graduate advisor and the DGS.

All required courses must be completed before a student takes the preliminary exam. All Credit hours must be completed before final dissertation defense exam is scheduled.

- Minimum of 96 credit hours
- 1 semester of *Introduction to Illinois Anthropology in the first or second year of study* (ANTH 5151A)
- 1 semester graduate level course directly related to the ethics of anthropological research and knowledge production. The course should include substantial attention to intersectional analysis, decolonizing theory, epistemology and/or methodologies, including but not limited to colonial, racist, anti-Indigenous and anti-Black structures. For a list of approved courses should be approved by the graduate advisor and DGS, in light of these guidelines.
- language(s): Students must demonstrate competence in a spoken or skills-based form of communication sufficient to a) conduct research in the student's given field of research and b) with sufficient fluency to read, engage and/or speak with scholars in their field who are writing

and publishing in that language or skills language. See below for more details on this requirement.

- 2nd year report at end of year 2

The doctoral program requires a minimum of 96 hours of graduate credit. A candidate for the Ph.D. degree entering with an M.A. degree in anthropology from another university automatically receives 32 hours of graduate credit from the Graduate College. Students who come in with a previously approved master's degree will not see that course information on their UIUC academic record or transcript. Instead, their record will reflect that they only need a minimum of 64 credit hours instead of the normal 96 to get their Ph.D. A course can only be used for one degree, so credit conferred for a Master's degree will not replace required elements of the graduate curriculum; but it will contribute to the overall 96 hours that the UIUC Graduate College requires for the degree. A student with previous work in a subject but without an M.A. degree can petition through their adviser(s) to transfer credit. And students wishing to have credit applied for a specific course requirement can ask their adviser(s) to petition the DGS on their behalf.

Language Requirement

The purposes of the language requirement are to ensure that students have an ability to use at least one language for scholarly purposes and to provide the opportunity to demonstrate mastery of a field language or skill. It is also to ensure that a student can engage meaningfully with scholars publishing in the language or skills language central to communication in their field of study. A doctoral candidate is required to demonstrate high proficiency in a spoken or skills-based language sufficient to a) conduct research in the student's given field of research and b) with sufficient fluency to read, engage and speak with scholars in their field who are writing and publishing in that language. A student may also demonstrate basic proficiency (reading knowledge) in 2 foreign languages or skills. The choice of languages and the level of proficiency to be tested will be determined in consultation with a student's intellectual committee. Languages and the level of skill should be relevant to the student's scholarly specialization.

The requirement may be satisfied by demonstrated expertise in a specialized skill. Appropriate areas for substitution include advanced mathematics, statistics, computer applications, (language for film/visual/media production, digital production) GIS, laboratory skills, or labanotation. The language requirement should be satisfied early in the doctoral program and, if necessary, the student should incorporate language study in their graduate training plan.

Examples of ways to satisfy these language proficiencies are discussed below, but students' intellectual and/or preliminary examination committees must approve these language or specialized skill requirements.

Demonstration of basic proficiency in a language or skill

Basic proficiency implies reading knowledge of the language. Basic proficiency in a foreign language may be demonstrated by the successful completion of 2 semesters of course work *in* that language/skill at an Intermediate or Advanced level. Basic proficiency in a skill such as statistics may be demonstrated by the successful completion of at least 2 semesters of course work at the 400 level or above.

If a student wishes to demonstrate basic proficiency in a foreign language/skills-based form of communication without course work, this may be done through an exam (procedures for exams are provided below).

Demonstration of high proficiency in a language

High proficiency in a language may be demonstrated by the successful completion of 4 semesters of coursework *in* that language. High proficiency implies high competence in the language or skill.

If a student wishes to demonstrate high proficiency in a language/skill without course work, this may be done through a language exam (procedures for exams are provided below).

Procedures for Language Examinations

Faculty members who know the language will administer language and skills examinations (see Appendix V, although this is subject to update given staffing turnovers). If no department member knows the language or skill under consideration, then someone elsewhere at UIUC or an examiner outside UIUC will carry out the certification process. The student's advisory committee will oversee arrangements for the language examinations in consultation with the DGS.

Guidelines for the examinations are provided below. Language exams will be evaluated as pass/fail. After completion of the exam, the examiner will complete Appendix V and submit it for the student's file.

Basic Proficiency

Excerpts from a book chapter or a scholarly article in the target language and in a subject relevant to the student's area of specialization will be chosen for translation. Generally, the student will be asked to provide several articles from which the examiner may choose an excerpt. The student has a limited time (with the necessary time to be determined by the examiner) to return a written translation of the material. The examiner should evaluate the student's translation and report the results (pass/fail) to the DGS and Graduate Program Coordinator using the form provided in Appendix V. This form will be placed in the student's file with a copy of the foreign language passage and its translation.

High Proficiency

Reading proficiency will be assessed as above. In addition, a short evaluation of the student's oral capacity in the target language will be made through a short conversation about the translated passage. The examiner should evaluate the student's translation and conversational abilities and report the results (pass/fail) to the DGS and Graduate Program Coordinator using the form provided in Appendix V. This form will be placed in the student's file with a copy of the foreign language passage and its translation.

Students for whom English is not a native language may, with the consent of their intellectual/preliminary exam committee, fulfill the departmental language requirement by demonstrating high proficiency in English. In these cases, successful completion of written and oral components of the preliminary examination can serve in lieu of a separate language examination. The preliminary examination committee should certify this in writing at the time of the oral examination.

Sub-Disciplinary Requirements

FOR DOCTORAL STUDENTS CONCENTRATING IN BIOLOGICAL ANTHROPOLOGY:

In addition to the general requirements of the program as stated above, students concentrating in biological anthropology must take the following courses.

Foundations (4 courses)

- 4 courses in Biological Anthropology at the 4/500 level, each taught by a different biological anthropology faculty member. Faculty in this instance mean those with full or partial (25% or more) appointments in the Anthropology Department. Faculty do not need to be affiliated with the Graduate College, but the course should be taught at the graduate level. 3 of the 4 courses should be taught by doctoral committee members.

Methods (2 courses)

- Students must take 2 courses that are sequenced or in two different method areas (for instance two statistics courses, or one statistics course and one bioinformatics/informatics course)

A student's program of study should be designed by the student in close consultation with their adviser(s) and intellectual committee and should provide the student with expertise in their specialized area of research.

All courses, languages, skill, and other Departmental requirements must be completed before a student can schedule their preliminary examinations and be advanced to doctoral candidacy.

FOR DOCTORAL STUDENTS CONCENTRATING IN ARCHAEOLOGY:

CORE COURSE REQUIREMENTS

In addition to the requirements of the program as stated above, students concentrating on anthropological archaeology must take all the following archaeology core courses, ideally in sequence. Substitutions must be approved by the students' advisor and the DGS.

Foundations (3 courses)

- 461 The History of Archaeological Theory
- 561 Contemporary Archaeological Theory
- 511 Proposal Writing
- Encouraged but not required: 515 Social Theory I

For a list of updated approved courses please speak with your advisor or DGS

Methods (2 courses)

Students must take at least 2 methods courses from a preapproved list.

Regional (1 course)

Students must take at least 1 regional course from a preapproved list

Topical: (1 course)

Students must take at least 1 topical course from a preapproved list

Readings Courses

Graduate students in Archaeology will not be permitted to take individual readings courses until the 3rd semester of their residency. No more than 3 *Readings in Anthropology* (ANTH 589) courses will count toward the Ph.D.

FOR DOCTORAL STUDENTS CONCENTRATING IN SOCIOCULTURAL ANTHROPOLOGY:

CORE COURSE REQUIREMENTS

In addition to the requirements of the program as stated above, students concentrating in socio-cultural anthropology must take the following courses. All required Foundations and Methods courses should be ANTH or co-listed/taught with ANTH. Ethnographic area courses taught outside ANTH should be approved by a student's adviser and the DGS.

Foundations (3 courses)

- 515 Social Theory I
- 515 Social theory 11
- 512 Language in Culture 1 *OR* 518 Language in Culture 11

Methods (1 course)

- 411 Research Methods in Sociocultural Anthropology
- 471 Ethnography through Language

Ethnographic area (2 courses)

- 1 course that covers student's specialization in a region or social location
- 1 course that speaks to comparative issues in another region or social location

READINGS COURSES

Graduate Students in Sociocultural and Linguistic Anthropology must take at least 4 regular graduate courses during their first year. A readings course (e.g., ANTH 589) may be added during year 1 with the approval of an adviser.

FOR DOCTORAL STUDENTS CONCENTRATING IN LINGUISTIC ANTHROPOLOGY:

In addition to the general requirements of the program as stated above, students concentrating in linguistic anthropology must take the following courses:

Foundations (3 courses)

- ANTH 512 Language in Culture I
- ANTH 518 Lang in Culture II
- ANTH 515 Social Theory I *OR* Social theory II

The following courses should be chosen in consultation with your faculty adviser.

Methods (2 courses)

Acceptable courses will focus on data collection and analysis, including (but not limited to) ethnographic, archival, and/or discourse analysis approaches. At least one of these courses should be taught by Linguistic Anthropology faculty. For a list of approved courses please talk to your advisor or the DGS. For approval of courses not listed, please consult your faculty adviser and the DGS.

Electives (2 courses)

- A course that focuses on your area of specialization (region and/or social location)
- A course that focuses on your topic(s) of specialization

ADVISING AND INTELLECTUAL COMMITTEES

The Advisory System

An entering graduate student is assigned an adviser, or *ideally a set of two co-advisers*, based on a match with the student's interests. This adviser/co-advisers is/are responsible for giving the student academic counseling. As the student's program develops, the adviser/s may be changed when appropriate and this is, in fact, not uncommon. In the case of a change, the student must email the DGS to request a new faculty member to serve, and the latter must accept this responsibility in writing. The request and consent become part of the student's file.

Responsibilities of the Advisee

Students need to take responsibility for communicating regularly with their adviser(s), for communicating their progress and goals, and for collaborating with their adviser(s) regarding preferred mentoring style. While the role of adviser is a crucial one, no one else but the student can do the work of the Ph.D.

Responsibilities of the Adviser

Providing rigorous graduate training makes heavy demands on faculty and students alike. These responsibilities will be shared. The faculty provides guidance and support and facilitates access to resources. A student must take the initiative in formulating academic goals and in developing a specific educational plan and keeping their adviser apprised of these. Taking on a student for a Ph.D. program is agreeing to serve as adviser, mentor, and advocate for that student at least during their years of work towards the Ph.D. Advisers often continue to write letters of recommendation and give advice after the student completes the Ph.D.

Advisers are responsible for keeping students apprised of their progress through the program. This includes a written summary of progress at the completion of each semester in the form of the "Semi-annual Review of Anthropology Ph.D. Students". Advisers are also responsible for meeting and discussing the second-year evaluation with their students after submission of the second-year report, as well as providing students with a written summary of these evaluations conveying any specific recommendations or concerns.

Additional adviser responsibilities include: meeting regularly with advisees, providing substantive feedback on writing in a timely manner, and clearly communicating the steps needed to achieve success at every level of the Ph.D. For instance, if a student's prelim proposal is not yet adequate, advisers need

to provide feedback not only on what needs improvement, but also on what a successful proposal looks like. “I’ll know it when I see it” is not feedback.

Primary advisers will serve on the Intellectual Committee of their students and serve as the chairs of their Preliminary Examination Committee and the Doctoral Dissertation Committee. As chairs of these committees, advisers will consult with their students to form the remainder of these committees, prepare for, and conduct doctoral research.

The Intellectual Committee

To help students define their intellectual trajectories, all students must choose an intellectual committee. This committee must include the student’s adviser(s) and at least two other faculty members from the Anthropology Department. The standard Intellectual Committee in anthropology at UIUC consists of three members of the department. The department recommends that students try to form this committee in the first semester of the second year, and that students and their adviser/s arrange a meeting of this committee shortly after its formation. Together, students and their intellectual committees will work on the student’s Second Year Report, thus establishing goals for the following years. Students will consult with members of the intellectual committee on progress toward these goals when needed.

The Preliminary Examination Committee

When students’ doctoral research interests take shape and they begin concrete plans for their preliminary examinations (sometimes referred to as qualifying examinations in other universities), then they should, in consultation with their adviser(s), form a preliminary examination committee. The preliminary examination committee succeeds the intellectual committee but may have a similar composition. The preliminary examination committee is composed of a minimum of four faculty members, three of whom must be Anthropology Department faculty. Overall, three committee members must be members of the Graduate College and at least two must be tenured, preferably in the Anthropology Department. The fourth (and any additional members) may be from other departments of the University or from outside the University of Illinois. The committee structure includes a Chair and a Director of Research. These two positions may be filled by the same person but need not be. It is the adviser’s responsibility to ensure that the committee membership is made part of the student’s official departmental file, to notify the DGS and the Head of the Department, and to see that the faculty is informed of each committee’s constituency at each semi-annual Graduate Student Review Meeting.

The preliminary examination committee is responsible for guiding the student toward preliminary examinations and preparations for doctoral research. Typically, the committee is formed during a student’s second or third year with the examinations completed by the end of the third year. Only extenuating circumstances should lead to a student’s preliminary exam happening in the fourth year, and the adviser should take an active role in helping the student form their committee, shape their proposal, and otherwise be involved in these early years of the Ph.D. to ensure timely completion. The committee may be asked to meet as a body at any time. In anticipation of the student’s actual preliminary exams, the adviser(s) along with the other committee members will petition the Head of the Department to recommend that the Dean of the Graduate College formally appoint the preliminary examination committee to administer the examination. With the successful completion of the preliminary examination, the student advances to candidacy for the Ph.D. and may begin dissertation research.

Graduate College requirements for the Preliminary Examination Committee and rules for preliminary examinations can be found at <https://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/handbook.pdf> .

The Preliminary (or Qualifying) Examination

With the consent of a student's preliminary examination committee, the student who has completed course requirements for their subdiscipline and course requirements for all graduate students in anthropology may schedule their preliminary examinations.

Typically over a two week period, students take (three or) four separate exams in the location of their choice with access to books and other resources and a 24-hour time limit per question. The committee chair may impose a page limit on each question if they so choose. Questions for each exam may be provided to the student ahead of time according to committee member preference, or they may be discussed more generally with the student before the Prelim Exam. In either case, the question should be within the topic discussed by the student and the committee member. Deviations from this general process may be allowed only with prior approval from the Department Head and DGS. This is followed by an oral exam scheduled two weeks after the written exams are finished. A dissertation research proposal needs to be submitted to the Prelim Exam committee along with the written exams. The oral exam often focuses on the student's planned and proposed research for the doctoral dissertation.

Guiding questions: How To Know a Student Is Ready to Prelim?

Students should ask themselves:

1. Have I completed all of my course requirements? If not, will they be completed during the semester in which I want to schedule prelims?
2. Have I taken at least one course with each person on my proposed prelim committee (independent studies count)? If not, have I had substantial interactions and meetings with them that the committee member and student both feel satisfy this condition?
3. Have I discussed expectations for the prelim proposal with my adviser(s) and am clear on the format? Do I feel our agreed-upon format is right for my topic and subdiscipline? Many science-oriented anthropologists like a prospectus that is in the NSF DDRIG format), but other subfields may have different preferences. The adviser does not get to decide when the prospectus is ready to be read by the rest of the committee for feedback. This is the student's decision, though it is smart to make sure that the adviser has at least seen it.
4. Have I discussed and collaborated on my prelim questions with each of my committee members?
5. Have I met with my prelim committee at least once to get feedback on my proposal and timeline?
6. Have I discussed with my prelim committee when I would like to prelim and found a time that works for everyone?

If yes to all of the above, then it is time to talk to the department graduate staff member about her or him collecting your prelim questions and scheduling a time for your prelim.

The Doctoral Dissertation or Final Examination Committee

The Preliminary Examination Committee becomes a Doctoral Dissertation Committee as soon as a student begins work on doctoral dissertation research. Since a proposal for dissertation research is part of the preliminary examination, there is little practical distinction between a preliminary examination committee and the dissertation committee. In most cases, the membership of both committees is the same. The dissertation committee is not formally appointed or approved by the Graduate College until the student is ready to defend the dissertation. At that point, in a process similar to the formal constitution of a preliminary examination committee, the Head of the Department requests that the Dean of the Graduate College appoint the dissertation committee as a “final examination committee.” The “final examination committee” must have at least four members. At least three of these must be appointed members of the department AND of the Graduate College faculty, and at least two of the four members must be tenured, preferably in the Anthropology Department. The words “Final examination” refer to the student’s defense of a proposed dissertation manuscript and the dissertation committee is responsible for helping the student do the research for the doctoral dissertation as well as for conducting and assessing the “Final examination.”

EMERITUS FACULTY ON ADVISORY COMMITTEES

In accordance with the regulations of the Graduate College, Emeritus Faculty may serve on preliminary examination and doctoral dissertation committees in the Department of Anthropology. Emeritus faculty also may chair doctoral committees in the Department of Anthropology if the Emeritus faculty was serving as the student's adviser at the time of retirement. However, only under exceptional circumstances can an Emeritus faculty otherwise chair a student's prelim committee. In order for this to occur, the student and the Emeritus faculty must file a petition with the Head of the Department and the DGS. In this petition, a strong case must be made that there is a significant disadvantage to the student in having a regular faculty member serve as committee chair. A decision to approve or reject the petition will be rendered by the Head.

Graduate College requirements for the Final Examination Committee and rules for the finalexamination (defense) can be found at <https://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/handbook.pdf> .

Guiding questions about a Doctoral Dissertation. Students should ask themselves:

- 1) Does my work represent and summarize the learning and research I’ve undertaken while in the PhD program at UIUC?
- 2) Does my body of work have a core topic or theme that is addressed in an informed and critical way through its many distinct parts (chapters, datasets, art forms, whatever they may be).
- 3) Does my work show (or work as) evidence that I have mastered research and communication skills that could be implemented in a diversity of contexts, beyond that of the doctoral dissertation?
- 4) Do I independently champion the body of work produced? If the project was undertaken in collaboration with others, do I have the competencies to present and discuss all components of the project as a sole presenter with scholars, professionals, and publics?

- 5) Does it expand human knowledge? Has my work resulted in new, novel, and innovative ideas or conclusions that contribute to the discipline and to understandings of human culture and society more broadly?

Allowed forms of the doctoral dissertation:

The Department of Anthropology typically considers the doctoral dissertation evidence of independent and original research. It is seen as evidence of expertise in an area of anthropology. In most cases, students write a lengthy work (usually 200-400 double-spaced pages) that may include maps, charts, tables, and various appropriate images. It may help to think of it as writing a proto-book, though it is supervised unlike most books. The doctoral dissertation is certainly the last piece of student work in the graduate program. It needs to be submitted to the students' doctoral committee, successfully defended in front of the student's doctoral committee, and deposited with the UIUC Graduate College before the graduate student can earn the Ph.D.

There are cases that may look different from the traditional proto-book, but they still need to be submitted to the students' doctoral committee, successfully defended in front of the student's doctoral committee, and deposited with the UIUC Graduate College before the graduate student can earn the Ph.D. The graduate program in biological anthropology has recently allowed doctoral students to submit 3 published or submitted journal articles, an introduction and a conclusion as their doctoral dissertation. This is common these days in the biological sciences, and it may be common (or at least allowed) in other fields as well, including in subfields of anthropology. The national Council of Graduate Studies is encouraging flexibility in the form taken by doctoral dissertations around the country, and the UIUC Department of Anthropology is aware of that. However, any departure from the traditional form of the doctoral dissertation (i.e. the writing, submission, defense, and deposit of a "proto-book") needs to be approved by the student's doctoral dissertation committee.

Appendix I. Summary of Graduate Student Funding Awards (please see UIUC Anthropology Website for the most updated list of these awards)

Award	Amount	Eligibility	Requirement(s) from grad student *:	Approximate submission deadline:
Demitri B. Shimkin award	\$1000	All grad students	3e-authored paper up to 35 pp	March/April
Forest N. Baker award	\$1000	Grad students with projects in American Archaeology	proposal up to 5 pp.	March/April
Summer Research Assistance Award	Variable	All grad students	proposal of 1500 words or less, budget	March/April
Casagrande prize	\$1000	Cultural grad students	Based on Summer research proposals – do not have to submit additional materials	March/April
Conference travel funding – Department	\$250 (presenters); \$75 (non-presenters)	All grad students	Online form ¹ ; abstract of paper/poster and brief description (1 paragraph) of how it relates to dissertation	Reimbursement
Conference travel funding – Grad College ²	Up to \$350; based on distance	All grad students	Online application form, 1 pg. proposal, paper abstract, CV, history screen	For Fall, mid-September; For Spring, mid-February ⁵
Grad college Dissertation travel grants ³	Up to \$5000	All grad students	3-pg research proposal, budget worksheet, CV	For Fall, early September; For Spring, early March ⁵
Grad college dissertation completion fellowship ⁴	\$20k for one year	All grad students	CV, 3-pg research proposal. Must deposit dissertation by August of the following year.	March/April ⁵

FLAS (Foreign Language & Area Studies Fellowships) ⁶	\$15k	For graduate study in modern foreign languages and area studies; US citizens & permanent residents	Online application form, statement of purpose, contact info for 3 references, grad & undergrad transcripts	February
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*** There may be additional requirements from an adviser, etc. so please see specifics of each award when they are made available.**

¹ <http://www.anthro.illinois.edu/resources/student/forms/index.html>

² <http://www.grad.illinois.edu/general/travelaward>

³ <https://www.grad.illinois.edu/fellowship/index.cfm?action=main.fellowship&fid=2901>

⁴ <https://www.grad.illinois.edu/fellowship/index.cfm?action=main.fellowship&fid=2807>

⁵ For all Grad College awards, proposals/applications are due in the Anthropology Department two weeks prior to Grad College deadline.

⁶ <http://publish.illinois.edu/illinoisflas/aboutflas/>

Appendix I. Semi-Annual Review of Anthropology PhD Students

Instructions to the Student: Please fill out this form, save it as a Word document, and then email it to your adviser(s) **along with a current CV.**

Name of student:

Name of adviser(s):

Current Semester and AY (ex. Fall 2019):

Current GPA:

Date of entry into doctoral program:

Current estimated graduation date:

Please list all courses you have completed or are taking since last year's annual review; include independent studies and/or dissertation hours.

Course Rubric	Course Name	Instructor	Fulfill a requirement?	Grade Earned

If applicable, list any courses in which you currently hold a grade of NR, Incomplete, or F, and describe the arrangements you are making to address these:

Please check (type "X" in the space) any other required milestones that have been completed since the last annual review (see Graduate Handbook for typical timelines for completing these milestones):

- Completed Language requirement
- Created Intellectual Committee
- Created Preliminary Committee
- Completed Preliminary (written) exams
- Defended preliminary examination (oral defense)
- Defended dissertation
- Deposited dissertation

RA or TA assignments held since last annual review:

List any fellowships held since last annual review (e.g., Grad College fellowship, Elizabeth Winter Young, summer fellowship):

Research presented at conferences or publications:

List any other ongoing research activities in which you are currently engaged:

Honors/Awards (e.g., list of excellent teachers, department awards, teaching awards, top paper awards, etc.):

Service (e.g., GSA, service to department, NCA, undergraduate mentoring, etc.):

List 2-3 goals you would like to accomplish next semester in terms of your academic progress:

Instructions to the Adviser: Please review the student's information above, along with the CV, in preparation for the semi-annual review meeting. After the review meeting, provide your evaluation in the space below. **Then send an electronic copy of this file to the student and to the graduate program office.**

Areas of Strength (required)

Areas for Growth/Improvement (required)

Overall Evaluation (required - to be filled out by adviser)

The student IS making good progress toward the degree. During the next academic year, the remaining course work and milestones need to be completed:

There are concerns about the student's progress toward the degree. Implications and plans for the next academic year:

Please make an appointment with me to discuss this review in person.

Adviser's Signature (may be electronic)

Appendix II. An Idealized Timeline for Graduate Study in Anthropology at Illinois

Year 1	Year 2	Year 3	Year 4	Research	Dissertation
<p>You should be doing:</p> <p>Required general first year courses.</p> <p>Required sub-field first year courses.</p> <p>Consulting with preliminary adviser.</p> <p>Developing contacts with other faculty.</p>	<p>You should be doing:</p> <p>Sub-field course requirements.</p> <p>Forming intellectual committee.</p> <p>Developing problem for dissertation research.</p> <p>Completing 2nd year report.</p>	<p>You should be doing:</p> <p>Completing sub-field course requirements.</p> <p>Developing problem for dissertation research.</p> <p>Forming preliminary exam committee.</p> <p>Preparing for preliminary exams.</p> <p>Language exam.</p> <p>Developing funding proposals for dissertation research.</p>	<p>You REALLY should be doing:</p> <p>Completing sub-field course requirements.</p> <p>Completing problem for dissertation research.</p> <p>Language exam.</p> <p>Funding proposals for dissertation research.</p> <p>PRELIMINARY EXAMS.</p>	<p>You should be doing:</p> <p>Research for thesis.</p>	<p>You should be doing:</p> <p>Data analysis.</p> <p>Writing up.</p> <p>Consultations with dissertation committee.</p> <p>Presentation of work at meetings of relevant professional associations.</p> <p>Professionalization workshops.</p> <p>Job applications.</p> <p>Post-doc applications.</p>
<p>You might be doing:</p> <p>Additional course requirements.</p> <p>Language training and/or exam.</p> <p>Preliminary summer field research.</p>	<p>You might be doing:</p> <p>Language training and/or exam.</p> <p>Preliminary summer field research.</p> <p>Preparation for preliminary exams.</p>	<p>You might be doing:</p> <p>Preliminary exams.</p> <p>Preliminary summer field research.</p>		<p>You might be doing (if possible):</p> <p>Applying for dissertation write-up.</p>	<p>You might be doing:</p> <p>Submitting research to journals.</p>

Appendix IV. Language Exam

Student's Name:

Current semester and AY (ex. Spring 2018):Language:
Exam administered by:

Exam passed with:

_____ Basic proficiency

_____ High proficiency

Within the Anthropology Department, language exams can be administered by the following faculty:

Chinese:	Jeff Martin
French	Virginia Dominguez, Suzie Telep
Greek (modern):	Sue Frankenberg
Hebrew (modern)	Virginia Dominguez
Italian:	Virginia Dominguez
Spanish	Jenny Davis, Virginia Dominguez, Kora Maldonado, Ellen Moodie, Gilberto Rosas, Andrew Orta, Helaine Silverman
Swahili:	Stan Ambrose

