

DEPARTMENT OF ANTHROPOLOGY  
UNIVERSITY OF GEORGIA  
DOUBLE DAWGS M.A. PROGRAM HANDBOOK  
DRAFT  
9/18/2024



**Department of  
Anthropology**

*Franklin College of Arts and Sciences*

**UNIVERSITY OF GEORGIA**

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## WELCOME

This handbook is your guide to the policies and practices of the Double Dawgs M.A. program within the department of anthropology. Its intent is to help smooth your pathway in the program and call attention to issues that you need to be aware of.

Please note that this handbook supplements the [Graduate School Bulletin](#) and does not cover regulations governing graduate education. Make sure to familiarize yourself with the information in the Bulletin. When the information in this handbook is inconsistent with the Bulletin or other Graduate School policies and procedures, the Graduate School requirements take precedence. Further information on the Double Dawgs program can be found at their [site](#).

## KEY INFORMATION

All university and most departmental forms are submitted through the [GradStatus](#) website. Make sure you bookmark this page as you will use it to submit your advisory committee form, apply for internal grants, and more.

Be familiar with the Graduate School [current students website](#). This site has up to date deadlines for registration, thesis defenses, etc., which change each semester, as well as information on Graduate School policies and procedures.

Be familiar with the [Double Dawgs program](#) requirements.

All written materials that require major advisor or committee review, such as thesis chapters, and other materials, must be submitted to the advisor or committee at least two-weeks prior to the submission deadline to give faculty adequate time to respond.

The Graduate Program Assistant is an invaluable resource, here to help you with many of your needs. The Graduate Program Assistant can remove registration holds, schedule rooms for meetings, set up course sections, among other responsibilities. Please reach out with any questions.

## ENTRY INTO THE PROGRAM

Interested students should first talk to faculty in the Department of Anthropology to determine if they are able to supervise a M.A. student. Faculty support is required for admission to the Pathway and the M.A. programs. You can learn more about faculty's research interests by taking courses with them, exploring the description of their research on the departmental web-site, and emailing them to arrange a meeting to discuss your interest in Double Dawgs. Interested students should also meet with the undergraduate advisor to discuss their interest in the program.

Students must apply to the Pathway program by February 15 of Year 3. Please see [the Double Dawg program](#) list for application requirements. If accepted, students begin the Pathway in Year 4 of their undergraduate program.

Students must apply to the M.A. program by February 15 of Year 4. Please see [departmental requirements](#) and deadlines for applications. Note that admission to the Pathway does not guarantee admission to the M.A. program.

Please see the [Double Dawgs website](#) for the full timeline.

## YEAR 4 PATHWAY REQUIREMENTS

Once accepted into the Pathway and prior to beginning Year 4, you will work with your major advisor to develop a preliminary program of study and ensure that you are appropriately enrolled in Year 4. Students are required to complete four 6000-level courses in Year 4. These can be stand-alone 6000-level courses or 4000/6000-level courses taken for 6000-level credit. The preliminary Program of Study must be approved by both the Undergraduate and Graduate Coordinators. It is not submitted to the Graduate School. This must be approved before the beginning of Fall, Year 4.

## DOUBLE DAWGS PROGRAM

We admit students who we believe have the ability and interest to be successful in our program based on a review of their application materials by the Graduate Advisory Committee in consultation with the faculty. Once admitted to the M.A. program, to successfully complete your degree on time you must:

- Submit the Graduate Committee form on [GradStatus](#) prior to the end of spring semester Year 4.
- Submit a final Program of Study on GradStatus no later than 2 weeks prior to the start of Year 5 Fall semester.
- Submit and gain approval of thesis proposal by the 2<sup>nd</sup> week of Year 5, at the latest.
- Submit an approved thesis to the Graduate School in accordance with [Graduate School deadlines](#).

## GRADUATE ADVISORY COMMITTEE

The Graduate Advisory Committee is composed of the head of the department (ex officio), the Graduate Coordinator, and a minimum of three additional faculty members. The committee's functions include

monitoring student progress, granting permission for certain actions (e.g., course substitution), interpreting departmental rules, hearing student appeals, and recommending certain kinds of support. The committee has the power to waive or alter departmental rules when circumstances dictate, providing that proper procedures are followed (See [Petitions for Exemptions](#)). Such modifications do not constitute precedents for other students, but instead are tailored to individual needs.

## STUDENT ADVISORY COMMITTEE

Your advisory committee is the foundation for a successful graduate education. Thoughtful identification of committee members and regular communication with the committee provide ongoing mentoring and support, help anticipate challenges, identify opportunities, build networks, and reduce questions and stress of graduate school.

The advisory committee is headed by your major advisor. If you are a Double Dawg, you will have identified this person prior to applying to the Double Dawgs program.

The composition of the advisory committee is governed by the following conditions:

- It will consist of at least three and no more than five members.
- The major advisor must be a faculty member in the Department of Anthropology. A co-major advisor must be a faculty member in the Department of Anthropology or be voted in by the Graduate Committee, following a written request submitted to the Graduate Coordinator by the major advisor.
- Two members must hold a regular appointment in the Department of Anthropology. Faculty with courtesy appointments in the department, such as adjuncts, are not considered members of the department for this purpose.
- A maximum of one committee member may be external to the University of Georgia (unaffiliated). The external member must be approved by the Graduate Advisory Committee and the Graduate School. Please check with the Graduate Program Assistant for the most current procedure to appoint external members.

Once accepted into the M.A. program you must identify committee members *prior to the end of Year 4 Spring Semester*. Once the committee is formed, **you are responsible** for submitting the committee form on GradStatus for approval.

## PROGRAM OF STUDY AND COURSE REQUIREMENTS

Following acceptance into the M.A. program, the final Program of Study is due 2 weeks prior to the start of the Year 5 Fall semester and is submitted on GradStatus. The following course requirements are relevant for the final Program of Study.

All graduate students on a Teaching or Research Assistantship are required to register for a minimum of 12 credit hours for spring and fall semesters and 9 hours for summer sessions during the semester they are employed.

A minimum of 30 credit hours listed on your Program of Study is required for the M.A. degree. The Double Dawgs program allows 12 credit hours to be applied to both the A.B. and M.A. degree in Year 4.

The Graduate School requires that all incoming graduate students enroll in GRSC 7001 GradFIRST during their first semester. This is a course that introduces students to the university and available resources. All incoming students with a Teaching Assistantship are also required to take a minimum of 1 Credit Hour in GRSC 7770, which is a Graduate School prerequisite to working as a Teaching Assistant.

Each semester faculty in each of the subfields will offer a topical seminar. You must take at least one of these seminars each semester. You are not limited to taking a seminar in your own subfield, but enrollment must be discussed with your major advisor.

Departmental course requirements are:

Year 5 Fall:

- ANTH 8240 Fundamentals of Theory
- GRSC 7001 GradFIRST (Anthropology section)
- GRSC 7770 Introduction to College Teaching (only for students with a TA position. 1 Credit hour minimum)
- Choose one: ANTH 8200 (Archaeology)/ANTH 8500 (Cultural)/ANTH 8755 (Biological) Topical Seminar
- Additional electives are determined with major advisor

Year 5 Spring:

- ANTH 7300 Master's Thesis (minimum of 3 credit hours)
- Choose one: ANTH 8200 (Archaeology)/ANTH 8500 (Cultural)/ANTH 8755 (Biological) Topical Seminar
- Additional electives are determined with major advisor

ANTH 7000 and 7300 have sections that are specific to individual faculty members. You are responsible for ensuring that you register for the appropriate section. This information is available from the Graduate Program Assistant, but requires advance notice to set up the courses. Note that a maximum of 6 hours of 7000 and 3 hours of 7300 may be applied toward the 30-hour requirement.

## GRADES

The minimum acceptable grade for courses on the M.A. Program of Study form is a "B." Courses for which a "B-" was assigned will not count toward the program of study. In addition, students must maintain a minimum grade point average of 3.0 for all graduate courses on their transcript. A grade of B- may result in dismissal from the program and a grade of "U" will result in automatic dismissal.

Students are expected to complete their work during the semester in which a course is taken. An "Incomplete" grade cannot be given for ANTH 7300. An "Incomplete" grade cannot be given for ANTH 7000 without the approval of the Department Head. Students with current "Incomplete" grades are not eligible for assistantship support, departmental awards, or nomination for Graduate School awards. Repeated incompletes will be interpreted as inadequate progress through the program during the annual evaluation and may lead to dismissal from the program.

## DOUBLE DAWGS PROGRAM

### ETHICAL TRAINING AND IRB

All students conducting independent research that involves human subjects must obtain an Institutional Review Board (IRB) approval number before they proceed with any data collection. Instructions can be found on the [IRB Portal](#). Students working with live animals (for example, primates in the wild or in captivity) must also obtain Institutional Animal Care & Use Committee (IACUC) approval. Other lab and field ethics and safety training may also be required, depending on the student's proposed research. You must complete the PEP training courses prior to submitting an IRB application.

### M.A. THESIS

The M.A. thesis is a written document that “shows independent judgement in developing a problem from primary sources”. A full description from the Graduate School can be found [here](#). Prior to initiating the thesis research, a student must submit a thesis proposal for approval before beginning work on the thesis. The proposal is an agreement between the student and their committee and must be followed while writing the thesis. Once the major advisor has approved the thesis proposal, it is then distributed to the advisory committee. You are responsible for gathering the signatures on the approval form and submitting it to the Graduate Program Assistant. The proposal should be *approved* as soon as possible after admission to the M.A. program at the end of Year 4, but no later than the end of the second week of classes in the fall semester of Year 5.

The content of the thesis proposal must be discussed with the major advisor. Possible items include, but are not limited to, a short description of the student's intended thesis topic, proposed methods, a chapter outline, and relevant research skills that will be developed. The proposal must include a realistic timeline for completing their thesis by the end of Year 5. The timeline will include opportunities for multiple revisions, committee approval, and time to schedule the thesis defense. To ensure on-time graduation, you should have a full draft of your thesis submitted to your major advisor by February 1<sup>st</sup>.

Students conducting research that involves human or animal subjects must obtain an Institutional Review Board or an Institutional Animal Care and Use Committee approval number before their proposal will be accepted and they can proceed with their research.

### THESIS DEFENSE

You are expected to work closely with your major advisor and communicate regularly with your advisory committee while writing the thesis. You will provide your major advisor with a complete draft of the thesis no later than February 1<sup>st</sup>. Once your major professor has approved a draft of the thesis, you will distribute copies to the advisory committee for comments and revisions.

Written assent of a majority of the advisory committee members, submitted to the major professor, is required before the thesis defense can be scheduled. Once the advisory committee judges the thesis defensible, you will schedule the defense by notifying the Graduate Program Assistant. You will also submit the [Approval Form for Master's Thesis](#) at that time.

Your thesis defense will consist of a public presentation followed by a private defense attended by yourself and your advisory committee. The advisory committee must approve your thesis and defense with no more than one dissenting vote. The major advisor's vote of approval is required. The relevant forms will be submitted on your behalf by the Graduate Coordinator and the advisory committee.

The Graduate School must receive the Final Defense Approval form and an electronic submission of the corrected thesis no later than two weeks prior to graduation. A full description of the defense and thesis submission can be found [here](#).

## PETITIONS FOR EXEMPTIONS

Students who wish to petition for an exemption to department or Graduate School policies should discuss the request with their major advisors. After reviewing the student's request, the major advisor should address a letter to the Graduate Coordinator stating the nature of the request along with a justification. The Graduate Advisory Committee will review the request and make a recommendation or submit the request to the Graduate School.

If the student's major advisor will not forward a request to the Graduate Coordinator, the student may appeal directly to the Graduate Coordinator, in writing, stating the nature of the request along with a justification. The student's petition will be considered following the same procedures outlined above.

A student may also appeal against other decisions made within the department pertaining to decisions related to their graduate studies, such as decisions regarding assistantships, awards, and grants. In these cases, the appeal should be addressed to the Graduate Coordinator for consideration by the Graduate Advisory Committee. Decisions made by the Graduate Advisory Committee can be appealed to the Department Head, who will appoint an ad hoc committee consisting of three faculty members to consider the appeal. Some decisions made at this level may be appealed to the Graduate School following Graduate School procedures.

## GRADUATE TEACHING ASSISTANTSHIPS

The department awards departmental graduate teaching assistantships to qualified graduate students on a semester-by-semester basis. Awards are competitive and based on academic performance, assistantship evaluations (if appropriate), conformance to the criteria for adequate progress through the program, the needs of the department, the number of semesters of funding the student has already received, and funding availability. The specifics of the assistantship, including salary, number of hours, and duties, are detailed in the assistantship offer letter. Assistantships are not automatically renewed, and students must indicate interest in being considered for future assistantships. The Graduate Coordinator will distribute a survey at the end of each semester to solicit interest.

Assistantships for master's students will only be awarded if all doctoral students have financial assistance, the master's student otherwise meets the standards required for assistantships, and the major advisor agrees that the student could have an assistantship without adversely affecting progress through the program.



Graduate students on a minimum of a one-third time assistantship (13 hours/week) receive a tuition waiver from the university.

## DISMISSAL FROM PROGRAM

In addition to unsatisfactory progress, students may be dismissed from the program at any time in accordance with the Graduate School criteria:

- Inadequate academic progress,
- Failure to meet program requirements (academic, professional),
- Failure to adhere to the honor code,
- Title IX/Non-Discrimination and Anti-Harassment violation,
- Research misconduct,
- Violation of ethical (professional) standards in program's handbook (or professional society),
- The inability to identify a major professor.

## DISMISSAL APPEALS

Students have the right to appeal academic decisions, including dismissals and issues pertaining to their major advisor and advisory committee. Unless the appeal involves the Graduate Advisory Committee, the written appeal will go first to the Graduate Coordinator, who will take the matter before the Graduate Advisory Committee. Should there be members of the Graduate Advisory Committee who also serve on the student's advisory committee, these members will be temporarily replaced with faculty appointed by the Department Head. Rulings can be appealed. Graduate Advisory Committee decisions can be appealed to the Department Head and department decisions can be appealed to [Franklin College](#) or the [Graduate School](#), depending on the issue.

A student may appeal a program dismissal decision by sending a written request for reconsideration to the Graduate Coordinator. The written request must specify the justification for the appeal and be received by the Graduate Coordinator within 14 calendar days after either the automatic dismissal or the date of the Graduate Coordinator's letter of dismissal. The Graduate Coordinator then requests that the Department Head appoint a committee to hear the appeal. The Department Head will propose a slate of five members of the graduate faculty; the student will then be permitted to strike two names from the slate, leaving a committee of three members. The committee will review the case, including written or oral input from the student, and make a recommendation to the Department Head within 14 calendar days of the date on which the Committee was appointed. The Department Head will then inform the student of the committee's decision in writing. Students who have unsuccessfully appealed at the department level may then appeal to the Dean of the Graduate School, following procedures stipulated by the Graduate School.