

NAME: _____

Semester entered Ph.D. program: _____

Checklist for Ph.D. in Anthropology (for student use only) Revised March 9, 2012

In all cases, forms and letters should be given to the Graduate Studies Secretary, Cynthia Irsik, who will make a copy for the student's file and send forms to the Graduate School. No exams or defences can be scheduled during the last two weeks of classes or during exam week.

Graduate School and Departmental Forms:

1. Formation of Qualifying Examination committee and notification of Graduate Studies Director of committee membership. The Qualifying Committee must include at least 3 regular faculty members of the Department of Anthropology, including the advisor, and represent at least 2 subfields. Examination date and place must be announced to the Department of Anthropology 10 days in advance of the event.

Committee named and Graduate Studies Director notified: date _____

Major Advisor (1): _____ (subfield: _____)

Anth. Member (2): _____ (subfield: _____)

Anth. Member (3): _____ (subfield: _____)

2a. D-1 Form: Qualifying Exam Results and Doctoral Committee Approval

Qualifying exam (customarily oral) should be taken before the end of the second semester of Ph.D. study. After completion of the exam, and after establishing the Doctoral Committee (see 2b below), the student's advisor submits this report to the department and it is sent to the Dean of the Graduate School. A letter will be sent by the major advisor to the student reporting the exam outcome and stipulations for continuance in the program. A copy is filed in student's file. This is the responsibility of the major advisor.

Date of exam _____

2b. The Doctoral Committee is formed during the first year of graduate study. It must consist of a minimum of four members, three of whom must be members of the Department of Anthropology and one from another MU doctoral program.

Major Advisor (1): _____

Anth. Member (2): _____

Anth. Member (3): _____

Non-Anth. Member (4): _____

Member (5): _____

Member (6): _____

Date D-1 form filed with Graduate School: _____

3. D-2 Form: Plan of Study for the Doctoral Degree form filed? Date filed _____

This form is submitted to the Graduate School as soon as possible after the end of the first year of doctoral work at MU or as soon as permitted by the Department. The student's proposed plan of study (course work and foreign language study plans), including graduate credit hours earned elsewhere, must be approved by ALL members of the Doctoral Program Committee. This form must be filed prior to the Comprehensive Exam.

4. The student is required to prepare a reading list for circulation among the Doctoral Committee prior to the Comprehensive Exam. This list should include books, monographs, and articles pertinent to the student's area of study, and should be approved by the Doctoral Committee prior to the Comprehensive Exam. There is no required form for this activity. [see also 6 below] reading list approved, date: _____

5. D-3 Form: Doctoral Comprehensive Exam Results form filed? Date filed _____

The comprehensive exam is normally taken at the end of the second or third year of the Ph.D. program, after the student has prepared a draft of the Dissertation Proposal that is acceptable to the committee. Please see the "Comprehensive Exams Policy statement" or Graduate Brochure for specific information about the exam structure. This form is signed by all members of the examining committee and filed with the Graduate School. The student shall have passed the foreign language requirement, if one is required by the student's committee, before his or her comprehensive examination. Continuous enrolment is required once this form is filed.

**the comprehensive exam must be taken a minimum of seven months prior to defence of the dissertation.

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6. The student's committee must read and approve a Dissertation Proposal prepared by the student prior to the student initiating dissertation research. (A draft of the proposal was required BEFORE taking the comprehensive exam.) No form is required by the graduate school for this step.

Date of approval of proposal: _____

7. **D-4 Form:** Report of the Dissertation Defence form filed? Date filed _____
Signed by all members of the Doctoral Program Committee, along with signed Approval Page of the dissertation, and the final copy of the dissertation. Filed after successful defence of the dissertation.

Graduate School and Department Requirements:

Students seeking a PhD in anthropology must fulfil all Graduate School requirements within the time period specified in the Graduate catalog. In addition, the department requires that PhD students take (or have taken): (1) a basic course in statistics during the first year of graduate work, (2) a mid-level statistics course [this requirement may be waived at the discretion of the student's Doctoral Program Committee], (3) Anthropology 8010 (Cultural Anthropology Theory) or equivalent, and (4) at least one 7000+ level course in the Archaeology and Bioarchaeology subfields. Competency in at least one foreign language (level determined by the student's Doctoral Program Committee) may be required at the discretion of the student's committee. The Department of Anthropology residency requirement is two consecutive 9-hour semesters, or three consecutive 6-hour semesters in 18 months.

A. Cultural Anthropology Theory requirement:

Anthro. 8010 _____ semester or approval of similar course: Date: _____.

B. Completion of one graduate level (7000 or above) course in the archaeology and bioanthropology subfields:

Archaeology course _____ Semester taken _____

Bioanthrology course _____ Semester taken _____

C. 8000-level and above Requirement:

15 hours of 8000-level or above classes (including Anthro. 8010):

Course _____ Semester taken _____

Course _____ Semester taken _____

Course _____ Semester taken _____

Course _____ Semester taken _____

D. Statistics:

Basic Course: _____ semester taken _____

Mid-level course: _____ semester taken _____

Or approval of waiver filed: Date: _____

E. Foreign Language proficiency, if required (level of proficiency and method of testing are determined by the Doctoral Program Committee). Date examined: _____

F. Minimum of 72 hours beyond the B.A. degree. Credit hours completed for a Masters degree earned at a university other than MU will be credited as part of these 72 hours with the approval of the Doctoral Committee once the D-2 Plan of Study form is filed with the Graduate School. No more than 40% (28 credit hours) of the total 72 hours can be satisfied by a combination of non-thesis/non-dissertation special investigations, research, readings, and/or problems courses.

G. Residency Requirement

1) two nine-hour semesters _____ or

2) three six-hour semesters _____ in an 18 month period

3) date when residency requirement fulfilled: _____

H. Service as a Teaching Assistant (either paid or voluntary) is required.

Date of service: _____