

## ANTHROPOLOGY DEPARTMENT: ACADEMIC PROBATION POLICY

### TERMS OF ACADEMIC PROBATION:

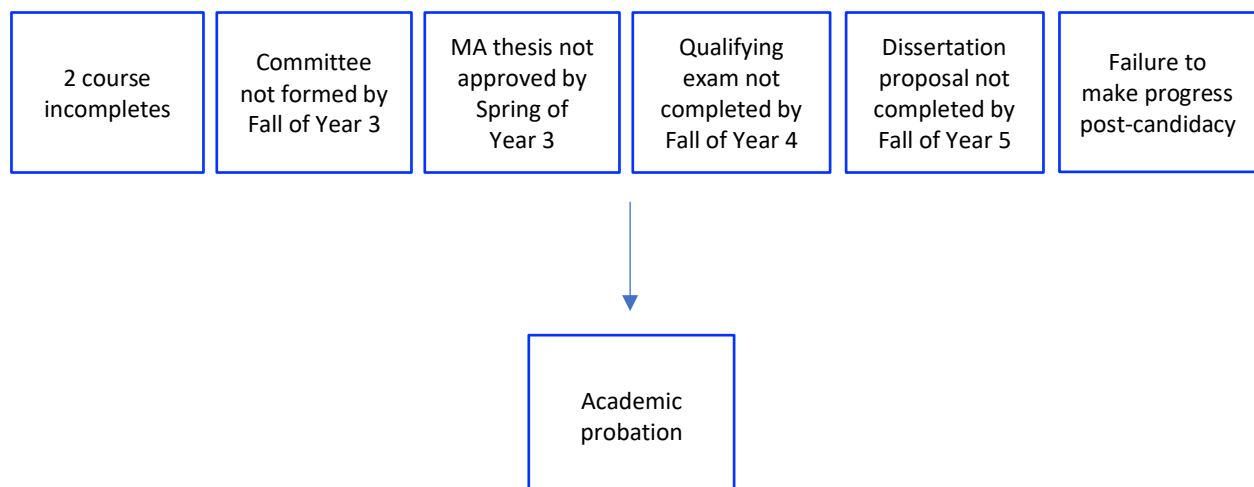
When students are not making satisfactory progress, they will be placed under Academic Probation within the department. Academic Probation is activated when:

- 2 or more incompletes have accumulated.
- The dissertation committee is not formed by the end of Fall Quarter of Year 3.
- The MA thesis is not approved by the end of Spring Quarter of Year 3.
- The qualifying exam has not been passed by the end of Fall Quarter of Year 4.
- A draft of the dissertation proposal has not been approved by the end of Fall Quarter of Year 5.
- When students fail to show adequate progress post-candidacy.
- Or by the failure to defend the dissertation within the 8-year deadline (extendable to 9 years by petition).

Probation status means that registration for new courses must be approved by the main advisor or committee chair, as well as the DGS. Students who are placed on academic probation will receive a letter from the department that details the reason for the probation, a clear plan for lifting the probation, and clear deadlines for realizing this plan. The faculty advisor will also be alerted. In addition, the student must meet with the DGS once a month (in person, via skype/zoom, or by phone) until the status is cleared.

Once a student has been placed on academic probation, there is a one-quarter grace period for resolving the condition.

Each student may be placed on academic probation only twice during their enrollment in the program. Incidents of probation are cumulative (i.e. missing two consecutive deadlines results in two separate incidents of academic probation). A third incidence of academic probation will result in a student's removal from the program.



## INCOMPLETES:

Incomplete grades should be avoided at all costs. They are not permitted for the following courses: Development of Social/Cultural Theory (Systems 1 & 2); Language in Culture 1 & 2; Modes of Inquiry 1; Archaeological Theory and Method; and Archaeological Datasets.

In the event you do take an incomplete in another course, you must contact the instructor to craft a detailed plan to complete the missing work, by the end of Week 10 of the following quarter at the latest.

Students who hold more than two incompletes or blank grades at a time will be placed on academic probation. You will have until the beginning of Fall quarter of the following year to resolve any incomplete accrued up to that point.

First-year students must clear all incompletes prior to registering for second-year coursework.

## COMMITTEE FORMATION:

Students have until the end of Fall Quarter of Year 3 to constitute a dissertation committee. The dissertation committee consists of at least three members, two of which, including the chair, must be selected from within the department. New members can be added at any time thereafter; likewise, members can be removed from the committee as needed, though students should make sure to retain a core of at least three members. Failure to do so may result in probationary action. A committee must be constituted for students to be allowed to the qualifying exam stage.

## MA PAPER:

Students have until Week 10 of Winter quarter of Year 3 to complete a draft of their MA paper. Students have until Week 10 of Spring quarter the same year to complete edits and receive approval on their MA paper. They will be placed on academic probation if they exceed this deadline.

## QUALIFYING EXAMS:

Students are expected to complete both the written and oral portions of their qualifying examinations by Week 10 of Fall Quarter of Year 4. Failure to meet this deadline will result in students being placed on academic probation. Students will have until the end of Spring Quarter of Year 4 to receive a 'Pass' on the exams. Only one retake is allowed, after which a 'Fail' will result in discontinuation from the program. Students must pass their qualifying exams to be allowed to defend their dissertation proposal.

#### DEPARTMENTAL PROPOSAL / ABD:

Students are expected to advance to candidacy by Week 10 of Fall quarter of Year 5. In the event this deadline is missed, students will be placed under academic probation. The hard deadline for reaching the ABD (“all but dissertation”) stage is Week 10 of Spring Quarter Year 5. Failure to meet the Year 5 deadline will result in discontinuation from the program.

#### ABD:

For students who have advanced to candidacy (ABD), academic probation will occur in the following cases: failure to hold the required annual dissertation committee meeting; failure to complete the annual progress report for the department; or no evidence of progress toward dissertation research (e.g. dissertation chapter or publication drafts).

#### PHD DISSERTATION:

Students are required to complete their dissertation by Week 10 in Spring Quarter of Year 8, or, exceptionally, by the end of Spring Quarter of Year 9 (if an extension is successfully granted by the Graduate Affairs Committee). Beyond these limits, students will be placed on academic probation, and administratively withdrawn from the university.

#### JOINT-DEGREE STUDENTS:

For students pursuing joint degrees, the combined requirements of both programs will often exceed the above timelines. In these instances, student progress will be monitored on a case-by-case basis, in consultation with the student’s doctoral committee. Once the official paperwork for a joint degree is completed, together with their dissertation advisors, students are expected to complete a plan of study outlining adjusted deadlines for the completion of milestones in both programs. The plan of study will be submitted to the Graduate Affairs Committee for approval and will be used as a reference for subsequent advising. This document can be modified by petition, should changes be necessary.

#### FLEXIBILITY:

We understand that a variety of factors can affect student progress and the timely completion of departmental milestones, and that flexibility is an important part of any policy. To that effect, students can request reconsideration or modification of any of the above timelines and requirements by petition. The petition should explain reasons for the appeal and outline a clear course of action. To ensure timely processing, the petition must be submitted to the Graduate Affairs Committee for review and approval, no later than Week 7 of the quarter preceding the one in which the student’s probation would begin. We strongly recommend contacting your dissertation chair and the DGS beforehand to discuss the petition process, available options, and changes to your academic plans.