

**INTERDEPARTMENTAL DOCTORAL PROGRAM
IN ANTHROPOLOGICAL SCIENCES
State University of New York, Stony Brook
"RULES, REGULATIONS, REQUIREMENTS &
PROCEDURES" (Revised June 2022)**

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1 INTRODUCTION

These rules apply to classes that enter the Interdepartmental Doctoral Program in Anthropological Sciences (IDPAS) in or after the Fall Semester of 2003. While every effort is made to provide accurate and current information, the IDPAS faculty reserves the right to change policies, procedures, programs, and other matters without notice when circumstances dictate. When appropriate, student opinion on proposed changes will be solicited. Procedural decisions and approvals will be made by the IDPAS Executive Committee by majority vote.

All rules, regulations and requirements of the Graduate School, State University of New York at Stony Brook, must be satisfied in addition to those described in this document. The Graduate School policies can be accessed [here](#).

The Interdepartmental Doctoral Program in Anthropological Sciences (IDPAS) is an interdisciplinary and interdepartmental program that draws upon faculty and resources from the Departments of Anatomical Sciences, Anthropology, Asian and Asian American Studies, Ecology & Evolution, Geosciences and History. The goal of the IDPAS is to train students for careers in research and teaching in Physical Anthropology, Archaeology, and Cultural Anthropology.

2 APPLICATIONS

Application procedures and requirements determined by the State University of New York at Stony Brook, as set forth in the current Graduate Bulletin, must be followed. Applications will be reviewed by the Admissions Committee of the IDPAS, and successful applicants will be considered for financial assistance through the award of a teaching assistantship (TA) by the TA Committee of the IDPAS.

3 ADVISING AT ADMISSION

A faculty advisor will be provided for each incoming student, and the student should undertake to confer with the advisor about their course of study prior to registration. The IDPAS Director will meet with all first-year students during orientation week to describe the program and to answer questions about it.

4 PROGRAM REQUIREMENTS

4.1 GENERAL REQUIREMENTS

The first four semesters of the program are designed to provide fundamental background in the student's principal area of anthropological enquiry: Physical Anthropology, Archaeology, or Cultural Anthropology. All first-year students must also enroll in DPA 525- Research Areas in Anthropological Sciences. A Qualifying Examination in the student's major area will be taken approximately two weeks prior to the Spring Semester of the Second Year (Archaeology, Cultural Anthropology). The Qualifying Examination will be based upon course work material and upon material drawn from prescribed reading lists. The Qualifying Examination in Physical Anthropology takes the form of a research project resulting in a publishable manuscript (see below).

The Second Year of study involves additional elective course work as well as working towards the development of a dissertation proposal. The dissertation proposal should be completed and defended (an oral presentation open to the academic community) during the third year of study. Dissertation research commences upon completion of the proposal defense, and each student will submit an application (or applications) to the appropriate funding agency (or agencies) in support of that research. Upon completion of the approved research endeavor, a written dissertation will be submitted to the Dissertation Guidance Committee. The dissertation also will be defended orally.

At the end of the Spring Semester (i.e., April), each student must convene a meeting with his or her Advisor, or Dissertation Guidance Committee (as appropriate) to discuss progress that has been made during the year. A written report, signed by the advisor, must be submitted by the student to the Director of the IDPAS by APRIL 30TH. In this report the student must also state whether he/she wishes to be considered for future funding. The IDPAS Director will convene a meeting of the IDPAS faculty in May to discuss the progress of each IDPAS student. Evaluation of each student will be made based on completed progress reports, information from each student's advisor, transcripts, and other work. Satisfactory progress generally entails successfully proceeding through the program within the time frame outlined in this document. Students judged to be making unsatisfactory progress will be placed on academic probation for the following semester. Students whose progress is judged to be unsatisfactory at the end of two consecutive semesters of academic probation will be dismissed from the program.

4.2 COURSE REQUIREMENTS

For the current list of course requirements for each sub-field, please see the [Graduate Bulletin](#). Students can request a course substitution using the [Course Substitution form](#).

4.3 TEACHING REQUIREMENTS

In accordance with Graduate School regulations, every student must gain some teaching experience. This may involve the presentation of several lectures in a course offered by a member of the IDPAS faculty. Upon Advancement to Candidacy, a student may be assigned greater teaching responsibility in the form of an undergraduate course to be prepared under the supervision of an IDPAS faculty member. This arrangement will be made in consultation with the student and with the approval of the TA committee and the student's Advisor. All students should assume that they will be called upon to teach or co-teach

such a course in order to receive their fifth-year funding (if available). No student will be required to be instructor of record for more than one course per year, and credit for teaching assignments will be in the form of DPA 600.

4.4 LANGUAGE REQUIREMENT

Each student's advisory committee will decide whether a language is required for that student to advance to candidacy. It is suggested that students consult with their Dissertation Guidance Committee regarding the requirements for their language examination when that Committee is formed. Language tests may be administered by members of the IDPAS faculty, by special arrangements, or through standardized tests; alternatively, a passing grade in a university course in academic reading in a foreign language suffices. Before recommending that a student be permitted to engage in fieldwork, the Guidance Committee may ask the student to demonstrate ability to speak the language required for fieldwork.

4.5 QUALIFYING EXAMINATION

A general evaluation of the student's qualifications is conducted by IDPAS before the student can progress with the dissertation proposal. This process is administrated somewhat differently in each of the sub-disciplines. Overall performance is determined by the executive committee and failure can lead to dismissal from the program.

Students in Physical Anthropology form a qualifying committee of three faculty members, one of whom serves as the student's primary mentor. The deadline to form a qualifying committee is September 30th of the 2nd year, by which date the Formation of Qualifier Committee Form should be submitted. The IDPAS Executive Committee will be asked to evaluate the approval of the qualifier committee formation. The qualifier project is expected to consist of a research project and written paper which is deemed by the committee as publishable. The committee is expected to set the criteria that constitute 'publishable' and communicate these criteria to the student. The student is expected to keep in contact with the committee members and make sure they (the student) fully understand the criteria set by the committee. The deadline for the student to submit the qualifier to the committee is May 1st of the spring semester of the second year. The deadline for the committee to approve the qualifier is May 15th.

The Qualifying Examination in Socio-Cultural Anthropology takes the form of written essays which are graded by the Socio-Cultural faculty. The examination will be written in one day and will comprise three essays. At least one of the three essays will be mandatory, while the other(s) may be chosen from a list of three questions. The Cultural Qualifying Examination will be taken following a student's third semester in the IDPAS and prior to the beginning of the fourth semester.

The Qualifying Examination in Archaeology takes the form of an oral examination, generally conducted by all or most of the archaeology faculty. The student is expected not only to know the material presented in all the classes that the student has taken during the first three semesters, but also to be able to connect

material learned in their different classes. The Archaeology Qualifying Examination must take place by February 1st in the student's 4th semester.

If students fail the Qualifying Process they will be dismissed from the program at the end of the fourth semester at the latest. In cases where a student fails to pass the Qualifying Examination but is considered to be making progress in all other areas of the program, the Executive Committee may permit a retake of the Qualifying Process or parts of it.

4.6 DISSERTATION PROPOSAL

4.6.1 Dissertation guidance committee

A student must form a Dissertation Guidance Committee comprising at least three members of the IDPAS faculty at the latest by the beginning of their third year of study, i.e., by September 30th of the fifth semester by submitting the Formation of Dissertation Guidance Committee form (this form need not include an external committee member). The composition of the dissertation guidance committee must be confirmed by March 1st of the sixth semester by submitting the Pre-proposal Dissertation Guidance Committee Approval form (this form needs to include an external committee member and any potential changes to the internal committee). Review by the EC will occur by March 15th of the sixth semester. The student should consult with appropriate members of the faculty and submit a proposal to form a committee for consideration and approval by the Executive Committee of the IDPAS. The Dissertation Guidance Committee plans an appropriate course of study for the student, which may include elective course work and/or demonstration of in-depth knowledge in the area selected for dissertation research. Dissertation research, writing, and examination are supervised by the Dissertation Guidance Committee.

4.6.2 Proposal preparation and defense

The Dissertation Proposal is prepared under the direction of the Dissertation Guidance Committee. By the time the student begins writing the proposal an external member must have been added to the Dissertation Guidance Committee in consultation with a student's advisor and the other members of the internal committee. This external member must be approved by the Executive Committee of the IDPAS no later than March 15th of a student's sixth semester (through submission of the above-mentioned Pre-proposal Dissertation Guidance Committee Approval form). The Dissertation Proposal that is submitted to the Dissertation Guidance Committee will be defended orally, at a seminar open to the academic community and to which all IDPAS faculty and students are invited at least two weeks in advance. Students should aim to complete and defend their dissertation proposal during their third year in the program so that they are advanced to candidacy prior to the end of their sixth semester. A complete draft of the proposal must be submitted to all members of the Guidance Committee by April 1st of the student's sixth semester. The proposal should contain, at minimum, a written account of the background, hypotheses, and methods (including data collection and data analysis) of the proposed research. The proposal draft must be approved by all members of the Guidance Committee by April

20th. The proposal defense must be announced, and a copy of the proposal deposited with the IDPAS Coordinator for faculty review two weeks before the defense, latest by May 1st. The defense must take place by May 15th of the same semester. At least three of four committee members must be present in person for the proposal defense. If a committee member is absent, she/he needs to provide written comments to the chair of the defense. If the deadlines are not met, then the student will be dismissed from the IDPAS prior to the beginning of what would have been their seventh semester. After the defense has taken place, the chair of the proposal defense committee needs to communicate the outcome of the defense (pass or fail) to both the Program Coordinator and the Program Director (idpas_director@stonybrook.edu). Upon successful defense of the proposal, and the receipt of the confirmation email, the student is advanced to Candidacy.

4.6.3 Extending the deadline of the proposal defense

Requests for extending the deadline for a dissertation proposal defense can be submitted to the Executive Committee by the student. If such a request is approved, the deadline of the proposal are the following: A complete draft of the proposal must be submitted to all members of the Guidance Committee by July 1st for students completing their sixth semester in May, or five weeks after the conclusion of the sixth semester; The proposal draft must be approved by all members of the Guidance Committee by July 20th; The proposal defense must be announced, and a copy of the proposal deposited with the IDPAS Coordinator for faculty review by August 5th; the defense must take place by August 20th. The extension request must be submitted using the 'Request for proposal defense extension' form, which must be submitted no later than March 1st of the student's 6th semester. The approval process of such extensions by the Executive Committee comprises an evaluation of a detailed justification written by the student and a written recommendation by the student's advisor(s).

4.6.4 Post-proposal changes of the dissertation guidance committee

Students wishing to change their dissertation guidance committee after having advanced to candidacy can do so using the [post-proposal dissertation guidance committee form](#). The deadline for submitting this form should be discussed with the Program Director and the Program Coordinator.

4.6.5 Post-proposal changes of dissertation topic

Students intending a significant change in dissertation topic after having advanced to candidacy are required to: (1) resubmit a new [post-proposal dissertation guidance committee form](#) (see 4.6.4.); (2) put together a new dissertation proposal; and (3) have this proposal approved by the new dissertation guidance committee. The content and format of the new proposal is flexible and should be discussed among and agreed upon by the student and all members of the dissertation guidance committee. The new proposal should contain, at minimum, an account of the background, hypotheses, and methods

(including data collection and data analysis) of the proposed research. The deadline for submitting this proposal should be discussed with the Program Director and the Program Coordinator. The process of submitting the committee approval comprises an email from (one of) the advisor(s) to the Program Coordinator, the idpas_director@stonybrook.edu, and all members of the dissertation guidance committee stating that the committee has approved of the new proposal.

4.7 DISSERTATION DEFENSE

The Dissertation will be defended orally at a seminar open to the academic community. The IDPAS Director and the IDPAS Coordinator must be provided with the composition of the Guidance Committee at least eight weeks before the intended defense date by submitting the Dissertation Defense Dissertation Committee Approval form. Changes to the committee must be approved by the Executive Committee at this time and the IDPAS Director will request approval for the committee appointment from the Dean of the Graduate School. The Dissertation Guidance Committee must be provided with a complete copy of the dissertation five weeks before the dissertation defense. IDPAS Director must be provided with the Doctoral Defense Announcement Form four weeks before the dissertation defense. Four weeks before the dissertation defense, the chair of the committee must inform the IDPAS Director and IDPAS Coordinator in writing that the dissertation has been approved by all committee members before the IDPAS Director will submit the Doctoral Defense Announcement Form to the Graduate School (due at least three weeks prior to proposed defense date). The defense must be announced, and a copy of the thesis deposited with the IDPAS Coordinator for faculty review two weeks in advance. The oral presentation, to which according to the rules of the Graduate School all committee members must be present (exceptions require the approval of the Dean of the Graduate School), will be followed by an open question and answer period. At the completion of this period, the Dissertation Guidance Committee will begin their question and discussion period. According to University and IDPAS regulations, members of the academic community are welcome to remain during this second question period but should refrain from interrupting the proceedings. One copy of the final dissertation must be submitted to the IDPAS Program Coordinator.

Students must also adhere to Graduate School deadlines for submitting the final dissertation and the original signature form as listed on the Graduate School website.

The Chair of the Committee must email the Graduate Program Coordinator and the IDPAS Director (idpas_director@stonybrook.edu) to confirm that: (1) the dissertation has successfully been defended and (2) the final version of the dissertation has been approved (two separate emails if these two do not coincide).

Note that the Graduate School stipulates a seven-year time limit to complete a dissertation (for those that enter the program with a Master's degree this time limit starts upon entry into the program; for those that enter the program without a Master's degree this time limit starts as soon as 24 graduate credits are completed). Those anticipating not making this deadline should submit the 'Request for Waiver of Graduate Time Limit' form (available on the Graduate School's website).

5 ACCOMMODATIONS

Students with disabilities or students undergoing personal health challenges can be supported by [The Student Accessibility Support Center \(SASC\)](#) in reaching the requirements of the program. SASC is the designated support service center to help students develop their academic potential by making their academic experience more accessible. The mission of SASC is to provide services and accommodations that advocate for the needs of students. SASC aims to improve academic and environmental accessibility to foster individual growth, student empowerment, and support a community of care.

6 FUNDING

IDPAS students may receive stipend support through Teaching Assistantships, Research Assistantships, and Fellowships. Students are encouraged to seek out and apply for all available types of support from both University and outside sources. Currently, a TA-ship may be awarded for up to eight semesters. The distribution of available financial support is reviewed annually in conjunction with the student evaluation meeting, and the award of prior support does not necessarily guarantee future support. The IDPAS faculty reserves the right to suspend funding for students whose progress is considered to be unsatisfactory at any stage of their progress through the program requirements.

7 PUBLICATIONS / GRANTS / ABSTRACTS AND PRESENTATIONS AT MEETINGS

To remain in good standing, students planning to submit a paper, submit a grant proposal, submit an abstract to a conference, or present their results at meetings (or other venues) are required to consult with faculty, either their advisor or a faculty member who assisted them, prior to submitting. Note that grant submissions have to be done through the [MyResearch portal](#), which comprises submission in advance of the grant submission deadline (check the MyResearch portal for details before considering to submit grant proposals).