



**Department of Anthropology**

**PhD Program  
Graduate Student Manual**

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## PHD QUICK GUIDE

- Coursework as set by the Advisory Committee including at least 18 thesis (F699) credits
- Two languages, or one language and one research tool (advanced statistics, field methods or equivalent), or two research tools
- Written comprehensive exam, or three Synthesizing Papers
- Written dissertation proposal with public oral defense
- Advancement to Candidacy (at least one semester before graduation)
- Written dissertation with public oral defense
- Maintain good standing with 3.0 GPA or better
- Time limit 10 years to degree

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## GENERAL INFORMATION

The Ph.D. degree in anthropology is a research degree, and the department offers highly individualized training in areas in which graduate faculty specialize. The department expects applicants to the Ph.D. program to hold an M.A. or M.S. degree in anthropology (other disciplines are occasionally accepted), and to have chosen UAF because they are fully aware of the specializations and strengths of the faculty. In some cases, an incoming student may be expected by their Advisory Committee to take specific courses to address deficiencies in academic preparation or to acquire further expertise in some area essential for their dissertation research or career development.

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## FINANCIAL ASSISTANCE

We offer approximately 10 to 15 Graduate Teaching Assistantships each semester on a competitive basis with students ranked by multiple variables (GPA, timely progress toward degree, previous TA performance, etc.). Renewal is not automatic: new and continuing students must reapply EACH SEMESTER for a TAship and will be re-ranked for funding at that time. TA applications for new and returning students are available on the [anthropology website](#). Applications must be received by the Anthropology Department by October 15 to be eligible for a spring TA award and by March 15 to be eligible for a Fall TA award. These departmental deadlines are different from those listed on other UAF web sites.

Teaching assistant duties vary widely and may involve assisting a faculty member with the preparation of course materials, assisting directly with instructional activities, meeting with students during office hours, and other duties as assigned. All TAships require 15 hours work/week within the contract period. We also offer occasional Research Assistantships associated with faculty grants.

Information about competitive scholarships available to all UAF graduate students can be found

on the Graduate School web page or through the Anthropology Department's Financial Aid links. Students are encouraged to apply for a variety of scholarships and fellowships, and should work closely with their Advisory Committee members to develop proposals and applications.

Ph.D. students are also strongly encouraged to learn about and apply for a variety of funding opportunities outside of UAF. Information on funding opportunities is posted on the departmental bulletin board, disseminated by email, available from the UAF Proposal Office and through the department website. Faculty will assist students in developing competitive funding proposals. Ph.D. students are expected to apply to national funding agencies to fund their dissertation research. Obtaining funding for the write-up phase is also encouraged.

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#### PHD PROGRAM DURATION, LEAVES AND READMISSION

Official degree requirements for the Ph.D. are stipulated in the University General Catalog. UAF Regulations state (see General Catalog) that all requirements for the Ph.D. degree must be completed within a ten-year time period. Ph.D. programs vary widely in length of time devoted to coursework, research and dissertation writing. However, students are generally expected to complete their degrees many years before the Graduate School's maximum time limit of 10 years. Extension and readmission after expiration of the ten-year limit are possible only under exceptional circumstances and only with the concurrence of the student's Advisory Committee and the Dean of the College of Liberal Arts. All applications for extensions or readmission must also be approved by the Dean of the Graduate School.

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#### GRADUATE STUDY PLAN

The Advisory Committee must meet with the student during the first year to develop a [Graduate Study Plan](#). At this time, the committee determines if any deficiencies exist and provides direction to the student for carrying out remedial work. Later meetings are held to update the study plan and discuss progress. The student must file the Graduate Study Plan with the Graduate School by the end of the first academic year. Students should consult sections of the General Catalog on Graduate Advisory Committees and Graduate Study Plans for further details.

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#### STUDENT FILE

The UAF Graduate School website contains the forms which constitute the body of official documents for a student's file. The student is responsible for ensuring that all required forms are submitted on time. The Graduate Studies Coordinator and the Chair of the Advisory Committee may assist students in this matter. The Graduate School maintains student files. The

Graduate School offers training on the use of the NextGen forms and accessing the completed forms that are on record in the student's file.

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## ANNUAL EVALUATION

Graduate School regulations require that a student's performance be evaluated by the Advisory Committee at the end of each academic year. Such evaluations are completed by the Advisory Committee Chair in consultation with the faculty. The evaluation is based on the student's overall performance in coursework, research, and as a teaching or research assistant (when applicable). The report will specify the student's progress as "satisfactory," "conditional," or "unsatisfactory." The evaluation form ([Report of Advisory Committee](#)) must be signed by the Advisory Committee and then shared promptly with the student. The student must initial each completed section and sign the form to indicate their review. As a required attachment to the form, the student must submit a brief narrative self-evaluation as per the instructions under "Student Responsibilities" on page 1 of the form. The signed form and attached student evaluation is then routed for additional signatures from the Anthropology Department Chair, Dean of the College of Liberal Arts, and Director of the Graduate School. Students should retain a copy of each annual report for their records.

If a student receives a "conditional" evaluation, the Advisory Committee will specify the conditions to be met and a timeline for completion. Failure to meet the specified conditions will result in an unsatisfactory rating on the next evaluation. Two consecutive unsatisfactory reports will result in dismissal from the program.

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## PHD COMMITTEE

**PRIMARY ADVISOR (COMMITTEE CHAIR).** Students will be assigned an interim advisor with whom they will meet during the first semester. A permanent advisor should be chosen as soon as possible, but no later than the end of the second semester. This person will serve as the Chair of the Advisory Committee. While the Advisory Committee Chair will assist with identifying possible committee members, it is the student's responsibility to meet with other faculty to discuss their potential service on the committee. When the committee is formed, the student and Advisory Committee Chair will file the [Appointment of Graduate Student Advisory Committee Form](#) with the Graduate School.

**ADVISORY COMMITTEE.** Advisory Committees set requirements and guide students through their programs of study and research. Students are responsible for arranging meetings and consultations with their Advisory Chair and other committee members and for arranging periodic meetings of the Advisory Committee. The student should set a meeting with the

committee by the end of the second semester at the latest. Students may wish to change their Advisory Committee Chair or a member of their committee during the course of their studies. To do so, a student must first notify their Chair and then file a new [Appointment of Advisory Committee Form](#), showing the change(s) with required signatures.

UAF Regulations specify that an Advisory Committee for Ph.D. students is to be composed of a minimum of four members. The Advisory Committee Chair (or co-chair) must be a faculty member in the UAF Department of Anthropology. [Affiliate Anthropology faculty](#) are eligible to serve on advisory committees, including as co-chair. Additional committee members may be faculty in the Department of Anthropology, faculty in other UAF departments, or may be from outside of UAF if approved by the Anthropology department chair, CLA Dean, and Graduate School Director. Additionally, a fifth member may be appointed from either within or outside of the University of Alaska system.

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#### PHD COURSE REQUIREMENTS

There are no general course requirements for the PhD; instead, all course requirements are set by the Advisory Committee on the student's [Graduate Study Plan](#). The Graduate School requires a minimum of 18 graduate UAF credits and at least three full years of study, including transfer credits.

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#### LANGUAGES AND/OR RESEARCH TOOLS

Ph.D. students are required to demonstrate competency in two languages relevant to their work, OR one language plus one research tool, OR two research tools. Languages and/or research tools are designed to help a Ph.D. student complete their research and write their dissertation. The student will consult with their Advisory Committee to determine which combination of language(s) and/or tool(s) is appropriate for the projected research.

The foreign language/s and/or research tools are decided by the student in consultation with their Advisory Committee. Research tools may include a particular quantitative or qualitative method (e.g., linguistic analysis), a particular analytical technique (e.g. advanced statistics, X-ray fluorescence), a broader suites of analytical techniques (e.g. stable isotopes or soils analysis), audio/video transcription and coding softwares (such as Transana or Elan), a Geographic Information System software (such as ArcGIS), or other appropriate tools.

Language proficiency should be the equivalent of two academic years of study with a grade of "B" or better. For students choosing to study an Alaska Native Language or any language with

limited course options, 2-4 semesters of study with a grade of "B" or better may be sufficient. Language proficiency will be determined by an examination in a format agreed upon by the Advisory Committee. Typically, a Ph.D. student is expected to translate an article in the language and area of specialization appropriate to their field OR translate a passage from a scholarly text in a 2-3 hour exam (with a dictionary). Alternatively, the Advisory Committee may permit passing a language proficiency exam at a level equivalent to 2 years of university language study to fulfill the language requirement. Students studying a Native language may be asked to transcribe and translate a segment from an audio recording of a Native speaker/s. In this case, the transcription and the translation will be assessed by the language instructor.

Proficiency in particular qualitative/quantitative methods, analytical techniques, computer programs or any other tool(s) for data production and analysis may be certified by appropriate coursework with a grade of "B" or better. Alternatively, when no appropriate coursework is available, the student may learn to master a research tool on their own. In such cases, proficiency will be determined by an examination in a format agreed upon by the Advisory Committee and will involve an expert with proficiency in the selected tool.

Completion of this requirement should be filed using the [Report on Language/Research Tool](#) form.

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## COMPREHENSIVE EXAM

The Comprehensive Exam provides the student with an opportunity to demonstrate their broad training in anthropology and a mastery of a) anthropological theory, b) research methods, and c) cultural area/region. In completing the written exam, the student will synthesize their understanding of that scholarship in relation to their own dissertation research as well as broader contributions to anthropology. Students are expected to complete their Comprehensive Exam no later than the eighth semester of graduate study. Students in consultation with their Advisory Committee must choose one of the following exam options: 1) a timed written exam, 2) three synthesizing papers, or 3) a combination of options 1 and 2.

### Option 1: Timed Written Exam

This exam must be completed within the span of one semester. The exam consists of three multifaceted questions, each question corresponding to one area of examination: anthropological theory, research methods, and cultural area/region. Exam questions are based on the bibliographies submitted by the student and approved in advance by the Advisory Committee for each exam area. Bibliographies for each exam area typically range from 75-100 entries. Students are allotted 48 hours per exam question to write a comprehensive, synthesizing essay response with in-text citations. The topical order in

which the exam is given is decided by the Advisory Committee in consultation with the student. The exam is “open-book” and may be taken at home or another location, as long as the location provides access to a reliable internet connection, since the exam will be administered via email. Students may consult any resources needed to answer the questions. Essay responses for each question must be comprehensive and will generally range between 4,000 - 6,000 words, approximately 16-24 double-spaced pages of text using 12-point Times New Roman font, 1-inch margins and minimal subheadings. The References Cited section at the end of each essay is not included in the word count. The student should follow the citation style planned for the dissertation as determined in consultation with the Advisory Committee. At the end of each 48-hour period, the student must email their essay response as an attached Word file to the chair of the Advisory Committee.

#### Option 2: Three Synthesizing Papers

The student must write three synthesizing papers (approximately 10,000 words each), reviewing the state of anthropological knowledge in three specified areas. The areas to be synthesized will be established in advance by the student's Advisory Committee. Each paper must demonstrate extensive in-text citations (typically 75-100 sources each). The References Cited section at the end of each paper is not included in the word count.

#### Option 3: Combination of the Timed Written Exam and Synthesizing Papers

Students in consultation with their Advisory Committee may complete the comprehensive exam using a combination of Option 1 and Option 2.

#### Exam Evaluation

The chair of the Advisory Committee will share the three exam responses/papers with the Advisory Committee for evaluation. If a student passes the exam, the Advisory Committee must submit a [Report on Comprehensive Exam](#) to the Graduate School. If the Advisory Committee determines that an otherwise passable exam is not adequate in some particular respect, the student may be asked to submit revisions (to be determined by the Advisory Committee) for final approval. Once final approval is obtained, the advisory committee must submit the Report on Comprehensive Exam to the Graduate School. If a student fails the comprehensive exam, or if the conditions for a “Conditional Pass” are significant, the advisory committee will determine the conditions to be met before another examination may be given. A second examination must be taken within one year of the first examination. A third examination is not permitted.

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## DISSERTATION PROPOSAL

Ph.D. students must prepare and defend a written research proposal prior to beginning their dissertation research. The research proposal should detail the research topic, with particular attention to the theoretical framework, research methodology, relevant literature, and development of a pertinent database. The written research proposal must be approved by the Advisory Committee. Students must make a public oral presentation and defense of the research proposal. The proposal should demonstrate the following:

1. Mastery of theories and concepts in the field demonstrated in problem statement and literature review:
  - a. Are the arguments coherent and clear?
  - b. Are the objectives well defined?
  - c. Does the author demonstrate mature, refined critical thinking skills?
  - d. Does the literature review demonstrate an appropriate level of depth and mastery of the major theoretical concepts?
  - e. Does the author generate well-reasoned and well supported research questions or hypotheses?
2. Mastery of research methods - data collection procedures:
  - a. Is the overall research design appropriate to the proposed study?
  - b. Are the sources of primary and secondary data clearly specified?
  - c. Are the data collection procedures clearly and sufficiently explained?
  - d. Are the research methods appropriate to the research questions and/or hypotheses?
  - e. Does the author demonstrate regulatory compliance (if applicable)?
3. Mastery of research methods – data analysis procedures:
  - a. Are data analysis procedures clearly and sufficiently explained?
  - b. Are the analysis procedures appropriate to the types of data collected?
  - c. Does the analysis go beyond the obvious, acknowledging limitations and critically considering alternatives?
4. Quality of Writing:
  - a. Does the author utilize an appropriate academic writing style (i.e. a style that is formal, cohesive, and cogent, one that employs precise word choices, clear language, logical organization, and appropriate grammar/spelling)?
5. Originality and potential for contribution to the discipline of anthropology
  - a. Does the proposal demonstrate potential for discovery?
  - b. Does the proposal extend previous work on the topic or related topics?
  - c. Does the proposal demonstrate theoretical and/or applied significance?
  - d. Does the proposal demonstrate publication potential?

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## PHD RESEARCH PROPOSAL TIMELINE

PROPOSAL SUBMISSION. The final proposal should be submitted to the committee for approval at least THREE WEEKS before the planned proposal defense.

SCHEDULING THE PROPOSAL DEFENSE. When the Committee approves the PHD proposal draft for defense, the student should contact the department administrative assistant to identify available time slots for the defense (preferable during the colloquium series on Fridays at 3) AND must also email the signed [Defense Approval Form](#) to the Graduate Studies Coordinator and Department Chair. The form will be sent to the webpage and Facebook page managers for public advertising; the form is also sent to the departmental administrative assistant who will send an email to all anthropology faculty and students. This process ensures all faculty and students are aware of the upcoming proposal defense. Students must also post flyers to advertise the event (the departmental administrative assistant will provide students access to the photocopier). Students are required to advertise a minimum of 2 weeks in advance of the proposal defense date—to ensure this rule is met, students should submit their form 3 weeks in advance. If the process is not followed, the student WILL NOT be allowed to defend and the defense will be postponed until the advertising requirement has been met.

PROPOSAL PRESENTATIONS should be approximately 35-45 minutes in length and will conclude with the opportunity for the public to ask questions. At the end of this question/answer session, the public will be asked to leave. Departmental faculty will then have the opportunity to ask further questions. The committee then determines the pass/fail status of the defense.

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#### ADVANCEMENT TO CANDIDACY

With advancement to candidacy, the department certifies that the student has successfully completed the comprehensive examination, that their dissertation topic has been approved, that the research proposal has been successfully defended and approved, that the languages and/or research tools requirements have been met, that all course deficiencies have been remedied, and that all further course requirements have been spelled out in the Graduate Study Plan. The Application for Advancement to Candidacy form (GS forms) must be completed and turned in no later than the semester before a student plans to graduate. It is expected that Ph.D. students will advance to candidacy before beginning their primary dissertation research.

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#### DISSERTATION AND DEFENSE

It is expected that by the end of their first year in the program the student will have defined a dissertation topic. The student will be guided in completion of the dissertation by their Advisory Committee, with primary responsibility resting with the Advisory Committee Chair. The dissertation, upon approval of the written draft by the committee, will be defended in a

session open to the public. UAF Regulations pertaining to defenses are set out in the UAF General Catalog.

## DISSERTATION AND DEFENSE TIMELINE

**DISSERTATION DRAFT SUBMISSION.** The final dissertation draft should be submitted to the committee for approval at least **THREE WEEKS** before the planned proposal defense.

**SCHEDULE DEFENSE.** When the Advisory Committee approves the dissertation draft for defense, the student should contact the department administrative assistant to identify available time slots for the defense (preferably on a Friday at 3:00 PM, the typical time slot for anthropology colloquium). The student must submit the [Defense Approval Form](#) to the Graduate Studies Coordinator and the department administrative assistant at least 3 weeks in advance of the scheduled defense. The information will be shared with students, faculty and department webpage and social media managers for public advertising. Students must also submit the [Public Defense Announcement Submission Form](#) to the Graduate School at least two weeks prior to their defense date. This process ensures that all faculty and students are aware of the upcoming defense. Students must also create and post flyers to advertise the event (the departmental administrative assistant will provide students access to the photocopier). The flyer should include the presentation title, abstract, as well as the date, time, and location of the defense. If the defense will be held online in Zoom, the zoom link should not be advertised publicly (to avoid zoom-bombing), but rather members of the public should be advised regarding who to contact (name and email address) to obtain Zoom information. Students are encouraged to share a pdf file of their flyer with the Graduate Studies Coordinator and department administrative assistant at the same time as they submit the Defense Approval Form. Students are required to advertise a minimum of 2 weeks in advance of the defense. If the process is not followed, the student **WILL NOT** be allowed to defend and the defense will be postponed until the advertising requirement has been met. Defenses must occur during the regular academic year (typically mid August to early May). Exceptions must be approved by a majority vote of the faculty.

**REQUEST OUTSIDE EXAMINER.** It is the responsibility of the Ph.D. student to request that the Office of the Graduate School assign an outside examiner for their defense (see the [Request for Outside Examiner](#) to access the online form). The request must be made at least two weeks before the defense. Students must supply a copy of the dissertation to the examiner at least one week prior to the defense.

**DEFENSE.** As specified in the General Catalog, the defense will consist of a presentation by the candidate. The candidate should work with their Advisory Committee to file a [Report on Dissertation/Thesis/Project Defense form](#). The length of the presentation will be determined by the Advisory Committee. Following the student's presentation, there will be a question period. The Advisory Committee Chair will facilitate the defense meeting and the Chair and members of the Advisory Committee will conduct the questioning. In conclusion of the public portion of the defense, the Chair, as a rule, will open the questioning to the public.

**EVALUATION OF DEFENSE.** Following the public portion of the defense, the Advisory Committee will meet in closed session to pass or fail the student on their defense. The student may be advised on revisions the committee deems necessary. The student will then submit the revised thesis for the committee's final approval in accordance with UAF Regulations. These regulations are set out in the General Catalog, and a [Thesis Formatting and Submission Handbook](#) should be obtained from the Graduate School. Students must conform to thesis format requirements and to thesis submission deadlines as specified. Discuss with your committee which citation style guide (Chicago, MLA, APA, etc.) is best for you.

**FINAL DISSERTATION.** The dissertation must be prepared in accordance with the Graduate School's dissertation requirements. Once the final draft has been approved in the proper format, a pdf version must be submitted to the department office.

- [Apply for graduation](#)
- Allow appropriate time after the defense for revisions and final formatting
- Defense date (with post-defense time for preparing the final document) should take into account the following deadlines (i.e., defenses typically take place in September/October for Fall and January/February for Spring graduations):
  - Final dissertation due to CLA mid-November or mid-March
  - Final dissertation due to Graduate School late November or early April

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#### PROGRESS WITH GOOD STANDING

To remain in good standing in the department, the student must maintain a 3.0 GPA or better, must meet with the interim advisor at least twice per semester until the Advisory Committee Chair is designated, must designate an Advisory Committee Chair no later than the end of the second semester, and must assemble a full committee and select a research topic no later than the end of the third semester. Receiving departmental funding (T.A., R.A.) is contingent upon remaining in good standing. Students who fail to remain in good standing will be placed on probation for one semester, and asked to correct the problems. Students who do not correct the problems after one semester will be dropped from the program. The Graduate School requires that students be enrolled each semester they are active in the program. If a student fails to register for a semester without a leave of absence, they will have to reapply to the Graduate School to reinstate their status.

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#### GENERAL POLICIES

**GRIEVANCE PROCEDURES.** Students may feel, as individuals or as a group, that they have a grievance against another student, a faculty member, the department, or the school. If such circumstances arise, it is suggested that the matter be openly and frankly discussed in

consultations with faculty members, the Graduate Student Representative, and the Department Head. Depending on the nature of the problem, one or the other may be able to mediate the matter and resolve the grievance. If the matter is not resolved, the student has a right to bring up the matter officially in a faculty meeting, before the faculty as a whole. Students may also request a meeting with individual faculty members, or faculty members and other students. If departmental policy is implicated, the faculty as a whole may need to arrive at a decision. If a grievance is not satisfactorily resolved within the department, students are referred to the Office of the Graduate School.

**STUDENT-FACULTY INTERACTION.** In our department, faculty work closely with graduate students and most faculty members maintain an "open door" policy. From time to time students request individual faculty members to write recommendations either for study elsewhere or in applying for a job, research or training grant, summer institute, language school, and so on. Normally the faculty respond promptly to such requests. However, to facilitate the process, it is desirable that students faculty members with curriculum vitae, a stamped and addressed envelope (if applicable), information about the institution or job for which the recommendation is needed, and any required forms well in advance of deadlines. Faculty who provide students with recommendations would appreciate hearing the results of the student's applications.

**DEPARTMENT COLLOQUIUM SERIES.** During the academic year, the department organizes a variety of colloquium events for which it typically brings in outside speakers. These events are open to the public and represent an excellent opportunity to learn more about anthropology across the subfields, to be inspired by what others are doing, and to interact with scholars from around the world. Graduate students are expected to attend regularly.

**STUDENT RESEARCH PRESENTATIONS.** All students are strongly encouraged to present their research at an informal departmental venue and seek feedback prior to presenting their work at a local, national, or international conference.

**ETHICS IN RESEARCH.** Students are encouraged to conduct field research. It is especially important for anthropology students to remember that research on human subjects is regulated by federal law and agency regulations, and is subject to review by the [UAF Institutional Review Board](#). All proposals, including those for summer research, are reviewed by the faculty with this in mind. IRB Approval in all cases must be secured before research commences. This applies to even seemingly innocuous situations. A statement on the use of human subjects is required in which potential harm is discussed, as well as means to avoid or minimize any such potential harm. This statement must be signed by the proposed investigator. The student should specify the proposed methods, such as participant observation, questionnaire, interview schedules, and so forth. A consent form for study participants is also typically required. Informal consultations with the faculty on this aspect of anthropological research are encouraged. Students must adhere to professional ethics

guidelines. Students are also responsible for obtaining the appropriate permits and permissions from communities, agencies and others who may be involved in or affected by their research.

GRADUATE STUDENT OFFICE SPACE. Office space in the department is limited, and priority is given to teaching assistants and Ph.D. students. Space will be allocated on a year-by-year basis with no automatic renewals. Students must see the Graduate Studies Coordinator for a space assignment. Library carrels are also available and can be applied for at the Rasmuson Library Circulation Desk. Students who are not in residence on campus should not expect to be assigned space in the department.

GRADUATE STUDENT ORGANIZATION. Graduate students may elect a Graduate Student Representative who reports to the faculty, usually through the Department Head and/or in faculty meetings, the students' concerns, plans and interests. From time to time, a departmental student/faculty meeting may be called by the Department Head to address common concerns. The Graduate Student Representative is also responsible for calling meetings of the graduate students to organize educational or social activities. There are opportunities to invite guest speakers (periodically funded by the Graduate School) and to hold special events (such as a film screening, a holiday potluck, or a joint graduate/undergraduate social gathering). Graduate students also typically assist with the Alaska Anthropological Association Meetings, which are hosted in Fairbanks on a rotating basis.

FORMS. There are numerous forms that students are required to submit or that need to be submitted on their behalf during the course of their studies. The most common and important forms are available on the [Graduate School web page](#). Students may request assistance from the Department Administrative Assistant for help with routing forms for electronic signatures using DocuSign.

ADDITIONAL INFORMATION. More information about the UAF Department of Anthropology can be found online at <http://www.uaf.edu/anthro>. This website includes links to other UAF online sources, including the General Catalog, Admissions, and Financial Aid. The UAF Graduate School forms and Thesis Format Workbook can be found online at <http://www.uaf.edu/gradsch/forms.html>.

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#### CHECKLIST

- Maintain good standing with 3.0 GPA or better
- Students must apply for a temporary [leave of absence](#) if not registered for classes
  - Leaves are granted for a maximum of one year

- If a student is not registered for credits without/following leave, the Graduate School requires an [application](#) for reinstatement to graduate status
- 3 years full time study (time limit: 10 years to degree)
  - 18 credits total
- [Graduate Study Plan](#) (and [supplement](#), if needed): Completed in first semester
- Appointment of [graduate advisory committee](#): Completed in first year
- Annual report on student progress from [graduate advisory committee](#): completed each Spring
  - Failure to meet target deadlines must be explained here (e.g., postponing comps)
  - Graduate School funding eligibility is based on annual report submission
- [Languages and/or Research tools](#): completed prior to candidacy. Choose one:
  - Two languages
  - Two research tools
  - One language and one research tool
- Comp Exam (or synthesizing papers)
- Approved Dissertation Proposal: typically prepared in the spring semester of the second year
  - The recommended Research Design and Professional Development Seminar is aimed at helping students complete a proposal
- [Advancement to Candidacy](#)
  - All requirements except the dissertation defense have to be met prior to advancement
- Dissertation: progress varies among students but this typically will occur in the fifth year
  - Dissertations must be defended during the academic year (September through April).
  - Students must have [one outside examiner](#) (arranged through the Graduate School).
  - Theses must be advertised a minimum of **two weeks** prior to the defense date
    - Students must [submit](#) a signed Thesis Defense Approval form
  - Public oral defense: students bring with them to the defense the defense report form o Students must use the proper format (the [Graduate School](#) offers workshops on this) o Students must submit an electronic copy of the thesis to the department
- Graduation
  - Thesis submission deadlines are mid-November/mid-March for CLA and late November /early April for the Graduate School. If a student intends to defend and deposit during the term in which s/he wants to graduate, the timeline for the defense date will be September-late October or January-late February. These may be busy times depending on the number of students defending in a semester so plan and schedule ahead. Remember your committee must receive a draft **3 weeks** prior to the defense
  - Students must [apply for graduation](#). The application deadline is typically mid-October for Fall graduation and mid-February for Spring graduation, so plan ahead.
  - Submit to Graduate School:
    - Thesis submittal form along with payment receipt from UAF Business Office
    - Original signature page with all signatures (no fax or photocopy)
    - Two copies of thesis (one on thesis paper)
    - PhD only: [survey of earned doctorates](#)
      - ProQuest pp 4-5 (page 6 if copyrighting)
      - 50-word abstract