

MANUAL FOR GRADUATE STUDIES
2022 – 2023

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Department of Anthropology
The University of Alabama
Tuscaloosa, Alabama

The following is an overview of graduate study in anthropology at The University of Alabama. This document provides an overview of departmental guidelines and procedures. For university-wide policies and degree requirements, check the Graduate Catalog, located here:

<https://catalog.ua.edu/>

Care has been taken to ensure that the guidelines and procedures outlined in this manual are current. However, these guidelines and procedures (especially beyond the Department) can be subject to change, often with little notice, so with respect to certain kinds of critical issues (for example, due dates or current forms), it is the student's responsibility to double-check the accuracy of a statement with their advisor, the Director of Graduate Studies (Dr. Elliot Blair), and the appropriate university handbook or website.

If there are any discrepancies between this departmental manual or what you're told by a faculty member and the Graduate Catalog, the Catalog always takes precedence. The University will not waive a policy because you were poorly advised – so check, check, check!

GRADUATE EDUCATION PHILOSOPHY

The graduate programs of the Anthropology Department seek to furnish a balanced view of anthropological inquiry by means of intensive training in the literature, methods, techniques, and skills required for research in anthropology.

The MA curriculum builds upon the inherent strengths of small and medium-sized departments: the ability to provide necessary background through small lecture courses and specialized training through the tutorial format of seminars and individually directed research projects. In short, the MA program provides the student with a scholarly comprehension of the discipline, practical experience in anthropological research situations, and the initial competency required of a professional anthropologist.

The PhD curriculum builds on the strengths of the Master's program by concentrating in two areas: 1) The Archaeology of Complex Societies, pertaining to the emergence and spread of early civilizations in the Americas; and 2) Biocultural Medical Anthropology, the study of the influence of social relations and culture on psychological and biological adaptation. The doctoral program is designed to prepare graduates with the skills needed to move easily into either academic or non-academic positions. Anthropology is a holistic discipline, and although this is the discipline's greatest strength, especially today, most departments across the country have abrogated our heritage of holism and become narrowly focused. In very few archaeology or medical anthropology programs are students expected or required to take courses in all four fields. The University of Alabama is rare in that its faculty has expertise in all the primary subfields and that graduate students receive instruction across the full range of anthropological subfields. This broad holistic foundation is vital given the cross-disciplinary nature of the two emphases in which we specialize.

MASTER OF ARTS PROGRAM

The Department of Anthropology has offered an award-winning master's degree program since the early 1950s. This is a research degree offered in all four fields of anthropology.

With strong training in research methods, application, and theory, our MA program is appropriate both for students intending to continue towards the PhD, and for those who will enter careers that require only the master's degree. For this reason, we do not consider our program a "terminal master's degree." Roughly half of the students admitted into our PhD program each year are graduates of our own MA program.

Anthropology seeks to understand the nature and origins of human diversity. The preferred approach is the holistic of humanity. The discipline draws freely from other fields of study in the humanities, natural sciences, and social sciences. A four-field approach is taken in the MA program, embracing archaeology, biological anthropology, linguistic anthropology, and sociocultural anthropology. Upon acceptance, the Department assigns a faculty advisor for each incoming student. This faculty member will become the student's provisional advisor until a faculty member willing to serve as permanent advisor is identified. Students will initially pursue their curriculum under the guidance of this advisor and the Director of Graduate Studies. There are a number of general requirements that all students must fulfill to earn the MA degree. See the graduate catalog for these requirements:

<https://catalog.ua.edu/graduate/arts-sciences/anthropology/ma/#requirementstext>

The following defines guidelines and procedures in terms of a timeline illustrating a typical passage through the graduate program.

MA – 1st Year

- August
 - Arrival on campus
 - All new GTAs are required to attend the GTA training offered by the Graduate School and separate legal training offered by the College of Arts & Sciences
 - Departmental orientation for incoming MA students
 - Departmental potluck/party
- September
 - Students should meet with their advisors and begin to identify areas of research interest in anticipation of developing an MA thesis proposal (if thesis-track)
 - Prepare application for NSF GRFP
- October
 - October 15: Deadline to submit NSF GRFP proposal
- November
 - Record change in advisor, if changed
- December

- Thesis-track students should plan their MA committee and obtain the consent of members
- January
 - Prepare application for CRF if funding is needed for summer research
- February
 - Feb. 1: Committee appointments submitted
- January-March
 - Prepare thesis proposal (thesis-track)
- March
 - Prepare application for research funding to the Graduate School and to the GSA
- April
 - April 1: Thesis proposal due to advisor and Director of Graduate Studies (Students who do not submit a draft thesis proposal by this deadline will be switched to the Plan II Non-thesis track)
 - Prepare CRF proposal for summer research
- March-May
 - Thesis proposal defense
- May – August
 - Thesis research
 - NOTE: Students who have been employed for two semesters as a .5 FTE GRA may register for one summer session and are eligible to pay in-state tuition. Students must submit a request for the out-of-state waiver to Ms. Rosales no later than March 1st.

MA – 2nd Year

- General: Complete required hours of coursework with courses that support your research area.
- August-September
 - Departmental potluck/party
 - Be ready with applications for travel funding (CRF) if a paper/poster is to be presented at a fall meeting
- October 15
 - Hard deadline for approval of a thesis proposal; if not presented to and approved by the committee by this time, the student is automatically shifted to the non-thesis option
- First semester
 - Complete options: language proficiency exam or specialized research skill
 - Begin data analysis and write-up for MA thesis
- January

- Application for degree forms must be on file in the Graduate School for Maygraduation
- Be ready with applications for travel funding (CRF) if a paper is to be presented at a spring meeting

- February
 - Have draft of thesis ready for distribution to the committee if a May graduation is anticipated

- March
 - Submit completed/signed thesis to the Graduate School (NOTE: specific dates change from year-to-year; check the Graduate School website.)
 - Present thesis colloquium/defense

- April
 - April 1: Non-thesis students submit portfolio and capstone essay

- May
 - Graduation

DOCTOR OF PHILOSOPHY PROGRAM

The Doctor of Philosophy program is characterized by two distinct foci: 1) The Archaeology of Complex Societies, pertaining to the emergence and spread of early civilizations in the Americas; and 2) Biocultural Medical Anthropology, the study of the influence of social relations and culture on psychological and biological adaptation. Our goal is to produce PhD graduates who will have acquired skills that will make them highly marketable for both academic and applied positions. Besides a cutting edge, in-depth knowledge of theory and literature in their specific subject area, students will acquire necessary skills such as teaching and grading experience, statistical competence, familiarity with numerous computer programs, grant writing ability, and foreign language reading facility. Students will have conducted firsthand research in their specific emphasis. For archaeologists this will require knowing excavation and mapping techniques, artifact analysis, GIS (geographic information systems) and other computer mapping capabilities, and familiarity with museum cataloging systems. For biocultural medical anthropology students, the skills learned for their research will include interviewing, participant observation, research design, physical and physiological measurement techniques, as well as SPSS, Anthropac, and programs for qualitative data analysis.

The UA program boasts certain unique qualities that set it apart. One advantage is proximity to Moundville Archaeological Park, a world-class archaeological site. The Moundville site is owned by UA in an arrangement that is virtually unique in the nation; moreover, the site is only 17 miles from the Tuscaloosa campus. Additionally, we offer biocultural perspectives from cultural anthropology, biological anthropology, psychological anthropology, and public health.

The archaeological component of the PhD program focuses on the emergence, spread, and organization of complex societies. From an archaeological perspective, complex societies are the consequence of the transformation from hunting and harvesting to food production, from an economy that moves people to food to one that moves food to people. The social, political, and economic effects of this transformation produced social orders classified by archaeologists as chiefdoms, kingdoms or early states. At the time of contact with Europeans, complex societies were found throughout the Americas. Our archaeology interests center on North America (primarily the Southeastern US), Mesoamerica, and Andean South America, three areas of the New World where ancient complex societies evolved.

The biocultural medical anthropology component of the doctoral program examines the interactions between sociocultural and biological determinants of adaptation, especially regarding physical and psychological health states. Biocultural medical anthropology, a specific approach within the more general subfield of medical anthropology, strives to understand why people grow and develop as they do and why they may be at risk for health problems. Biocultural anthropologists attempt to use research findings for the benefit of communities, as well as care providers. It is part of the largest and fastest-growing subfield within anthropology and is increasingly relevant to research and training across a number of areas, from applied health sciences and transcultural psychiatry to epidemiology and community health development. The central feature of our approach is an effort to combine the biological and cultural aspects of medical anthropology. This biocultural perspective on health and illness is essential to the study of the topics in which the Department specializes: culture change and lifestyle influences on health, gender and mental health, and fetal and childhood growth and development, among others.

There are a number of general requirements that all students must fulfill to earn the PhD degree. See the graduate catalog for these requirements:

<https://catalog.ua.edu/graduate/arts-sciences/anthropology/phd/#requirementstext>

The following defines guidelines and procedures in terms of a timeline illustrating a typical passage through the graduate program.

PhD – 1st Year

- General: Complete required core coursework for PhD
- August-September
 - If new GTA, attend Graduate School GTA orientation and separate legal training offered by the College of Arts & Sciences
 - Attend Department orientation for incoming PhD students
 - Departmental potluck/party
 - Begin development of doctoral dissertation research proposal
 - Be ready with applications for travel funding if a paper is to be presented at a fall meeting
- October
 - Begin exploring sources of extramural funding
- December
 - Select doctoral committee
- January
 - Be ready with applications for travel funding if a paper is to be presented at a spring meeting
- April
 - Be ready with applications for research funding if conducting summer research
- May
 - Have a plan in place for PhD qualifying exams

PhD – 2nd Year

- General: Complete elective coursework, for a total of 24 hours (not more than 6 hours of ANT 698)
- Complete language requirement
- Complete PhD qualifying exams
- Defend PhD dissertation proposal
- Apply for extramural funding
- Begin fieldwork
 - Begin UA registration in ANT 699: Dissertation Research
 - Must complete 18 hours of ANT 699

PhD – 3rd Year and beyond

- Submit admission to candidacy form (must be submitted by Dec. 15 of year 3 for students entering the PhD program with an MA)

- Maintain UA registration in ANT 699 (requires 1 hour per semester after minimum 18 completed)
- Write PhD dissertation
- Defend PhD dissertation
- Semester of PhD dissertation defense
 - Must be registered for ANT 699 in semester of defense and graduation.
 - Admission to candidacy and application for degree must be on file in the Graduate School
 - Submit defended, signed dissertation to Graduate School (must meet deadline)
 - Rent academic regalia for graduation
- Graduation and hooding by major professor

DtD – 1st Year

- General: Undertake required core/elective coursework for PhD (6 classes spread across Fall/Spring semesters = 18 credit hours)
- Make a plan for completing language requirement
- August-September
 - If new GTA, attend Graduate School GTA orientation and separate legal training offered by the College of Arts & Sciences
 - Attend Department orientation for incoming PhD students
 - Departmental potluck/party
 - Begin development of doctoral dissertation research proposal
 - Be ready with applications for travel funding if a paper is to be presented at a fall meeting
- October
 - Begin exploring sources of extramural funding
- January
 - Be ready with applications for travel funding if a paper is to be presented at a spring meeting
- April
 - Be ready with applications for research funding if conducting summer research
 -

DtD – 2nd Year

- General: Continue required core/elective coursework for PhD (6 classes spread across Fall/Spring semesters = 18 credit hours)
- December
 - Select doctoral committee
- January
 - Be ready with applications for travel funding if a paper is to be presented at a spring meeting
- April

- Be ready with applications for research funding if conducting summer research

DtD – 3rd Year

- General: Continue required core/elective coursework for PhD (total = 48 hours completed across years 1-3, including 6 hours of ANT 698 in year 3)
- Complete PhD qualifying exams
- Defend PhD dissertation proposal
- Submit application to candidacy by May 15
- Apply for extramural funding

DtD – 4th Year

- Begin fieldwork
 - Register for ANT 699: Dissertation Research
 - Must complete 18 hours of ANT 699 (minimum 1 hour registration per semester after completing minimum)

DtD – 5th Year

- Maintain UA registration in ANT 699
- Write PhD dissertation
- Defend PhD dissertation
- Semester of PhD dissertation defense
 - Must be registered for ANT 699 in semester of defense and graduation.
 - Admission to candidacy and application for degree must be on file in the Graduate School
 - Submit defended, signed dissertation to Graduate School (must meet deadline)
 - Rent academic regalia for graduation
- Graduation and hooding by major professor

FUNDING – GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Several sources of funding in the graduate program are available to both students in the MA program and the PhD program. These include stipends to support graduate study and funding for research and travel. A departmental webpage (<https://anthropology.ua.edu/student-resources/financial-assistance-research-and-travel-grants/>) provides information on some possible sources of financial assistance and funding.

Graduate Teaching and Research Assistantships

All students in the program are eligible for funding via .5 FTE (Full Time Equivalent) Graduate Teaching Assistantships (GTAs). These carry a 9-month stipend determined by the University on an annual basis, plus payment of tuition, and funds that may be applied to the purchase of optional University-provided health insurance (note: the purchase of insurance is mandatory for international students). On occasion, the Department will split a .5 GTA into two .25 GTAs, which then pay a 9-month stipend at half the rate established for a .5 GTA, plus 50% of tuition and 50% of the cost of optional health insurance. Students holding a .5 FTE GTA are limited to registering for 9 credit hours of graduate study per semester.

GTAs are employees of the University and are assigned duties by the Department. Duties can include direct student teaching and assisting professors in instruction. GTAs are responsible for providing relevant feedback and documentation when contacted by departmental staff to guarantee initiation of their stipend payments. In addition, the Graduate School hosts a compulsory workshop for all new GTAs. The workshop is ordinarily scheduled for a two-day period during the week before fall classes begin.

Additional GTA openings for non-academic departments are listed on the Student Jobs website (http://financialaffairs.ua.edu/hr/student/jobs/pages/studentjobs_search.html). Work study positions may be available for students who qualify for the Federal Work Study Program through the Financial Aid Office.

Faculty in the Anthropology Department also may fund graduate students as Graduate Research Assistants (GRAs), financed by externally sponsored research these faculty are conducting. GRA stipend and benefit levels may vary from those of GTAs. GRA responsibilities vary widely. When a GRA is offered, the supervising faculty member will notify the student of provisions of the offer and requirements if the offer is accepted. Selection of students for GRAs is separate from the process of awarding GTAs, as GRA offers are made by individual faculty.

All students applying to either of the graduate programs will be considered for funding. For students applying to the MA program, funding decisions are made by Department faculty based on recommendations from the Graduate Studies Committee. The Committee considers all information in the student's record, including GPA, recommendations, statement of purpose, and other features of the student's undergraduate and graduate record. Students are ranked based on these criteria, and available funds are distributed based on that ranking.

For students in the MA program, funds are re-allocated on a yearly basis. For continuing MA students, funding decisions are made at the end of the first year. Decisions to continue funding a

student are made based on the student's performance during the year (as evidenced by their grades and the reports of faculty), completion of a thesis proposal (if completing the degree under Plan 1), and the availability of funding.

Students entering the PhD program are guaranteed a conditional five years of funding. The first three years are guaranteed, subject to adequate academic progress and as long as good academic standing is maintained. Two additional years, for five years total, are contingent upon advancing to candidacy by Dec. 15 of the third year in the program or May 15 of the third year for D2D students. PhD students who do not advance to candidacy by these dates (Dec. 15 of year 3 and May 15 of year 3 for D2D students) may not receive additional years of departmental funding until they have advanced to candidacy. These additional years will not be guaranteed. Funding from the Department beyond the first five years is contingent upon the availability of funds. PhD students are strongly encouraged to begin exploring alternative sources of funding upon their acceptance into the program.

Graduate Council Fellowships

The Graduate Council of the Graduate School annually awards Graduate Council Fellowships (GCF) on a competitive basis. These fellowships pay a stipend, plus tuition and health care. Students funded by these fellowships have no duties but to work on their degrees and are required to register for 12 credit hours of graduate study each semester. The University of Alabama awards almost 100 Graduate Council Fellowships each year. There are a number of different categories of Graduate Council Fellowship as outlined here:

<https://graduate.ua.edu/prospective-students/graduate-school-scholarships-fellowships/>

Nominations for these fellowships are determined by the Graduate Director in consultation with the Graduate Committee and Department Chair. For students applying to the programs, all student application materials are important sources of information in crafting nomination letters.

Other Graduate School Fellowships

The University of Alabama awards approximately 23 National Alumni Association Fellowships each year. Nominees must be classified as residents for tuition purposes. The stipend for the National Alumni Association Fellowship is \$20,000 for the academic year (fall and spring semesters). Decisions on who to nominate are made by the Graduate Studies Committee, so students should not apply independently. Students have no duties other than to pursue their graduate studies and are required to register for 12 semester credit hours.

The Graduate School funds a limited number of McNair Graduate Fellowships. These are awarded competitively based on departmental nominations, student statements, and letters of recommendation. As with other fellowships, students should not apply directly to the Graduate School. McNair tuition scholarships are for students who have completed a McNair Undergraduate Scholars program at a US university. Past McNair Undergraduate Scholars are eligible for a tuition scholarship (for up to 15 hours each semester) if they are unable to find other funding (e.g., assistantships or fellowships) at The University of Alabama.

Other University Funding Sources

There are other sources of funding within the University. Some University programs have GTA and GRA positions available but do not have graduate programs from which to fill those positions. The Southern Regional Education Board (SREB) awards a limited number of research or dissertation writing fellowships through the University as well. Students are encouraged to explore these sources for potential graduate funding.

Intramural Research and Travel Support

The Graduate Student Conference and Research Fund (CRF) from the Graduate School provides funding during three rounds per academic year, with deadlines of August 31, January 31, and April 30, for fall, spring, and summer semesters, respectively. Students apply directly for these funds through the Grad Services website, which must be approved by the student's faculty advisor. CRF support by the Graduate School is generally matched by combined contributions from the Department and College of Arts & Sciences. Therefore, the Graduate Committee requests these applications be submitted a few weeks prior to the Graduate School deadline and ranks these to determine how much the Department can contribute to each applicant. A&S generally matches up to the amount provided by the Department, and the Graduate School matches the combined Department and A&S amount. Because these funds are limited, students can only apply for one Conference grant and one Research grant each year.

Extramural Funding

This refers to sources of funding external to the University. The best resource for extramural funding is to set up an account to receive automated message through the University's PIVOT program: https://pivot.proquest.com/funding_main

In general, extramural resources are relatively limited for MA students, although one option is the National Science Foundation Graduate Research Fellowship Program. These fellowships are awarded to undergraduate students entering a graduate program or to students who are in their first year of graduate study. They offer multi-year stipends.

Students in and/or entering the PhD program should explore a number of extramural funding options, including (but not limited to) National Research Service Awards (NRSA) from the National Institutes of Health; the Social Science Research Council; the Fulbright program (including Fulbright and Fulbright-Hays fellowships); National Science Foundation Graduate Research Fellowships; and, depending on the student's area of research, specialty organizations such as the American Heart Association or the American Diabetes Association. Given the limited nature of the graduate support available at the University, it is the student's responsibility to explore additional sources of funding.

With respect to funding for dissertation research, some of the fellowships noted above (e.g., the NRSA, Fulbright) also provide funding for research, as well as a graduate study stipend. Other sources of funding specifically for dissertation research include the Doctoral Dissertation Research Improvement Grant from the National Science Foundation, as well as funding from the Wenner Gren Foundation, National Geographic, and the Social Science Research Council. It is expected that

all PhD students will actively pursue funding for their dissertation research, from these and other sources.

To Re-classify as an Alabama Resident

A student may petition the University to be re-classified as an Alabama resident. Such re-classification is advantageous to the student, the Department, and the University, in that the payment for tuition and fees that accompanies GTAs, GRAs, and other fellowships is substantially reduced (note that these are real funds) and hence frees up money within the Graduate School for other uses. Also, some awards received by a student (e.g., an NSF Dissertation Improvement Grant) may not carry funds for tuition and fees, which then become the responsibility of the student. Information is available from the Office of the University Registrar. It is the student's responsibility to initiate this process.

Departmental, College, and University Awards

The Vernon James Knight Endowed Scholarship in Anthropology is awarded to graduate students enrolled in the anthropology graduate program and who are conducting research on the anthropology of art and design, with a preference for iconography projects. Secondary consideration shall be given to undergraduate majors with the same research interests.

David and Elizabeth DeJarnette Endowed Scholarship in Anthropology – This scholarship, established in 1993, is presented annually to a student of promise who is conducting research on the archaeology of prehistoric Moundville or Mesoamerica. The award is made by a committee organized for that purpose and includes the Dean of the College of Arts & Sciences, the Executive Director of the University of Alabama Museums, and the Chair of the Anthropology Department. Application forms are available within the Department and a research proposal is a part of the application.

The Allen R. Maxwell Endowed Anthropology Scholarship is awarded to students pursuing a degree in Anthropology. As per the Memorandum of Agreement, "Priority of consideration shall be given to doctoral students conducting fieldwork in ethnographic and/or linguistic anthropological research. Strong preference shall be given to students within the Department of Anthropology in need of support to conduct dissertation related fieldwork and who have sought external funding for their work. Second priority will be given to master's students conducting ethnographic and/or linguistic research. If no graduate students can be awarded the scholarship, undergraduate students studying cultural or linguistic anthropology may be awarded the scholarship." The scholarship committee will consider financial need, but not necessarily as defined by federal guidelines. The recipient must be enrolled on a full-time basis. Application forms are available within the department and a research proposal is required.

Richard A. Krause Award – This award is given to the outstanding graduate student in the Department for that year. Student achievement may be in the areas of research, teaching, and/or service, especially to the Department. A student shall be nominated by a faculty member by a memorandum to the Director of Graduate Studies outlining the accomplishments of the student and including relevant supporting material. The Graduate Studies Committee will then recommend a recipient to the faculty.

The John Cottier Endowed Scholarship in Anthropology is awarded to graduate students who are studying Southeastern United States archaeology as defined by the Southeastern Archaeological Conference.

The Dr. Milady Murphy Endowed Scholarship in the Anthropology of Health and Wellness is specifically designed to support anthropology graduate students who are conducting research on the anthropology of health, illness, and wellness.

College and University MA Student Awards – The College of Arts & Sciences and the University of Alabama give awards in the areas of Outstanding Teaching by an MA Student, Outstanding Service by an MA Student, Outstanding Research by an MA Student, and Outstanding MA Thesis. The Department can nominate students in each of these three categories. A committee of the College of Arts & Sciences then selects an awardee from among those nominated by all A & S departments (there are three awards in each category, corresponding to the A & S divisions of natural sciences, social sciences, and arts and humanities). The A & S awardees then move forward to be considered for the University-level award. The Department generally provides a financial award to recipients of the Department-level awards at the annual holiday party.

College and University PhD Student Awards - The College of Arts & Sciences and the University of Alabama give awards in the areas of Outstanding Teaching by a PhD Student, Outstanding Service by a PhD Student, Outstanding Research by a PhD Student, and Outstanding PhD Dissertation. The Department can nominate students in each of these three categories. A committee of the College of Arts & Sciences then selects an awardee from among those nominated by all A & S departments (there are three awards in each category, corresponding to the A & S divisions of natural sciences, social sciences, and arts and humanities). The A&S awardees then move forward to be considered for the University-level award. The Department generally provides a financial award to recipients of the Department-level awards at the annual holiday party.

DEPARTMENTAL GUIDELINES

Enrollment

Graduate students are expected to enroll for 12 hours of coursework per semester. However, for Graduate Teaching Assistants on 0.5 (20 hours per week) assistantships, the maximum course load is 9 hours per semester.

Departmental Colloquia

Throughout the year departmental colloquia are held, including special presentations by anthropologists and other scholars from outside the university; presentations of current research by departmental faculty and faculty from other schools and divisions; and presentations of current research by graduate students. **Attendance at departmental colloquia is mandatory.**

Procedures

There are relatively few strict procedures that constrain the freedom of graduate study within the Department. There are, however, some questions of record keeping and notification that must be attended to in order to smooth the process. For many of these issues, what is most important is for the student to keep the departmental graduate program informed so that pertinent information can be entered into the graduate studies database. Keeping this database updated is essential. Ms. Cynthia Rosales is the primary contact person on the departmental staff in charge of maintaining the database, and Ms. Rosales should be informed when an important event has occurred (e.g., naming members of one's committee). Alternatively, Dr. Blair can assist.

Additionally, there are a number of forms that must be filed with the Graduate School with respect to admission to candidacy for the degree, composition of committees, and others. All of these forms must be checked for accuracy and completeness by either Ms. Rosales or Dr. Blair prior to submission to the Graduate School, and copies will be put into the student's file.

All MA and PhD students will complete and submit online an annual Graduate Student Activity Report (SAR). The form is a checklist of the scheduled requirements for completion of the MA and PhD degree, covers non-degree accomplishments such as papers published or presented, and includes space for a brief written evaluation and expectations for the following year. All MA and PhD students must submit the form to the Director of Graduate Studies annually by March 15. The form will allow the Grad Director to compile and update a database to track student progress, identify students in trouble, and provide faculty with information for the annual review of student funding.

ADDITIONAL INFORMATION

Any student who because of a disability may need special arrangements or accommodations to meet the requirements of graduate study must present documentation of the disability to the Office for Disability Services (205-348-4285, <http://ods.ua.edu/>). This office will prepare letters to the Director of Graduate Studies that indicate the accommodation to which the student is entitled. **It is the student's responsibility** to present the accommodation letter to the Director of Graduate Studies. Questions or concerns about special arrangements or accommodations should be directed to the Office for Disability Services and/or the Office of the Assistant Dean in the Graduate School.

Appropriate comportment befitting graduate students at a major research university is expected. This includes appropriate participation in seminars and seminar attendance, attendance at relevant departmental meetings and departmental colloquia. Additionally, at some point nearly all members of the graduate program will be employed by the university as GTAs. Appropriate comportment in and out of the classroom in the teaching role is expected, in keeping with university regulations. Violation of any of these expectations represents grounds for disciplinary action.