



Department of Anthropology

Health & Heritage

GRADUATE PROGRAM
MANUAL

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The official Northern Arizona University Academic Catalog, Northern Arizona University Student Handbook, and this Department of Anthropology Graduate Program Manual govern students in the Anthropology graduate program. Students are subject to all of the guidelines and regulations set forth in these official publications. Students are held individually responsible for the information contained in the Northern Arizona University Academic Catalog, Northern Arizona University Student Handbook, and this Department of Anthropology Graduate Program Manual. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur. The year in which the student enters the graduate program will determine the correct reference catalogs for curriculum-related requirements. Students will, however, refer to the latest edition of the NAU Academic Catalog, Student Handbook, and Anthropology Graduate Program Manual *regardless* of the year in which they enter the graduate program.

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| NAU Academic Catalog | http://catalog.nau.edu/ |
| NAU Student Handbook | https://nau.edu/student-life/student-handbook/ |
| M.A. Resources | https://nau.edu/anthropology/student-resources/ |

Graduate College Mission and Goals

Mission Statement: As the primary advocate of graduate education at Northern Arizona University, the Graduate College is committed to supporting and advancing our outstanding master's, doctoral, and professional programs at Flagstaff, online, and state-wide campuses. Consistent with the institution's mission, our purpose is to promote graduate student achievement, research, scholarship, global learning, strategic partnerships, and engagement in discovery and practice.

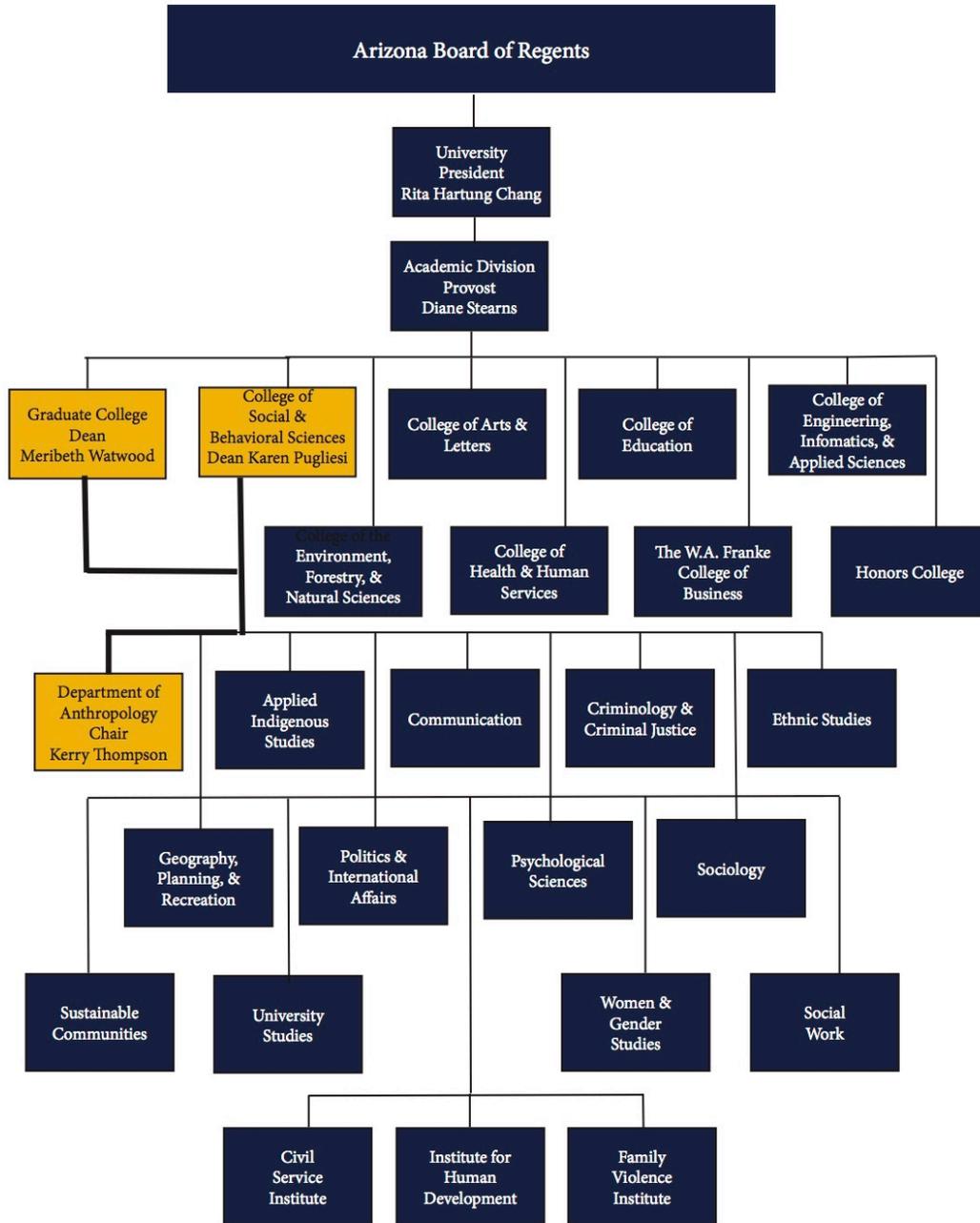
Values: The values of Northern Arizona University's Graduate College are an extension of its mission, demonstrated in the steps necessary to reach its goals.

- **Serve as an advocate for graduate education and to promote a supportive learning and research environment related to our distinctive graduate programs.**
- **Enhance the visibility of our graduate programs and increase and diversify our pool of applicants locally, nationally, and internationally.**
- **Serve as a leader in shaping policy related to graduate education.**
- **Assess, nurture and strengthen the high-quality graduate and professional programs, and provide assistance and guidance in the development of new academic programs.**
- **Provide quality services to assist with the success of our graduate students and academic programs related to admissions, implementing regulations and policies, retention and graduation.**
- **Enhance the *integration* of research with graduate and undergraduate education.**
- **Build on our strengths which include location and historical mission and our commitment to basic and applied research in the areas of biotechnology and health, environment and sustainable systems, learning and teaching, and human connections and diversity of human experiences.**

Reviewed and approved by the University Graduate Committee

Graduate College Website: <http://nau.edu/graduate-college/>

Department of Anthropology in the Northern Arizona University Administrative Structure



Department of Anthropology Mission and Goals

The department's mission integrates scientific and humanistic approaches to the study of people and culture. We enlist past, present, and future perspectives on the human condition to inform our two goals:

- 1) to support global citizenship through information, skills, and perspectives that build cross-cultural awareness and increase the ability to identify our own cultural assumptions, and
- 2) to promote an engaged anthropology that addresses the contemporary challenges of our local and global communities.

Reviewed and approved by the University Office of Curriculum, Learning Design, and Academic Assessment

11/2014

Department of Anthropology Graduate Program Learning Outcomes

The purpose of the Master's in Anthropology program in Research at Northern Arizona University is to provide a student-centered program that couples a strong core set of theory and methods courses with an individualized program of study designed by the student and his/her advisor, geared specifically for the student's career plan.

Our program emphasizes strong professional and presentational skills that enable our students to communicate effectively to diverse academic, professional and public audiences, and supports interdisciplinary and innovative applications of anthropology to research problems. We value and support inquiry that connects theory and practice and that uses each domain to explore and refine the other.

Students work closely with their research advisor to develop a personal plan of study and research, in which the student applies a core body of methodological and theoretical knowledge to a thesis in the student's individual area of research interest.

Through our guidance-based approach, our program's learning experiences prepare students for careers in a variety of professions, teaching, as well as for post-graduate and professional programs at other institutions.

Graduate Degrees, Admission Process, and Financial Aid

The Department offers two Master of Arts degrees in Anthropology, an MA in Research Anthropology or in Applied Anthropology. Certain minimum requirements apply to both degrees, while other requirements differ between the two. The Research and Applied degrees are further sub-divided into two areas of specialization: cultural anthropology and archaeology. Each of these specializations carries slightly different requirements. As part of the development of their program of study, students select an appropriate degree plan in consultation with their graduate advisors. Students are expected to work closely with their advisors in designing and implementing a program of study within the requirements of their degrees and sub-disciplines. Advisors may require students to take courses not mandated by a particular track/field if those courses seem necessary to the students chosen research/internship path.

General Graduate Degree Requirements from the Graduate College

For degree criteria, please refer to NAU policy 100811: **Requirements for Master's Degrees**

The formal course work requirements are subject to several conditions, which apply regardless of the student's specific degree or sub-discipline. These are in addition to Graduate College conditions, described in the Graduate College Policies available in the academic catalog and on the Graduate College website.

1. ANT 597, Continuing Registration; ANT 608, Fieldwork Experience (Internship); ANT 685, Graduate Research; ANT 697, Independent Study; ANT 699, Thesis credits are not considered formal coursework for purposes of meeting the aforementioned formal course work requirement.
2. The department recognizes both the diverse needs and goals of its students and the interrelationships of anthropology with many other disciplines. Consequently, the student may take up to 12 credit hours of coursework in other departments at NAU and count these toward their formal coursework requirement. Courses taken outside the Department of Anthropology can be included on a student's program of studies; however, prior to enrolling in such courses, the student must obtain the approval of their advisor.
3. With the approval of their committee chair, the student may enroll in a maximum of two 400-level courses as part of their Master's program of study but these courses may *not* be used to meet the formal coursework requirement. The student will need to complete the Override Authorization – Audit/Class Links/Out-of-Career form available on the Registrar's Webpage prior to enrolling in the 400-level course.
4. No more than 6 hours of Fieldwork (ANT 511 or ANT 512) or Fieldwork Experience (ANT 608) may be counted toward the student's degree under any circumstances.

Degree Plans

The Research and Applied Anthropology degrees share many features. The distinguishing characteristic of the Research degree is that it is focused on opportunities for independent research, chosen by the student, which contributes to the scientific body of knowledge. In contrast, the Applied degree centers on supervised internship work in a chosen private, government, or non-profit organization.

Master of Arts in Anthropology, Research

Using a guidance-based approach, learning experiences prepare students for careers in a variety of professions, teaching, as well as for post-graduate and professional programs at other institutions. Students work closely with their research advisor to develop a personal plan of study and research, in which the student applies a core body of methodological and theoretical knowledge to a thesis in the student's individual area of research interest. Upon completion of the M.A. in Anthropology—Research Track, all students will be able to:

- Examine and elucidate the major theories, research methods and approaches to inquiry in their selected track of anthropology. (archaeology, linguistic anthropology, or sociocultural anthropology)
- Synthesize and evaluate anthropological theories and methods, and apply them appropriately within their original research project
- Reflect upon the use of theory and practice to explore their research area, and through these reflections, identify how to apply analytical skills to approach and resolve a variety of existing and emerging theoretical and social problems
- Identify the cultural assumptions, including their own, that influence the design, conduct, and interpretation of their research results
- Summarize and discuss ethics and the ethical codes employed in

anthropology, and identify and reason through real-world examples of ethical dilemmas

- Articulate the ways in which the anthropological perspective can be applied to current issues in society
- Pursue, design, and complete an original research project that contributes to, expands, or evaluates the field of Anthropology and write a professional thesis:
 - Articulate a theoretical framework for the project (including conducting a literature review to assess the theoretical and methodological contributions previously made to this area)
 - Identify and define appropriate variables and methods of data collection, select and apply quantitative and qualitative research methods appropriate to the research design, and analyze, interpret and explain findings
 - Evaluate the effectiveness of the project and its implications to the field of Anthropology.
- Present original research to professional and non-professional audiences, articulating sustained, coherent explanations
- Conduct a thesis defense to a community of anthropology faculty and peers
- Create a personal career development plan based on an individual's strengths and goals and incorporate the new perspectives gained through their original research experience
- Effectively represent their experience, skills and competencies through written and verbal communication.

Course Requirements

This track requires students to complete a minimum of 37 – 38 hours of coursework, including a minimum of 18 hours of formal coursework and six hours of research-based thesis (ANT 699) with a successful oral thesis defense. Each student works with an advisor to develop a thematic interest tailored to the particular student and to serve as a focus for elective courses. The advisor and student choose additional courses that complement both the required courses and the student's research interests.

Note: ANT 607, ANT 608, and ANT 609 *cannot* be taken for credit on the research track.

Other course considerations

Students may, after consulting with their advisor, elect to enroll in specialized courses (ANT 697: Independent Study) that are tailored to their interests but not offered as part of the department's regularized curriculum. These courses depend upon the availability of a suitable and willing study advisor. No more than 6 hours of individualized courses may be counted toward the degree, these include:

- ANT 685 (Graduate Research)
- ANT 697 (Independent Study)

Please note that while students may only count 6 hours of thesis credit toward their degree many students take more than the required number of thesis hours; this is because they must be registered for 1 – 3 credit hours of ANT 699 each semester while working on their thesis and in order to defend it. If students are in residence and using lab and other research facilities on campus they must enroll for at least three credit hours. If students are not in residence they may, at the department's prerogative, enroll for only one credit hour in concert with their committee chair.

Thematic Emphasis

Faculty recognize the diverse needs and goals of students as well as the inter-relationships between anthropology and other disciplines. Students should consult with their advisors about organizing their electives around a thematic emphasis including any courses outside of anthropology.

Institutional Review Board

Students who anticipate applying for approval of human subjects research from the NAU Institutional Review Board must complete the Notice of Intent to Apply for NAU IRB Approval available on the department web page. Students who are unclear as to whether their research is human subjects research (i.e., some types of online research are human subjects research and some are not), are to complete the Notice of Intent to Apply for NAU IRB Approval and fill out the NAU IRB's Determination of Human Subjects Research and other documentation as required by the NAU IRB office in order to obtain a determination in writing from the NAU IRB that their research is or is not human subjects research.

Thesis Requirements

Completing the M.A. in Anthropology – Research Track requires the completion and successful defense of a master's thesis. The Graduate College maintains specific rules for thesis research, set forth in the Academic Catalog – see Requirements for Theses and Dissertations (Policy Number 100806). The student's thesis must be written in accordance with the requirements described in the Graduate College's requirements for proper format. A copy of the thesis must be submitted to the Graduate College's format editor for a preliminary review a few weeks before the oral defense. Be aware that there are specific deadlines by which this format check must be completed– see Dates and Deadlines on the Graduate College webpage.

The Research Degree Thesis

A research thesis addresses a scientifically significant research question or hypothesis, where the student creates an appropriate research design to answer/test a theoretically grounded question/ hypothesis or collect pilot, exploratory data based on existing literature and a strong theoretical foundation. Guided by the Pre-Thesis Seminar and the chair of their thesis committee, a research track student will prepare and present an original research prospectus. With an approved research prospectus, the student will independently collect and analyze their data which will be the basis of their thesis. Specific guidelines for the thesis and its expectations are presented within the Pre-Thesis seminar.

Students are expected to meet regularly with their thesis committee chair and each member of their committee throughout the thesis design, data analysis, and thesis writing process. A student must follow thesis-writing guidelines, as determined by the Graduate College, and meet all department and university deadlines for checking thesis format, defending, and submitting final theses. Students in the Research Track will register for ANT 699 while writing their theses. To graduate with an M.A. in Anthropology on the Research Track, a student must successfully defend their thesis in a public oral defense, and have their final written thesis approved by a majority vote of their thesis committee.

The Department of Anthropology sets deadlines each semester for the submission of the thesis draft to the student's committee chair (usually the first Friday of October and the first Friday of February). Students should communicate consistently with their committee chair regarding meeting this deadline and coordinating with the rest of the thesis committee. The defense will be scheduled when the thesis is in final form and the student's master's committee agrees that the student is ready to defend. The committee-approved, final version of the thesis is to be submitted to the Graduate College – see “Dates and Deadlines” on the Graduate College webpage. If the final copy is not submitted within six months of the date of the defense, the defense may be declared invalid and may have to be repeated (see Policy Number 100806). A student must be enrolled in at least one credit of ANT 699 while writing their thesis whether or not they have defended (i.e., if the thesis is defended in the Fall semester but requires more writing time the student must enroll in at least one credit of ANT 699 in the Spring semester and graduation will be delayed until the semester the final thesis is uploaded to ProQuest).

The master's thesis must be an original piece of work and should contain description, analysis, and interpretation of a body of anthropological information collected by the student from documentary sources or through field or laboratory research. The thesis should demonstrate the student's ability to complete a full cycle of problem formulation, method formulation, research, and evaluation under the direction of the master's committee. The scope and duration of the thesis project will depend both on the student's research interests and on a reasonable schedule for the completion of the degree.

As discussed below, the student should begin to form a master's committee to oversee their research as soon as possible during the first year of enrollment. The student also should have a fully authorized committee in place before the end of their second regular semester. The student will prepare a written thesis prospectus in consultation with their committee chair, for approval by the master's committee. The prospectus will include a schedule for carrying out the research and completing the thesis. The student should then proceed with the research and should notify the committee of any changes in schedule or other significant difficulties that may arise.

Upon completing the thesis, the student must satisfactorily defend it as a part of an oral thesis defense examination given by the entire M.A. committee and covering all of the student's Anthropology graduate work. Master's thesis examinations are open to all members of the department, including students, and to all other members of the university community and are minimally required to be advertised in the Department of Anthropology. Students are required to provide an electronic copy of a defense flyer to the department's main office as soon as they are given permission to defend by their committee. The student's thesis committee, and only their thesis committee, evaluates their performance in the oral thesis defense examination.

A student will be recommended for the M.A. degree only if the members of the committee judge both the thesis and the performance during the defense to be satisfactory. A favorable vote of at least two-thirds (2/3) of the committee is necessary to approve the thesis and the student's performance.

Master of Arts in Anthropology, Applied

Through a guidance-based approach, the department's program's learning experiences prepare students for careers in a variety of organizations and professions, as well as for post-graduate and professional programs at other institutions. Students work closely with their advisor to develop a personal plan of study and an internship, in which a student applies a core body of methodological and theoretical knowledge to a real world problem reflecting the student's area of career interest. Upon completion of the M.A. in Anthropology— Applied, all students will be able to:

- **Examine and elucidate the major theories, research methods and approaches to inquiry in their selected track (archaeology or sociocultural anthropology)**
- **Synthesize and evaluate anthropological theories and methods, and apply them appropriately within their internship project, and in the analysis of their internship experience**
- **Reflect upon the use of theory and practice to explore their internship project and experience, and through these reflections, identify how to apply analytical skills to approach and resolve a variety of existing and emerging social problems**
- **Identify the cultural assumptions, including their own, that influence the design, conduct, and interpretation of their internship results**
- **Summarize and discuss ethics and the ethical codes employed in anthropology, and identify and reason through real-world examples of ethical dilemmas**
- **Articulate the ways in which the anthropological perspective can be applied to current issues in society**
- **Pursue, design and complete a plan for the internship that contributes to, expands, evaluates or refines aspects of the internship's organization, or a common problem within the organization's industry:**
 - **Develop an internship plan outlining the intended activities that will undertake and the specific "products" or "deliverables" developed for the organization**
 - **Apply anthropological research methods to complete tasks and contribute new thinking and perspectives to the organization**
- **Develop professional relationships and networks with a variety of colleagues**
- **Evaluate the effectiveness of the project and the implications of it to the organization, industry, etc.**
- **Identify the key anthropological issues that arose in the course of conducting the internship:**
 - **Write a professional paper reflecting on the "anthropological difference:" how integrating perspectives of anthropology can create change in the organization and across other emerging social issues**
 - **Present the results of the professional paper to professional and non-professional audiences**
- **Create a personal career development plan based on identified strengths and goals and incorporate the new perspectives gained through the internship project experience**
- **Effectively represent their experience, skills and competencies through written and verbal communication.**

Based on the observation that successful practitioners employ a variety of skills and concepts, the applied anthropology program provides a structural framework for the translation of theoretical knowledge into action. The program provides training in theory, methods, and conventional anthropological inquiry, as well as high technology, internship experience, and entrepreneurial skills. Emerging from this course of study are practicing anthropologists capable of dealing with today's world in the best and broadest traditions of anthropology.

The Applied degree program is designed to accommodate virtually any area of student interest. Students may pursue individualized programs specifically suited to their needs and career goals. Individualized programs allow students to benefit from the backgrounds and interests of the faculty in such diverse areas as medical anthropology, anthropology of education, development anthropology, planning, culture and agriculture, heritage management, historic preservation, forensic anthropology, or the preservation and management of non-material culture.

Course Requirements

Applied degree students must complete a minimum of 37 hours of course work, which includes a minimum of 24 hours of formal coursework, an internship and three hours ANT 698. The Applied degree presents students with the option of completing an internship paper or a thesis. After completing thematic or parallel emphasis course work students will defend their internship paper or thesis. The Applied degree prepares students for professional employment related to applied anthropology, in archaeology or sociocultural anthropology.

Note: ANT 605 *cannot* be taken for credit on the Applied Track.

Thematic Emphasis

Because of the diverse needs and goals of students as well as the inter-relationships between anthropology and other disciplines, students should consult with their advisors about organizing their electives around a thematic emphasis as well as courses outside of anthropology.

Internship Requirements

An internship is defined as a planned and supervised learning experience gained through first-hand observations and operational responsibilities in an organization. While specific activities during the internship may vary greatly from one field placement to another (in that individual students will have their own unique learning needs and individual settings will offer different learning opportunities), in every case training should be aimed at providing opportunities for the student to:

1. Accumulate learning experiences not normally available in the classroom, but which are central to comprehensive training.
2. Test the applicability and validity of classroom learning in practice, thus helping students develop their own professional point of view.
3. Develop operational skills, gain experience, and enhance professional self-confidence.
4. Make a service contribution that not only will be useful to the agency, or organization but also will sharpen the student's administrative and/or

analytical skills.

5. Develop an agenda for subsequent learning.

Students design internships individually in consultation with the committee chair and the department Internship Coordinator in their second semester. Under no circumstances are students allowed enter into any agreements with outside entities about Internship opportunities prior to the first day of Pre-Internship Seminar (ANT 607), which is offered only in the spring. The student's committee and the department chair must approve each internship plan.

Applied degree students will explore a significant research question, hypothesis, or topic that emerges in the course of an internship in the internship paper. Students are expected to conduct their internships, carefully observe the process of their internship activities and research, and take detailed notes about their experience as interns in daily journals. The activities of the internship should be conducted in accordance with a prospectus, as guided by the Pre-Internship seminar, committee chair and internship placement host or "preceptor." An internship track student will prepare, present, and defend an original internship prospectus outlining their theoretical foundation and plan for their proposed project.

At the end of the internship, the student will be asked to reflect on the most significant issues of anthropological import that arose in the course of completing their internship. The Post-Internship Seminar (all Applied degree students) and the American Culture (Cultural Anthropology students) course will aid the internship track student in exploring these issues reflexively, using their fieldnotes AND other secondary or primary data, if applicable, during their internship. The student will also research the published theoretical, analytical and ethnographic literature on the issue or issues about which they choose to write. The purpose of the internship paper is for a student to contribute to anthropology and their sub-field by using their on-site experiences and insights, in tandem with appropriate anthropological literature, to explore a significant issue, or significant issues directly engaged by their internship.

The Internship Paper

The internship paper is not a deliverable of the internship itself. An internship paper may, through critical analysis and reflection, contextualize the student's internship experience within a body of theoretical literature without observational data. The internship paper does not necessarily contain the data collection and analysis that characterizes a thesis. The internship paper allows more flexibility in writing or presentation style; does not require Graduate College approval and format checks; and may be more appropriate for students whose internships included highly diverse responsibilities and activities, rather than a focused project or data collection task. The internship paper is appropriate for a student whose internship tasks included the generation or collection of sensitive data that cannot be shared outside the internship organization. The internship paper option is also appropriate for students who anticipate producing an internship project in an alternative medium such as a film or museum exhibit. We expect that a good internship paper will use anthropological theory and outside literature to make further sense of the issue they explore. Students must register for three credits of *ANT 698: Seminar* in their fourth semester.

Students should begin to form a master's committee to oversee their internship and research as soon as possible during the first year of enrollment. The student also should have a fully authorized committee in place by the end of his/her second regular semester. The student should then prepare a written internship plan/prospectus in consultation with their committee chair, for approval by the

master's committee and the department chair, which includes a schedule for carrying out the research and completing the thesis, or internship paper. The student should then proceed with the internship and should notify the committee of any changes in schedule or other significant difficulties that may arise. Preceptors will evaluate interns upon completion of their internships. An Internship Final Report written by the intern is also due following the completion of the internship (see [Anthropology M.A. Resources](#) to download the report form). Students should consult with their committee chair and the Internship Coordinator to determine the appropriate due dates.

Upon completing the internship paper the student must satisfactorily defend it as a part of an oral defense examination given by the entire M.A. committee and covering all of the student's Anthropology graduate work. Master's defense examinations are open to all members of the department, including students, and to all other members of the University community and are minimally required to be advertised in the Department of Anthropology. Students are required to provide an electronic copy of a defense flyer to the department's front office as soon as they are given permission to defend by their committee. The student's M.A. committee (and only the M.A. committee) evaluates the student's performance in the examination.

A student will be recommended for the M.A. degree only if the members of the committee judge both the thesis and the performance during the defense to be satisfactory. A favorable vote of at least two-thirds (2/3) of the committee is necessary to approve the thesis and the student's performance.

Programs of Study

The student's initial advisor assists the student, during the student's first semester in the program to draw up a program of study. First semester students are instructed to download and print their relevant program of study from the Department BbLearn Shell dedicated to Graduate Studies and meet with their advisor to plan their subsequent semesters in the program. The program of study sets forth the student's general goals within the program and establishes a schedule for completion of the requirements for the degree. The document may be revised as needed during the student's program. It is intended to serve as a guide and focus of communication between student and advisor. *Advisors may require students to take courses not mandated by a particular track/field if those courses seem necessary to the students chosen research/internship path.* A completed program of study is also a graduation application requirement. **Students should familiarize themselves with all of the requirements for submitting the graduation application well in advance of the application deadline for the semester in which they intend to graduate (see current [Dates and Deadlines](#) on the Graduate College webpage).**

Admissions Standing

A student conditionally admitted may request a change to regular standing through the department who, in turn, will make their recommendation to the Graduate College. To qualify for this change, the student must achieve a minimum grade of B in all course work taken to fulfill deficiencies and must earn a minimum overall GPA of 3.0 in the graduate program in their first 9 units of graduate work while conditionally admitted. When a student with conditional admission has completed all requirements for regular admission, the student's advisor writes a memo for the student's file, and requests the Anthropology Department Office to request the

change of admission to the Graduate College, indicating the manner in which the student has satisfied his/her deficiencies.

A student with non-degree status must prepare and submit to the Graduate College a completed application for admission in order to apply for admission to the degree program. Non-degree students have absolutely no formal relationship with the Anthropology graduate program. Furthermore, only 12 units of coursework completed as a non-degree student may be applied towards a graduate degree, upon admission to the program.

Statement on Archaeological Field School Prerequisite

Archaeological fieldwork experience is an essential part of graduate training for an archaeologist. Each student in the NAU master's program in archaeology, whether in the applied or research track, must have completed an academic field school, or accumulated equivalent experience.

Field school options include:

1. a four- to six-week field school for a minimum of 6 academic credit hours. The field school can be completed at either the undergraduate or graduate level but must be at an accredited institution, or in affiliation with an accredited institution. Many universities offer field school programs and the Institute for Field Research (IFR) operates field schools in partnership with UCLA.
2. an experience equivalent to the following: ANT 511 and 512. This means that the student must have experience equivalent to at least 6 credit hours of graduate level training in both beginning and advanced field work. The training must have been within an instructional context where the student was pursuing archaeological research conducted under the leadership of a Ph.D. level archaeologist, and conducted for the purposes of research, with anthropologically oriented research questions.
 - a. Students must provide written evidence of their academic field work experience in the form of transcripts, syllabi, and other materials documenting where, when, and under what framework the training experience happened. Normally, a 6-credit graduate level field school, conducted under the conditions described above, is sufficient.
 - b. Students who did not have a formal field school may petition the anthropology faculty for acceptance of their archaeological fieldwork experience. Documentation must include a description of the fieldwork, its duration, the student's specific tasks and training, the research questions pursued, and any publications or reports that resulted from the work.
3. assembling an equivalent training experience to ANT 511 and 512 while in the graduate program at NAU, consisting of field work supervised by NAU faculty or approved mentors, formal course work, and mini-courses or other training opportunities. These experiences must be approved in advance by the student's advisor, who shall consult in advance with other archaeology faculty about the appropriateness of the student's proposed field training.

Registration

Registration is the process by which students enroll in academic courses. If new to NAU, students must be admitted to the university by the Graduate College before they can register for courses. The university offers two formal registration periods for both fall and spring semesters: priority registration and open registration. Summer sessions use only open registration. See the current semester's Schedule of Classes for published registration dates, procedures, and deadlines.

New and continuing graduate students must register for classes in consultation with their graduate advisor. Advisors may require students to take courses not mandated by a particular track/field if those courses seem necessary to the students chosen Research/Applied track. Continuing students must use the early registration procedures available, as described in each semester's Schedule of Classes. Classes with insufficient pre-registration may be cancelled by the Dean's office.

Before participating in classroom instruction, classroom activities (e.g., fieldtrips), internships, thesis research, use university facilities, or make use of the professional time of faculty members; students must be officially registered for courses. Please be aware that students are not considered officially registered until they have met all admission requirements and have paid their tuition and fees or have had arrangements for such payments approved by the Office of Student Business Services.

Summer registration

Applied Track students will register for ANT 608 (3 credits). Research Track students will consult with their advisors as to whether or not registering in ANT 699 credits over the summer is necessary.

Continuous Enrollment

Graduate students must maintain continuous enrollment until degree completion (see [Policy Number 100326](#) in the Academic Catalog). If students intend to leave NAU for one semester or longer please see the section below entitled "Leave of Absence." **As a continuing student, students may register during any of the published registration periods. See the current semester's Schedule of Classes for published registration dates.**

To be considered in attendance for any semester, students must have:

- 1. been enrolled in at least one credit-bearing course on the twenty-first day of instruction**
- 2. paid all tuition and fees for that semester or had arrangements for such payments approved by the Office of Student Business Services**

If students have received all grades of W (withdrawal) and/or AU (audit) for three consecutive semesters they are not considered a continuing student. If students have unenrolled for a semester or more and have not filed a Leave of Absence petition with the department and Graduate College, they are not considered a continuing student and must reapply to NAU. There may be additional requirements to fulfill such that students should consult with their advisors and the graduate program coordinator.

Late Registration

If students register on or after the first day of instruction during a regular semester or summer session, they must pay a late registration fee. See the current semester's Schedule of Classes for information about this date.

Course Changes

Academic advisors should be consulted when choosing courses so that students can plan their course schedule carefully to avoid having to make changes after

registering for classes. If changes need to be made during the semester then students must use the following procedures to add or drop individual courses (see below). If students wish to withdraw from all courses they should speak with their advisor and see the Term Withdrawal [Policy 100325](#).

A student's first attempt to register for any semester, whether at priority registration or open registration, *requires that they speak to their adviser first*. Refer to the current Schedule of Classes, the Statewide Academic Programs Course Schedule, or the Summer Session Bulletin for specific dates and procedures for adding or dropping courses.

Adding a Course

If the course a student wishes to add is open they may add it before the deadline to add. It is the course instructor's prerogative to judge whether a student can audit a course, or enter a course when the class capacity has been reached. In that case, students must complete the appropriate authorization form, which involves getting the instructor's signature and the department's stamp, before adding the course. See "[Adding a Course](#)" Policy Number 100301 on the Academic Catalog Policies webpage.

Students may petition the Registrar's Office in writing for an exception to the add policy. Petitions require justification and the written approvals of a student's adviser and the course instructor. In applying for an exception, students must provide specific and verifiable reason(s) that their petition should be granted and enclose the applicable fees. Please be aware that petitions for exceptions are not automatically approved.

Dropping a Course

See [Policy 100305](#) on the Academic Catalog Policies webpage for policies on dropping and/or withdrawing from a course.

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| <p>Be aware that if a student is receiving financial aid or have a graduate assistantship, dropping a course may jeopardize eligibility for continued funding.</p> |
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Students may petition the Registrar's Office in writing for an exception to the drop policy. The petition requires justification and the written approvals of their adviser and the course instructor. In applying for an exception, students must provide specific and verifiable reason(s) that their petition should be granted. Petitions for exceptions are not automatically approved.

If students have not participated in a course but also have not officially dropped that course and their name appears on the final grade report, *they will receive a failing grade for that course*. Instructors cannot record a W on the final grade report. Students should not rely on instructors to drop them from courses that they want to drop.

Students are responsible for changing their own course schedule

Administrative Drop

If students have not completed the prerequisites for a course as stated in the catalog or are absent from class during the first week, the instructor may administratively drop the student from the course before the twenty-first day of the semester. If dropped in this manner, students will receive confirmation from the Registrar's Office.

Records Hold

If students have an outstanding financial obligation to NAU, have not satisfied a condition of admission, have an administrative or probationary hold, or have not submitted proof of measles vaccination, a hold may be placed on their records. While the hold is in place, NAU may suspend all registration and graduation privileges and refuse to issue official transcripts.

It is a student's responsibility to take care of the condition causing the hold, which remains on their record until the initiating office removes it. Financial holds are cleared by the Bursar's Office; for specific information about clearing financial holds, see the NAU Bursar's web page. The Office of Student Life clears administrative holds. Fronske Medical Center clears measles and other medical holds.

Enrollment in ANT 699 and ANT 608

Students are required to enroll for thesis (ANT 699) credit during any semester in which they use university resources or the professional time of faculty members, *including the semester in which they have their defense and graduate* (see [Policy Number 100326](#)). If students do not graduate during the semester in which they defend, additional credit hour requirements may apply. This includes summer registration for internships. All Applied Track students **MUST** sign up for three credits of ANT 608 (Internship) during the summer in which they complete their internship.

Even after a student has completed all course requirements for a degree they may need to use lab or other facilities to carry out a required independent study or research project. When students are doing independent study or working on a thesis they must register for the number of credits that adequately reflects the amount of faculty involvement and use of university facilities. If students are in residence and are using lab and other research facilities and are interacting with their faculty adviser on a regular basis they should register for at least 3 credit hours. If students are not on campus but are corresponding with their adviser as

they work on their thesis they should register for at least 1 credit hour. During the semester that a student completes and defends their thesis they needs to register for at least 3 credit hours to reflect their committee chair's involvement. Students should consult with their committee chair before registering.

To avoid having to sign up for additional credit hours after the semester in which a student defends, students must upload the final approved copies of their thesis to ProQuest by the day that final theses are due (see "Dates and Deadlines" on the Graduate College webpage). If students do not meet this deadline their graduation will be delayed and may need to register for additional hours of thesis (699) credit each semester after the defense until the final approved copies are uploaded.

If there is a hold on a student's registration because they owe money to NAU, they will not be able to register. *Students are responsible for resolving all holds with the Office of the Bursar.* If a student fails to register for the coming semester their status will be changed to *inactive*. Once a student's status as been changed to inactive they must apply for readmission under the admission standards in effect at that time. Students must ensure they are registered for the appropriate number of credit hours for the any given semester and are encouraged to contact the Graduate Coordinator and/or the Graduate College with any questions regarding the enrollment policy.

Transfer Credit

Although both masters and doctoral students may transfer credits from other universities under limited circumstances - see Transfer Credit Policy Number 100336 in the Academic Catalog. If a student takes courses elsewhere and wish to transfer them to NAU be aware that some institutions offer graduate courses for certification purposes only and do not use these same courses in degree programs. Extension courses are not acceptable for transfer credit.

Under no circumstances will the department accept credit earned through a correspondence course, either here or at another institution, toward a graduate degree. In addition, NAU has no plan by which a student can earn graduate credit for any course through an exam without course attendance.

Please note that the acceptance of transfer credits is, by definition, an exception to the rule that all courses earned for an NAU degree must be taken at NAU. The department and/or Graduate College has the sole discretion to accept and/or deny any requests for transfer credits.

Time Limits

Students must complete all requirements for their master's degree within a six-year period (see: Requirements for Master's Degrees Policy Number 100811 in the Academic Catalog). If a student takes courses from other institutions and transfers them to NAU they must also be taken within the six-year period. If a student has remained continuously enrolled but has extended beyond the 6-year limit they should consult with their advisor and the Graduate Coordinator in order to complete the necessary petitions to have their previous coursework count toward their degree and extend their time. *Be advised that there may be new and/or additional program requirements that will have to be completed as a result of being readmitted to the program.*

Advisors and department chair must endorse the necessary forms for any variation on these parameters. Forms are available from the Graduate College. The Associate

Dean of the Graduate College, however, makes the final decision on whether to approve the request.

Leave of Absence

Students who will be away from the department without enrolling for one semester or longer must request permission, in writing, for a Leave of Absence from the Graduate College at least one month prior to departure (see Policy Number 100326 in the Academic Catalog). Without a leave of absence, a student not enrolled for three consecutive regular semesters will be discontinued from the program for non-continuous enrollment, and may have to reapply for admission to the graduate program. The student cannot be guaranteed readmission, and must compete with other applicants for the spaces available in the program.

Withdrawing

Withdrawing from a given term (fall, winter, spring, or summer) and taking a leave of absence at NAU means reducing the course load to zero credit units for that particular term. It does not necessarily involve withdrawing entirely from NAU. In most cases, if a student withdraws from one term they are still eligible to enroll for the next term (see Policy Number 100325 in the Academic Catalog).

Please be aware that a student is not considered to have withdrawn if they drop courses during a term or session in which they also receive credit for other courses. If unable to complete the withdrawal process in person or by using the LOUIE online system, a student must submit their request to withdraw in writing. If a student must make a written request to withdraw, complete the Withdrawal from Term form on the Registrar's Office webpage under "Forms and Policies" and provide the necessary supporting documentation.

If a student fails to officially withdraw they may receive a grade of F in all of their courses and forfeit any or all deposits. Not attending courses for which they are enrolled does not constitute an official withdrawal nor does it constitute an official drop.

Students who wish to withdraw from the Anthropology Graduate Program must discuss their intention with their advisor/committee chair, department chair and send a letter of notification to both the department and the Graduate College.

NAU Financial Aid

The department and the Graduate College offer several opportunities for financial aid, including graduate assistantships, College Work-Study, and tuition waiver scholarships (graduate assistantships also provide the student with a waiver of non-resident fees). Part-time, temporary, occasional, or summer employment is occasionally available. Internships and volunteer positions may also be available for those students who wish to gain skills leading to employment. Some courses are designed to teach practical skills for the student seeking employment; students desiring financial aid or employment may wish to consider taking those courses as early as possible during their period of study.

Other sources of financial aid include fellowships, tuition waiver scholarships from the Graduate College, College Work-Study, and assistantships awarded by other programs on campus. It is the student's responsibility to explore these possibilities through the appropriate offices on campus. The department does not administer any of these programs, but the student is asked to notify the department office

whenever financial aid is received from outside sources.

Graduate Assistantships and Tuition Waivers

The department receives an allocation of funds annually for graduate assistantships from the Graduate College and the College of Social and Behavioral Sciences. In addition, the faculty is often awarded grants or contracts, enabling them to offer supplementary assistantships through the Department.

The Anthropology faculty meets annually to discuss applications for assistantships awarded through the college and university. Departmental assistantships are assigned first to fulfill teaching needs in the laboratory classes. Faculty, with grants, along with the anthropology laboratories and various other projects also offer assistantships and with cooperation from the department in identifying eligible students they usually choose their own graduate assistants.

Graduate assistantships are awarded according to their availability and the student's academic performance as assessed during each year's Annual Review of students (see below). The department faculty ranks applicants for assistantships based upon the following specific criteria:

- cumulative GPA (minimum of 3.0) and GPA in required courses;
- proximity to graduation;
- professional performance as reflected in publications, meetings presentations, and similar efforts; and
- work performance under prior assistantships.

Other information, such as financial need, may inform faculty decisions as well.

Graduate students who wish to be considered for a graduate assistantship in the Department are also encouraged to apply for the college work-study program through the Office of Financial Aid. Students are asked to do so to enable the department to compete for the funds available and thereby extend financial support to the greatest possible number of students.

The deadline for receipt of completed applications is January 15 of the preceding academic year. A student will apply for a 2020-2021 academic year assistantship in January 2019. A minimum cumulative GPA of 3.0 is required for consideration for assistantships, tuition waivers. Previous performance in a GA position, if applicable, is also considered in awarding graduate assistantships.

Occasionally during the academic year, assistantships become available for the remainder of a semester or for the second semester alone (due to the initiation of a funded project or to a sudden assistantship vacancy). At such times, the department identifies students who are currently without financial support and are in good academic standing in reallocating that position.

Acceptance of a graduate assistantship or scholarship may affect a student's eligibility for federal financial aid. A student applying or approved for federal financial aid should consult a counselor in the Office of Financial Aid before accepting an assistantship.

A student awarded a graduate assistantship in the department must complete a New Hire Packet, an I-9 form, and FERPA training prior to reporting for work. Graduate Assistants must report to their faculty supervisor for work at the time designated in the contract (usually the Monday before classes begin). Otherwise, the student will forfeit the assistantship. Exceptions are granted only if requested, in writing, prior to the designated date and approved by the faculty member

supervising the assistantship. Also, all new (first-time) graduate students and graduate assistants are required to attend a Graduate College orientation meeting held at the beginning of the fall semester (i.e., students might be a second year student, but if awarded a Graduate Assistantship for the first time they must attend this orientation). Additionally, all anthropology graduate students are required to attend the departmental orientation program, which is scheduled during the first two weeks of Fall Semester.

The amount of work-time required of a student awarded a full assistantship is 20 hours per week. Fulltime Assistantships are funded by grants and contracts originating outside of the department. Anthropology Department Graduate Teaching Assistantships (GTAs) are half assistantships, with smaller stipends are also awarded requiring 10 hours per week. The scheduling of the work hours for each assistantship will be negotiated between the faculty member(s) supervising the assistantship and the student. Faculty members who supervise Graduate Assistants are also required to formally evaluate their GA's job performance in writing at the end of each semester. These evaluations will be available to the GA and should be discussed with the faculty supervisor.

An assistantship contract is awarded for one year only. A student may receive a contract for a second year, but receipt of a contract for one year does not guarantee a second contract. Master's students are not issued contracts for more than two consecutive years.

Students are advised to submit the Free Application for Federal Student Aid (FAFSA) each year.

Academic Requirements

The Graduate College maintains policies on the minimum cumulative GPA necessary for graduation. For more information, see GPA (Grade Point Average) Requirements for Graduate Students Policy Number 100407 in the Academic Catalog.

The Anthropology Department adheres to Graduate College policies but also maintains strict policies of its own on the minimum cumulative GPA necessary for graduation:

1. After a first grade of C or lower is received, a student's advisor, the department chair, and the Graduate Coordinator are alerted and that student will enter a departmental program of support and remediation. The student and their chair will design an action plan, approved by the Graduate Coordinator, to examine and improve their academic performance.
2. In the event that one grade of D or F, or a second grade of C is earned, a student will be placed on academic probation. The student and their advisor will revisit the action plan to determine what steps must be taken to improve academic performance, revising the student's plan for study and/or graduation accordingly.
3. On receipt of a third grade of C, or a second grade of D or F, a student may be recommended for dismissal from the program.
4. A student who has been dismissed from the program, or has voluntarily left the program because of performance issues, may re-apply to the program after one calendar year from the dismissal.

Incomplete

Students who have completed at least 60% of the work and are unable to complete the remaining coursework in a scheduled course within the semester in which they are enrolled may petition the instructor to receive a grade of incomplete (I). If the instructor agrees, the student and the instructor must complete an incomplete contract (forms are available on the Registrar's website), a copy of which is held in the student's departmental file, indicating the exact work that needs to be completed. The written agreement must indicate the date by which all work will be completed. The instructor has complete discretion to re-negotiate deadlines and assign grades. However, the due date cannot be longer than one (1) calendar year from the end of the semester in which the student was enrolled in that course. **By the end of the agreed time the student's instructor must submit a permanent earned grade for the course or the grade becomes a permanent Incomplete and is not factored in to the student's GPA. If a student is unable to meet the due date originally specified in the agreement they are required to contact the instructor before that date passes if they wish to negotiate a new due date.**

For more information, please refer to Grades of Incomplete or In-progress, Graduate policy in the Academic Catalog.

Students are strongly advised to avoid incompletes, as the lack of completed credit hours may jeopardize their eligibility for current and/or future assistantships and other forms of financial aid.

In Progress

The In-Progress (IP) grade is used for courses that, by their content and requirements, normally require more time than the semester or summer session for which one has registered. The following courses are recognized as appropriate for the IP grade: thesis (ANT 699), applied internship (ANT 608) and Graduate Research (ANT685).

A student must be making satisfactory progress in the course to receive a grade of IP. In addition, the student must complete the work for an IP grade within two (2) calendar years from the end of the semester in which the course is taken. If the work is not completed by that time, the IP grade becomes permanent and may not be changed.

For more information, please refer to Grades of Incomplete or In-progress, Graduate policy in the Academic Catalog.

Course Sequencing

Courses in the M.A. program are arranged in a particular sequence. Students should consult with their advisors early and often regarding their progress in the program. Any deviation from these sequences is only allowed with the approval of the student's advisor. Be aware that deviations may result in adding additional time to the student's 2-year program. *Students will consult with their advisor before registering for classes each semester.*

Please see M.A. Resources on the Department of Anthropology Webpage to locate the appropriate course-sequencing guide for a chosen track and emphasis.

Annual Review

The Anthropology faculty conduct an annual review of all graduate students to evaluate the progress of individual students and the overall effectiveness of the anthropology program. This review is held at the beginning of each spring

semester. Students provide a one-paragraph reflection of their progress in the program to their advisors, which will only be shared in part or in full with the faculty at the discretion of the advisor. The graduate program coordinator will email a series of questions intended to be used as a guide for this self-reflection. The faculty reviews each student's record for the past year and determines whether the student is making satisfactory progress. In instances in which the student is not making satisfactory progress, the faculty as a whole may offer recommendations to the student to allow him or her to remedy the situation. Such recommendations are based on a timetable of reasonable expectations for completion of the Master's program. Students who fail to comply with advisory decisions of the department's Annual Review will be subject to academic probation, as described below.

Forming a Committee

In the beginning of their second semester, students should arrange to have a faculty member serve as committee chair. The chair of a student's committee will be the faculty member with whom the student plans to work most closely. The student should then consult with their committee chair and with other faculty to identify a prospective full committee. The student should form the committee with faculty who have an interest in their program and who are able to assist with their research/internship development and final project completion. The Department of Anthropology standard is that thesis committees include at least three members who have earned terminal degrees in the field and have relevant expertise. The committee chair must be a full-time faculty member at NAU, affiliated with the student's program, and in their chosen sub-discipline. The second committee member must also be faculty affiliated with NAU, the student's program, and their chosen sub-discipline. At least one member of the committee must be a specialist in a sub-discipline of Anthropology that is different from the sub-discipline associated with the student's area of study. Fourth members of the committee are permissible but subject to the approval of the thesis committee chair and department chair. Fourth members are usually people affiliated with a student's research or internship to a lesser degree than the thesis committee chair and second committee member and/or who might not be affiliated with NAU. Full-time lecturers in the Department of Anthropology are eligible to serve on thesis committees in any capacity. All thesis committees are reviewed and approved by the department chair. At its discretion, the full faculty, or a subcommittee comprised of the department chair, Pre-Internship and Pre-Thesis Instructors, and graduate coordinator, of the Anthropology Department may also review committee composition and initiate changes with the student and thesis committee chair.

The Graduate College minimum would enable a student, for example, to have a committee comprised of two members of the Anthropology faculty in the same sub-discipline with a third member from another NAU department. A student might also elect to petition to add a third member who does not have a Ph.D. in the field but is otherwise qualified by virtue of their experience and they have skills and/or research experience that is not represented amongst existing faculty. In this instance, the department chair and Graduate College would need to approve the third committee member.

The student must submit a formal written request for the establishment of a master's committee to the department chair for approval. Upon obtaining the verbal consent of the prospective chair and committee members, the student must

then obtain their signatures on a memorandum addressed to the department chair requesting the formation of the student's committee (see "[Forms](#)" on Anthropology M.A. Resources webpage). The committee chair should be the last to sign this memorandum, indicating acceptance of the committee as a whole. The student may change the composition of the committee by repeating this entire formal procedure. Because committee membership represents a significant commitment on the part of the faculty, however, the student must ensure that all committee members being removed from the committee remain informed of the change in committee composition.

Students whose research involves human remains and/or associated burial objects collected from any private, state, federal, or tribal land, or NAGPRA defined collections at *any* institution are required to formally consult with the department chair, Biological Anthropology faculty, and Human Remains Facility Lab Administrator in the discussion of committee formation and applicable ethical and respectful research protocols.

A change of thesis topic after a prospectus has been approved will require that the student retake ANT 605, Pre-Thesis, which is only offered in the Spring semester and the student will be required to produce a new prospectus for the new topic. Therefore, students should consider how a thesis topic change at such a late stage would affect their M.A. completion timeline. Students may not change their thesis topics without formally consulting with their committee chair prior to making the decision to change their thesis topic and acquiring the committee chair's approval. The student is required to notify the entire committee via email within two days of making the formal decision to change his or her thesis topic. Students should be aware that their existing approved prospectus is nullified and the thesis committee members may not agree to remain on the thesis committee.

Internship Information and Requirements

See Internship Manual available in BbLearn Graduate Student Resources.

Established Disciplinary and Ethical Standards

Graduate students in Anthropology are professionals in training. Accordingly, they must abide by all federal and state guidelines and laws pertaining to privacy, confidentiality, conflicts of interest, and the ethical treatment of human subjects, their possessions, and their material remains. Graduate students in Anthropology are also expected to familiarize themselves with and follow the rules of conduct and codes of ethics of the [American Anthropological Association \(AAA\)](#), the [National Association of Practicing Anthropologists \(NAPA\)](#), the [Society for American Archaeology \(SAA\)](#), the [Society for Applied Anthropology \(SfAA\)](#), and the [Register of Professional Archaeologists \(RPA\)](#).

Students are expected to conduct themselves in a manner consistent with professional and ethical behavior in anthropology and as a member of the university community. The department expects that students will demonstrate behavior in keeping with university policies, academic integrity and research ethics, and faculty guidance as further specified below.

Students are expected to:

- demonstrate judgment and research behavior that is consistent with the values and ethics of the profession as advanced in the AAA Code of Ethics;
- demonstrate academic integrity in meeting the competencies of the applied and/or thesis tracks and in fulfilling program requirements;

- conduct themselves with dignity, respect, non-violence and cultural sensitivity in relation to peers, staff, faculty, supervisors, and organizations, in a manner consistent with the Safe Working and Learning Environment (SWALE) Policy;
- demonstrate responsible and accountable behavior in relation to faculty advisement and direction by keeping appointments, attending class regularly and on time, observing program deadlines, and responding in a timely and appropriate manner to faculty feedback and advice;
- use proper channels for conflict resolution; and
- demonstrate behaviors on campus, in the classroom, in internship placement organizations, and with student peers that are in compliance with appropriate behavior and communication as defined by the Student Handbook

Students whose behaviors may have violated these guidelines will be subject to a departmental review (either at the time of the annual review or when the department is aware of a potential problem) that may result in their being placed on probation or, in egregious circumstances, their expulsion from the program. Although not an exhaustive list, the following represent key examples of unacceptable non-academic performance that may be grounds for probation or removal from the program:

- alcohol or drug use that affects appropriate conduct in the classroom, interactions with faculty or fellow students, or communication with parties in the student's capacity as a department representative;
- aggressive, abusive or violent speech or action directed to peers, staff, faculty or other members of the university community;
- persistent patterns of non-compliance with formal direction and advisement from the Chair, advisor, and/or committee members; and
- violation of university policies related to diversity (SWALE: Safe Working and Learning Environment Policy), academic integrity, or classroom behavior.

If breaches of university policy occur in these areas, the severity of the violation, as determined by the faculty, will determine the severity of the sanction.

Academic Probation

Students who fail to meet certain minimum Graduate College or departmental standards of academic performance are subject to academic probation and the rules governing academic suspension described in policy 100319 in the Academic Catalog. The Department has additional minimum standards of academic performance, as set forth in this Manual. Students whose performance falls below any of these Department standards may be placed on academic probation.

Probation involves being given a low ranking for awards of departmental financial aid and other departmental resources. The Anthropology's Department faculty, via the Annual Review process, will notify students if they are placed on academic probation and will stipulate what actions the student must take to remedy the situation.

Petitions and Appeals

A petition is a written request to the department faculty and/or the department chair for approval of a course of action, which either fulfills or departs from standard requirements. For example, a student may petition for permission to substitute

previous academic work to fulfill specific department requirements. Before filing a petition, the student should meet with her/his graduate advisor to discuss whether a petition would be an appropriate action. If appropriate, the student then petitions the department chair to examine the requirement in question and consider the alternatives proposed by the student. At the discretion of the department chair, the full faculty may review such a request in a regular faculty meeting.

Students who enter the program in one sub-discipline may petition to switch to a different sub-discipline. A petition to switch from archaeology/biological anthropology to socio-cultural/linguistic anthropology will require that the student submit their petition, new letter of intent (which should state who the student's new advisor will be), and CV to the socio-cultural faculty and the department chair for consideration. The same holds true for a switch from the socio-cultural/linguistic anthropology to archaeology/biological anthropology emphasis.

NOTE: Students may lose the ability to apply certain classes *already* taken in the program to their new program of study. *It is advisable that students seriously discuss whether switching emphases is in their best interest for their career goals with their advisor.*

The student seeking to submit a petition should prepare a written request for consideration, together with any additional documentation deemed necessary, under the supervision of his/her graduate advisor and other members of the master's committee as needed. The graduate advisor has the responsibility to inform the department chair that a petition has been submitted for consideration. Upon reaching a decision on the petition, the department chair places a written summary of the disposition of the petition in the student's file and sends copies of this summary to the student and the student's graduate advisor.

An appeal is a written request by the student that the faculty reconsiders or reviews a decision that affects the student's status in the graduate program. A student who intends to submit an appeal should consult first with her/his graduate advisor and, when necessary, with the department chair. The student should also become acquainted with the procedures involved in appealing to an extra- Departmental authority as outlined in the Academic Catalog. A student who feels it is necessary to seek redress from a decision is strongly urged to exhaust Departmental procedures before turning to extra- Departmental offices.

The student seeking to submit an appeal works with their graduate advisor to prepare a written request together with such documentation as is deemed necessary. The appeal is then submitted to the department chair who circulates it to the entire faculty. The department chair appoints a committee at the next regularly scheduled departmental faculty meeting to investigate the merits of the appeal. This committee prepares a report on the merits of the appeal, and makes a written recommendation for disposition of the case, which is voted on by the department faculty. This recommendation and a report of the faculty vote are placed in the student's file with a copy provided to the student and to her/his graduate advisor.

Graduation

Students are eligible to graduate upon completing all degree requirements as set forth in the Academic Catalog, including satisfactory completion of all course work, oral defense examinations (see Appendix for Defense request form), and thesis or internship requirements including submission of all required written work for the

Graduate College and Anthropology Department.

Students do not automatically graduate from the master's program upon completing all degree requirements. The student must formally apply for graduation at least one semester before the planned date of graduation, by completing the online application for graduation. Complete instructions are available on the Graduate College website. An updated/completed program of study document, fully approved and authorized by the student's graduate advisor and by the department chair must be uploaded to LOUIE.

Commencement ceremonies for all graduating students are held twice annually, on the Friday or Saturday of final exam week during both semesters (check the NAU Academic Calendar). Everyone is strongly encouraged to attend.

Department Resources

Faculty Office Hours

Faculty office hours are available on course syllabi and posted outside faculty offices. Office hours for individual faculty can also be obtained via phone or email by calling the Anthropology Office.

Mailboxes

Each graduate assistant is assigned an individual mailbox in the departmental office. All other graduate students share mailboxes, which are also located in the office. It is the responsibility of the student to check these boxes for mail and/or messages. Many departmental communications may be made only through these mailboxes so they should be checked, at the very least, weekly. Personal messages may also be left in these boxes. Items left in the mailboxes for an extended period of time will be discarded.

Copying

Graduate Students will use the Computer Lab for personal printing [Cost: 10¢ for black and white and 15¢ for color]. Students who are making photocopies for a faculty member should consult with that faculty member or with the Department office.

Departmental Resources

Graduate Students will be enrolled in an online Blackboard Learn (BbLearn) shell where they have access to this manual, programs of study, policies, timelines, and basic forms. The Department is hosting these resources online in an attempt to reduce the use of paper and its discard – all a part of being stewards of limited resources.

Select Graduate College and University Policies

Students should familiarize themselves with all of the Graduate College and University Policies and the Student Handbook. Policies with which students should be immediately familiar include:

- Academic Continuation and Dismissal Appeals Process
- Transfer Credit Continuous Enrollment Student Code of Conduct
- Research Integrity and Misconduct

Graduate College Resources

Student Resources – <http://nau.edu/gradcol/student-resources/>

Policies and Forms – <http://nau.edu/gradcol/policies-and-forms/>

Dates and Deadlines – <http://nau.edu/gradcol/deadlines/>

Current Tuition and Fees – <http://nau.edu/gradcol/current-tuition-and-fees/>

Financing Higher Education – <http://nau.edu/gradcol/financing/>

Important Phone Numbers and Websites

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|--|---------------------|
| SBS Dean's Office | 928-523-2672 |
| Registrar's Office | 928-523-5490 |
| SBS Academic Advising | 928-523-6540 |
| Cline Library | 928-523-2173 |
| | |
| Academic Advising Issues | |
| Gateway Student Success Center | 928-523-4772 |
| SBS Advising Center | 928-523-6540 |
| Academic Assistance (tutoring, etc.) | |
| Student Learning Centers | 928-523-5524 |
| Mental Health Services | |
| Counseling Services | 928-523-2261 |
| Bias-Based Incidents | |
| Inclusion & Multicultural Student Center | 928-523-5656 |
| PRISM Office | 928-523-9427 |
| Office of Student Life | 928-523-5181 |
| Center for International Education | 928-523-2409 |
| Native American Student Services | 928-523-8086 |
| NAUPD (non-emergency) | 928-523-3611 |
| Computer and Tech Issues | |
| Information Technology Services (ITS) | |
| Academic Computing Help Desk for Students | 928-523-9294 |
| Disruptive Behavior | |
| Office of Student Life | 928-523-5181 |
| NAUPD | |
| <i>Emergencies or Immediate Threats</i> | 928-523-3000 |
| <i>Non-Emergencies</i> | 928-523-3611 |
| Financial Assistance | |
| Office of Financial Aid | 928-523-4951 |
| Disability Assistance Services | |
| Disability Resources | 928-523-8773 |
| Student Learning Centers | 928-523-5524 |
| NAU Housing | |
| Office of Residence Life | 928-523-3978 |
| <i>(These matters are best referred to a Hall Director)</i> | |
| Sexual Assault | |
| NAUPD - Emergency | 928-523-3000 |
| Office of Student Life | 928-523-5181 |
| NACASA (Northern Arizona Center Against Sexual Assault) | 928-522-9460 |
| Suicidal Threats/Gestures | |
| Counseling Services | 928-523-2261 |

Administrative links:

- Registrar <http://nau.edu/registrar/>
- Human Resources <http://nau.edu/human-resources/>
- LOUIE (PeopleSoft) <http://nau.edu/its/services/louie/>

Policy links:

- NAU Personnel Policy Manual <http://nau.edu/human-resources/policies>
- FERPA <http://nau.edu/registrar/ferpa/>

General links:

- E-Learning Center <http://nau.edu/elearning/>
- Bookstore <https://www.bkstr.com/northernarizonastore/home>
- E-Learning Training Schedule <https://www5.nau.edu/elc/training/>
- NAU Counseling Services <http://nau.edu/counseling-services/>
- Disability Resources <http://nau.edu/Disability-Resources/>