

UCLA

INTERDEPARTMENTAL GRADUATE
ARCHAEOLOGY PROGRAM



GRADUATE HANDBOOK

Revised February 2024

PREFACE

This document describes the UCLA Interdepartmental Graduate Program in Archaeology and explains policies that affect all students in the Archaeology Program. It also describes in detail the specific requirements of the graduate curriculum. If any changes in program requirements or clarification of program policies are made during the current academic year, they will be announced in appropriate memoranda. Graduate students and faculty members are asked to read this document thoroughly, and to consult it when questions arise concerning departmental regulations and policies.

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Note to Graduate Students – This guide periodically undergoes revisions and updates to stay current with policies and procedures. For definitive answers to your questions, please see the Chair of the Archaeology IDP or Student Affairs Officer. In addition, please consult the Program Requirements for your year of admission on the Graduate Division [website](#).

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I. THE ARCHAEOLOGY INTERDEPARTMENTAL GRADUATE PROGRAM AT THE UNIVERSITY OF CALIFORNIA, LOS ANGELES

A. INTRODUCTION

The UCLA Archaeology Interdepartmental Graduate Program integrates archaeological faculty throughout the University for the training of graduate students who wish to pursue interdisciplinary research. Since the inception of the Program in 1969, over one hundred and twenty M.A. and Ph.D. degrees have been awarded in Archaeology. The mission of the Archaeology Program is to train students in the best interdisciplinary practices and techniques of archaeological investigation. At the same time, the Archaeology Program provides students with a strong background in archaeological interpretation and theory that will enable them to undertake independent research, explanation, and preservation of archaeological heritage worldwide.

Faculty from the following departmental and interdepartmental programs currently participate in the Archaeology Interdepartmental Graduate Program:

Anthropology
Art History
Asian Languages and Cultures
Chicana/o and Central American Studies
Classics
Conservation of Cultural Heritage
History
Information Studies
Materials Science and Engineering
Near Eastern Languages and Cultures

Students are encouraged to take courses suitable for their research interests in these and any other departments and programs in the University.

The Archaeology Interdepartmental Graduate Program is closely linked with the [Cotsen Institute of Archaeology](#) at UCLA. The [Cotsen Institute of Archaeology](#) is an organized research unit that coordinates scholars from throughout the University. The [Cotsen Institute](#) offers lectures, public programs, and seminars in which the Archaeology Program students participate. Students benefit from interaction with faculty, other students, and the many national and international scholars who frequent the [Cotsen Institute](#) for talks, symposia, and as visiting scholars. The [Cotsen Institute](#) provides additional funding for student support and for innovative workshops and seminars. It also publishes archaeological scholarship from researchers from around the world. The [Cotsen Institute](#) houses [laboratories](#) focusing on a variety of methodological and regional specialties. As a result of these many initiatives and institutional links, the Archaeology Interdepartmental Graduate Program is one of the most robust archaeological training institutions in the U.S.

The UCLA Interdepartmental Graduate Program in Archaeology is housed in the Fowler Museum Building and is located in Room A148. Contact information for the Archaeology Interdepartmental Graduate Program is:

Telephone: 310-825-4169 FAX: 310-206-4723

Website: www.archaeology.ucla.edu

Please see the program website for the most up-to-date contact information for program staff.

The Archaeology Program Chair oversees all program activities and coordinates with the Dean of Social Sciences, the Dean of Humanities, and the Director of the Cotsen Institute.

The Graduate Student Archaeology Association (GSAA) is composed of graduate students in the two IDPs (Archaeology and Conservation) affiliated with the Cotsen Institute, as well as graduate students studying archaeology in our affiliated departments, and serves to express student opinions on program and institute matters. GSAA members organize a wide range of activities, including the biennial Graduate Student Conference, outreach activities, and professional development opportunities.

B. PROGRAM COMMITTEES

Each academic year, the Archaeology Program Chair establishes a number of committees that carry out various responsibilities necessary for the functioning of the Program. Students serve on several of these committees along with faculty members. The faculty members are appointed by the Chair, while student members are elected by graduate students in the Archaeology Program.

The following is a list of the Program committees and their specific responsibilities:

Committee to Administer the Archaeology Interdepartmental Graduate Program (Faculty Advisory Committee): Serves as an advisory committee to the Chair of the Archaeology IDP and includes all members on the Core Faculty of the Archaeology IDP.

Admissions: Committee members evaluate applications for admission to the graduate program; notify the Chair of decisions and report evaluations to the faculty; instruct the Student Affairs Officer regarding information and correspondence related to admission decisions.

Fellowship/Awards: Evaluate applications and requests for fellowship, travel awards, and student support.

Committee members are rotated on an annual basis; the various committees for the coming academic year will be announced during the Fall Quarter of the new academic year.

C. CURRENT MEMBERS OF THE ARCHAEOLOGY PROGRAM

The Faculty of the UCLA Archaeology Interdepartmental Graduate Program are appointed by the Dean of Social Sciences on the recommendation of the Core Faculty. Core Faculty are individuals who teach courses in the Archaeology Program and serve as dissertation committee members. Emeriti are retired faculty eligible to participate on committees and teach courses if recalled by the university.

CORE FACULTY

Stephen Acabado – Anthropology
Hans Barnard – Near Eastern Languages and Cultures
Sarah Beckmann -- Classics
P. Jeffrey Brantingham – Anthropology
Aaron A. Burke – Near Eastern Languages and Cultures
Meredith Cohen – Art History
Kara Cooney – Near Eastern Languages and Cultures
Jason De León – Anthropology & Chicana/o and Central American Studies
Justin Dunnivant -- Anthropology
Sharon Gerstel – Art History
Ioanna Kakoulli – Conservation & Materials Science and Engineering
Richard G. Lesure – Anthropology
Li Min – Anthropology & Asian Languages and Cultures
Sarah Morris – Classics
Stella Nair – Art History
John Papadopoulos – Classics
Ellen Pearlstein – Conservation & Information Studies
Gregson T. Schachner – Anthropology
Monica L. Smith – Anthropology
Lothar Von Falkenhausen – Art History
Thomas Wake – Anthropology
Willeke Wendrich – Near Eastern Languages and Cultures
Glenn Wharton – Art History & Conservation
Greg Woolf – History

EMERITI

Jeanne E. Arnold -- Anthropology
Giorgio Buccellati – Near Eastern Languages & Cultures, History
Jesse Byock – European Languages & Transcultural Studies
Elizabeth Carter – Near Eastern Languages and Cultures
Christopher Donnan – Anthropology
Merrick Posnansky – Anthropology, History
Dwight Read – Anthropology
David A. Scott – Art History, Conservation
Charles Stanish – Anthropology

II. ADMISSIONS

The Program offers both M.A. and Ph.D. degrees but the M.A. is awarded in the course of the Ph.D. program. The Archaeology program does not currently admit students who seek only the M.A. degree. Students who have previous training in disciplines other than Archaeology should be prepared to demonstrate their aptitude and preparation for archaeological study. Successful Archaeology Program applicants have come from a wide background of fields including, but not limited to, Anthropology, Art History, Asian Languages and Cultures, Classics, Near Eastern Languages, and other social science, humanities, and physical/biological science departments.

The annual deadline to submit a complete application is December 15. See the program [Admissions webpage](#) for the most up-to-date information.

The following documentation must be submitted before the application can be reviewed:

- 1) **Application for Graduate Admission:** Please visit the [Graduate Division](#) website to apply online. All application materials are submitted online via the Graduate Division portal.
- 2) **Statement of Purpose:** The statement of purpose should identify which prior experience and training prepared you for graduate-level study in archaeology, why you wish to pursue interdisciplinary training in archaeology at UCLA, the types of research you plan to pursue in graduate school, and your career aspirations after the Ph.D. It is also helpful for applicants to identify UCLA faculty whom they seek to work with as advisors and mentors. The UCLA Graduate Division provides further guidance on topics to include in a statement of purpose [here](#).
- 3) **Personal Statement:** The personal statement is an opportunity for you to provide information about your background and experiences not described in your statement of purpose that have shaped your involvement in higher education and scholarly activities. The UCLA Graduate Division provides further guidance for topics to discuss in the personal statement [here](#). The personal statement is used by the university to evaluate candidates for university-wide fellowships, including the [Eugene Cota-Robles Fellowship](#). To be considered for a Cota-Robles Fellowship, be sure to describe your potential contributions to diversity. The [University of California Diversity Statement](#) can be found online, and information on diversity in admissions at UCLA is [here](#).
- 4) **Plan of Study:** Each applicant is requested to submit a one-page plan of study outlining projected course work. Please use the template available [here](#). Consult [our courses page](#) for the most up-to-date information about recent course offerings. Course information for our program and affiliated departments is available [here](#), but please be aware that catalog listings do not necessarily reflect recent offerings. The Plan of Study should be uploaded via the admissions application portal.
- 5) **Foreign Language Proficiency Survey:** Please complete the Foreign Language Survey available on the admissions application portal. The survey will enable the admissions committee to evaluate your level of language proficiency. For the M.A., facility in one foreign language is required; for the Ph.D., one additional language is required (for a total of two foreign languages beyond English).
- 6) **Letters of Recommendation:** Three letters of recommendation are requested from individuals known to the applicant in a professional capacity. Usually this means university faculty who you have taken courses with or research supervisors who are able to assess the candidate's suitability for graduate

work. You will use the application portal to identify and provide contact information for three references. Your references will receive an email link, which will allow them to upload the recommendation letter.

- 7) **Writing Sample:** Applicants must supply some evidence of previous research, which may be in archaeology or in some other field relevant to the applicant's interest in the Ph.D. program. This may be in the form of an honors thesis, one or more course papers, or publications. The admissions committee will assess your writing skills as well as your ability to work with data and ideas in a creative, scholarly, ethical, and scientific manner. The writing sample must be uploaded via the application portal.
- 8) **Transcripts:** Unofficial transcripts are required to complete your online application. Official transcripts are only required of applicants who are officially notified of admission by the UCLA Graduate Division. Further information about submitting transcripts is available [here](#).
- 9) **International Applicants:** Information about UCLA requirements for international transcripts, English language proficiency, and visa procedures are available [here](#). For submission of TOEFL scores, use the following codes: (Institution Code: 4837, Dept Code: 11)

III. DEGREE REQUIREMENTS

Requirements for the M.A. and Ph.D. degrees in this handbook are those specific to the Archaeology Interdepartmental Graduate Program. In addition to these requirements, students admitted to the Archaeology Program are responsible for complying with all regulations enumerated in the [UCLA General Catalog](#) and [Standards and Procedures for Graduates Study at UCLA](#). Archaeology Program degree requirements change periodically, but you may assume that the requirements in force for the academic year you began your course of study are the set of requirements to be satisfied. Procedural changes occur only with the approval of the Archaeology Program Core Faculty and the Archaeology Program Chair.

A. THE M.A. DEGREE

The M.A. degree in Archaeology requires completion of coursework, demonstration of aptitude in a foreign language and archaeological fieldwork, and completion of "Capstone" requirements, including exams and a research paper. For general details on UCLA Master's degree programs, see the [Graduate Division Master's Studies website](#). There is a limit of six quarters for the completion of the M.A. degree. The student must complete all the requirements listed below within two academic years (i.e., the end of the spring quarter of the second year). A student who does not meet this deadline may be denied permission to continue in the Program.

1. **M.A. Advisor** – During their first year, students should choose an M.A. committee chair from among the Core Faculty. The M.A. committee chair will serve as the primary advisor for their M.A. studies and is determined by mutual agreement. Students should meet with their M.A. advisors on a

regular basis. The Archaeology Program Chair serves as a general graduate advisor and, along with the Student Affairs Officer, monitors degree progress for all students.

2. **M.A. Committee** – In addition to the M.A. committee chair, the student must choose two additional faculty members to form a three-person M.A. committee. The M.A. committee consists of a minimum of three UCLA faculty members who must hold one of the following academic ranks: Professor (i.e., faculty who are members of the Academic Senate, including Professor, Associate Professor, Assistant Professor), Professor Emeritus and Acting Professor. Adjunct Professors, Visiting Professors, and Acting Assistant Professors may serve as regular members, but not as Chairs. The Chair of the committee and at least one other member must be selected from among the Core Faculty. Additional members from any of the above titles as well as those with the title of Lecturer may be appointed to the committee. At least two academic departments should be represented among the members of the M.A. committee. The signatures of the members of the M.A. committee will officially signify their willingness to serve. The chair of the M.A. committee will serve as the primary advisor to the student. However, the student should remain in regular contact with all the members of the M.A. committee. The student is responsible for seeing to it that the M.A. is completed on time and the M.A. committee chair is responsible for seeing that the student completes the M.A. within the allotted time. Students should plan for the submission of drafts and petitions well in advance, given faculty schedules and university breaks.
3. **Core Courses** – Incoming students are required to complete a three-quarter core course sequence that consists of Archaeology M201A (4 units), Archaeology M201B (4 units), and Archaeology M201C (4 units).
4. **Other Course Requirements:**
 - a. The master's program requires a minimum of 42 total units taken for a letter grade and distributed among at least nine courses (the three core courses count toward this 42-unit total). Students should keep in mind that independent studies (500-series courses) and other courses taken for a Satisfactory/Unsatisfactory (S/U) grade cannot be applied to the 42-unit requirement.
 - b. Six of the nine courses should be taken in the form of 4–6-unit classes. In addition to the core sequence, at least two of these must be graduate-level courses (numbered 200 or above). The remaining four of the nine courses may be upper division undergraduate or graduate level courses (taken with the approval of the instructor of the course).
 - c. Students must also take two M205 (or commensurate course[s] approved by the Program Chair), laboratory-based courses such as paleoethnobotany, ceramic analysis, zooarchaeology, GIS, or lithic analysis, among others.
 - d. One course of the nine must be well outside the student's sphere of geographic interest, to be selected from a pool of eligible courses in consultation with the student's M.A. committee chair and the

Archaeology Program Chair. This may be an upper-division course, but it must be taken for a letter grade. Example: If the student's research focus is on Chinese archaeology, appropriate courses might include those with a focus on the archaeology of North America, South America, the Mediterranean or Africa.

5. **Service and Extracurricular Activities** – Academia is not limited to personal intellectual development and research, but includes cooperating and collaborating with colleagues in the broadest sense of that term, as well as service and outreach with the general public. Students are, therefore, expected to participate as much as possible in all activities organized by the Cotsen Institute, including, but not limited to, organizing lectures, seminars and conferences. As these receive funding from the Institute in part to benefit students by enabling them to be exposed to as many ideas and insights as possible, it is imperative that students make an effort to attend as many of these as they possibly can.
6. **Core Examinations** – In the first year of the M.A. program, students will take a Core Examination in each of the core courses M201A, M201B, and M201C. The examination is a diagnostic to help the student and their advisors identify areas for improvement and the grading is independent of the grade for the course. For M201A and M201B, the examination consists of a three-hour, written, closed book assessment with several standard questions that cover the readings for those specific courses. Questions are devised by the course instructor in consultation with the Program Chair. The core examination for M201C consists of the written M.A. proposal (or Ph.D. proposal for students entering with an approved M.A.) that is developed in this spring quarter course. The comprehensive examinations are graded by a committee consisting of the Archaeology Program Chair, the professor in charge of the course, and one additional member of the Archaeology Program Core Faculty. The committee receives a copy of the course syllabus in advance and grades the exams independently from each other. Each section of the exam will be graded as high pass, pass, low pass, or fail by each committee member and the grades are then averaged together for an overall exam grade. Redress of a failing examination may include a retake of the examination, a retake of the course, or additional coursework in consultation with the Archaeology Program Chair and the student's M.A. committee chair.
7. **Fieldwork** – No graduate degree in archaeology will be awarded until the candidate for the degree has worked in the field and has demonstrated their competency to perform field research in archaeology. Both theoretical and practical knowledge of methods and techniques used in field archaeology are necessary. This requirement may be met in several ways. If offered, the student may take a UCLA field course such as Archaeology C259, Ancient Near East 261, Classics C251E, or similar courses offered by other departments. Comparable courses offered by other institutions may also be accepted. A formal report (without grades or academic course credit), submitted by the director of an excavation, describing work performed by the student under their supervision may also qualify to meet the fieldwork requirement. In any case, a student should have their fieldwork requirement cleared by the Archaeology Program Chair in consultation with their M.A.

committee chair. Please consult with the Student Affairs Officer in order to submit documentation.

8. **Foreign Language Requirement** – The ability to read at least one modern foreign language, relevant to the student’s field of interest, is required for the M.A. There are three options available to satisfy the language requirement:
 - a. A student may complete three courses in an introductory sequence of the selected language at UCLA with a minimum grade of A- in each course. A UCLA Summer-intensive course of the selected language may also be taken instead of the regular year-long sequence, with a minimum letter grade of A-.
 - b. With the consent of their committee, a student may take an examination in the relevant modern language of the student’s research area (e.g., Arabic, Chinese, Farsi, French, German, Greek, Hebrew, Hindi, Italian, Quechua, Spanish, etc.) administered by the Archaeology Program in the following manner. A roster of faculty qualified for evaluating the examination is on file with the Graduate Division. A student will submit to the Archaeology Program, in consultation with their faculty advisor, a bibliography representing at least 250 pages of academic literature in the foreign language. One of the qualified faculty, excluding the student’s advisor, will assign a passage of approximately 750 words chosen from the preselected corpus to be translated accurately into English; the use of a dictionary will be permitted.

There will also be one or more questions about the substance of the translated passage (answered in English) to ensure comprehension beyond the translation. The examination will last two hours. The criterion for a pass will be “Can the student use the language as a scholarly tool?” If the student fails the examination, they may repeat it after a period of not less than two months. The translation will be read by the examiner as well as the Chair of the Program (or a scholar designated by the Chair who is familiar with that language). In the event of a borderline pass/fail, the Chair of the Program may appoint an additional examiner to assess the translation exam.
 - c. Petition – A student who has completed a course of study in a foreign language at another accredited academic institution may petition to satisfy the language requirement. International students whose native language is not English may petition to use English to fulfill their M.A. level language requirement.

The foreign language requirement must be completed by the end of the fourth or the beginning of the fifth quarter in the Program, unless an earlier deadline is imposed by the student’s advisor. A student who does not meet the foreign language requirement by the end of the sixth quarter may be terminated from the Archaeology Program and asked to apply for readmission after the language requirement has been fulfilled. Additional language skills may be

required by the student's committee depending on the field of specialization; if so, details as to methods of preparing for and taking the examination must be included in the student's Plan of Study.

9. **M.A. Paper** - By the end of the third week of the sixth quarter the student should submit a draft of their M.A. paper to their advisor and M.A. committee members for comments and amendments. The final version needs to be submitted and graded by the committee no later than the end of the sixth quarter. By the end of the third week of the seventh quarter the student must submit a PDF copy of their M.A. paper to the Chair of the Archaeology Program. The paper will have already been graded by the members of the student's M.A. committee. The paper should normally be no longer than 7,000 to 12,000 words (20 to 35 pages), not including bibliography and appendices, and be a well- integrated piece of writing suitable for publication in a scholarly journal. Students should consult with their M.A. chair and committee throughout the process of writing to ensure that the paper fulfills the expectations of the committee.
10. **Advancement to Candidacy and Conferral of M.A. Degree** – Students are eligible for advancement to candidacy after all the required coursework, language requirement, and fieldwork are completed. Forms can be obtained by emailing the Student Affairs Officer. The student should file for Advancement to Candidacy during the quarter in which all requirements except the M.A. paper have been met (normally the sixth quarter).
11. **Student Progress Review** – Student reviews are conducted at each quarterly faculty meeting; however, the major student review occurs annually at the spring quarter meeting of the Committee to Administer the Archaeology Interdepartmental Graduate Program. At the end of the spring quarter, the student and their faculty advisor receive a written report. After the completion of the M.A., the Committee may recommend any of the following:
 - a. Award M.A. and admit to the Ph.D. Program
 - b. Award terminal M.A. (without admission to the Ph.D. Program)
 - c. Terminate from Program without the M.A. degree

B. THE PH.D. DEGREE

Admission to the doctoral program for students completing a UCLA M.A. in Archaeology is based on the recommendation by all three members of the M.A. committee; submission by the student of a plan of study, including projected coursework, choice of foreign language, description of qualifying examination components, and dissertation topics; quality of work undertaken in the Archaeology Program, (i.e., a High Pass in the M.A. paper, satisfactory evaluation of the core examinations, and judgment of suitability for original research at the Ph.D. level); and quality of the M.A. core examination results and the M.A. paper.

Students may also enter the Archaeology Ph.D. Program with an M.A. from another institution. The Chair of the Archaeology IDP will choose two or three members of the

Core Faculty to serve as a committee that will evaluate whether the prior M.A. satisfies the requirement of the M.A. paper for the Archaeology Program. This evaluation should be completed during the fall quarter of the first year a student is enrolled in the program. Students entering with an M.A. from another department or university will be required to take all of the core courses in their first year and pass the core examinations, as well as fulfill the equivalent of the fieldwork requirement for the M.A. If the previous M.A. is not approved by the committee, the student will be required to produce an M.A. paper to the same standard as outlined earlier in the handbook. Students who enter the program with an M.A. from another institution may petition to have one of the courses taken at another institution fulfill a course requirement at UCLA. Students making such a petition need to document the course taken by submitting the syllabus, any products created during the course (e.g., term papers), and confirmation of their grade.

A Ph.D. student must be in residence at UCLA for a minimum of two years, including the time necessary for writing the dissertation. UCLA requires that all doctoral students are enrolled full-time for a minimum of 12 units each quarter unless they have been approved for part-time enrollment by Graduate Division. Students should select appropriate courses in consultation with their own committee chairs and committee members.

1. **Chair or co-chairs** – Each student should choose a chair or co-chairs for their Ph.D. research, determined by mutual agreement. The chair or co-chairs serve as the student's primary advisor(s) during their doctoral studies. See chair position requirements below
2. **Ph.D. Committee** – The Ph.D. Committee must be selected before a student begins preparation for their doctoral qualifying exams. Normally this occurs during year 3 for students who entered UCLA without an MA and during year 2 for students who entered UCLA with an approved MA. Please confer with the Student Affairs Officer to initiate the electronic collection of member signatures. The signatures of the members of the Ph.D. committee, indicating their willingness to serve, must be filed with the Archaeology Program and Graduate Division. The Ph.D. Committee is officially appointed by the Dean of the Graduate Division after being nominated by the Chair of the Archaeology Program. Students should be sure to be in regular contact with all members of their committee throughout the dissertation process. All committee nominations and reconstitutions adhere to UCLA's [Minimum Standards for Doctoral Committee Constitution](#).
 - a. The doctoral committee requires a minimum of four faculty members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to the following ranks: Professor (any rank), Professor or Associate Professor Emeritus, Professor-in-Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).
 - b. Adjunct Professors who are Core Faculty of the Archaeology IDP and certified and approved by the Committee on Degree Programs of the Academic Senate can serve on a Ph.D. committee, but they

cannot chair or co-chair that committee. Only one such substitution is allowed per doctoral committee.

- c. The Chair/Co-Chairs of the doctoral committee must hold current Academic Senate faculty appointments at UCLA, be a member or members of the Core Faculty, and is/are responsible for ensuring that the student's Ph.D. dissertation demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study.
 - d. All UCLA members of the doctoral committee must not hail from the same primary home department. At least two of the committee members must be Core Faculty members of the Archaeology Program.
 - e. By petition, one of the minimum four members may be a faculty member from another UC campus who holds an appropriate appointment as listed above. In exceptional cases a student can petition to have one of the four members of the committee from an institution outside the UC system. The latter is an exception, not the rule, which requires approval by the Program Chair, the Core Faculty, and Graduate Division.
3. **Course Requirements** – For the Ph.D., the student is required to have taken two laboratory courses (this includes the course[s] taken by the student at the M.A. stage). Students are also highly encouraged to take additional courses in archaeological theory to build upon the expertise gained in the core courses. Students entering the program with an M.A. from another institution must fulfill the course requirements listed in the M.A. section above.
 4. **Foreign Language Requirement** – Research competence in two modern foreign languages (including one fulfilled at the M.A. level, either at UCLA or elsewhere), relevant to the student's research interests, is normally required. Competence may be demonstrated in the ways outlined for the M.A. Degree Foreign Language Requirement. When proficiency in two foreign languages is not mandated by a student's interest, a petition outlining the justification for waiving the second language requirement may be prepared. This petition shall include a proposed program of course work or research in a field not directly part of the dissertation that is equivalent to the preparation for the foreign language exam. After the petition has been unanimously endorsed by the student's Ph.D. committee members, it can be presented to the Committee to Administer the Archaeology IDP for approval. In some instances, a student's committee may require more than two languages if mandated by the student's specific field of research.

Written Qualifying Examinations – Academic Senate regulations require all doctoral students to complete and pass university written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations, the University Oral Qualifying Examination is open only to the student and appointed members of the doctoral committee. In addition to university requirements, some graduate programs have other pre-candidacy examination requirements. What follows in this section is how students are required to fulfill all of these requirements for this doctoral program.

All committee nominations and reconstitutions adhere to the Minimum Standards for Doctoral Committee Constitution.

The timing of these examinations is set in consultation with the members of the doctoral committee. Students must be registered and enrolled to take the qualifying examinations. The committee for each examination, in consultation with the IDP Chair, determines the conditions for reexamination should students not pass either portion of the qualifying examinations. Departmental members of the doctoral committee administer the written portion of the qualifying examination. The format of the examination is to be determined by the student's departmental doctoral committee. The exams may be either open or closed book. Closed-book exams should last three hours; open book exams can be extended over as much as several days and done by the student at home.

For the written examinations, the student should prepare bibliographies in consultation with their committee of 30-40 appropriate references (journal articles, book chapters, and books) on each of three subject areas. Generally, these three subject areas are divided into topical specialization, analytical theory and method, and regional cultural history.

- a. **Topical Specialization:** Detailed knowledge of a particular topic or research question. The dissertation will ordinarily develop out of the topical specialization. Such specialization must be problem oriented.
- b. **Analytical Theory, Method, and Technique:** All candidates must demonstrate knowledge of the diversity of theoretical orientations, general methods, and techniques employed by archaeologists today. They must also exhibit detailed knowledge of the theory, methods and techniques that are involved in their own study area.
- c. **Regional Cultural History:** Candidates must have a detailed knowledge of one or more areas of the world. These areas must be relevant to the student's topical specialization (item a. above). The areas need not be continental in size but will be selected to be broader than the study of local sequences. Examples: The southwestern U.S., Andean South America, the Mediterranean, China, Mesoamerica.

The bibliography should be developed in conjunction with the members of the Ph.D. committee, with each committee member responsible for overseeing the bibliography and writing the question for at least one of the three subject areas. The faculty should plan to circulate the questions amongst themselves in advance to achieve a consensus about the breadth and content of the questions. The dates of the written examinations should be established at least one month in advance in consultation with the Ph.D. committee and Archaeology Program office. The Student Affairs Officer will facilitate the scheduling of the rooms and equipment, but it is the student's

responsibility to coordinate the timing of the examinations and ensure the timely receipt of questions in the Archaeology Program office.

If the written qualifying examinations are passed, students may then make arrangements to take the oral examination.

5. **Oral Qualifying Examination** – The Ph.D. oral examination, in the form of a three hour long oral defense of the Ph.D. proposal must be taken by the end of the sixth quarter of the doctoral program (ninth quarter if a student starts at the M.A. level). The Ph.D. oral proposal defense must take place within the same quarter as the written examinations. The date of the oral examination should be established at least one month in advance with the Archaeology Program office. Before the oral examinations, the candidate will be required to submit to the doctoral committee a formal dissertation proposal of approximately 7500 words (excluding bibliography and figures) indicating the research problem, geographic area, method of study, and preparation for the dissertation. At the oral examination, the student will meet with all of the members of the committee simultaneously to discuss and be questioned on the validity and feasibility of the proposal. Related questions of a wider range may also be raised. Students may be examined in the fields previously covered by the written examinations if any of the answers were considered inadequate by the members of the committee.

Students that do not pass the written examinations cannot proceed to an oral defense until such time as the written examinations are passed. If the written examinations or any portion thereof is failed, students may make one further attempt if their committee deems it appropriate.

6. **Advancement to Candidacy** – The student's Ph.D. committee will complete the "Report on the Oral Qualifying Examination and Request for Advancement to Candidacy" form indicating whether the student has passed the oral examination. They will also decide if a final oral defense is required (any doctoral committee member may request a final oral defense should they deem it necessary). Once approved, the student is eligible to receive the C.Phil. degree upon advancement to candidacy for the Ph.D.
7. **Dissertation** – It is expected that students entering the Ph.D. program with a commensurate Master's degree will advance to candidacy within six quarters and will file the dissertation within 15 quarters; it is expected that students entering the program at the Master's level will advance to doctoral candidacy within nine quarters (inclusive of the six to complete the M.A.) and will file the dissertation within 18 quarters. The maximum time-to-degree (TTD) is eighteen quarters for students who enter with a commensurate M.A. and 21 quarters for students who enter without an M.A. degree, although the expectation is for the student to complete the dissertation as expeditiously as possible. Once approved, the dissertation must be filed with the Graduate Division. At the same time, an additional PDF copy of the dissertation should be submitted to the Student Affairs Officer. [Dissertation formatting and electronic filing instructions](#), the [academic calendar and filing deadlines](#), and information regarding [filing fees](#) can be found on the Graduate Division website.

IV. REGISTRATION, ENROLLMENT, FEES, AND FINANCIAL ASSISTANCE DEGREE REQUIREMENTS

A. REGISTRATION AND ENROLLMENT

UCLA adheres to an academic quarter system calendar. For each quarter (Fall, Winter, and Spring) of every academic year, all students in Archaeology Program must either:

- be registered and enrolled;
- be registered In Absentia;
- be on official Leave of Absence, or
- pay a filing fee if they are filing the M.A. or Ph.D. thesis.

Students register by paying registration fees and other enrollment charges through the UCLA Student Billing System (BAR). Students must be enrolled in at least 12 units by Friday of the second week of every quarter unless they have been approved for part-time enrollment by Graduate Division. The choice of courses should be determined in consultation with the student's faculty advisor.

1. **In Absentia Enrollment** – A full-time registered student can apply for In Absentia enrollment when they have an academic need to conduct research outside of California. The research must be directly related to the student's degree program and of a nature that makes it necessary to be completed outside of California for at least one full academic term. In Absentia enrollment involves only indirect supervision appropriate to evaluating the student's academic progress and performance.

Students must be enrolled full-time and in good academic standing (GPA of 3.0) to be eligible for the reduced In Absentia fee. Academic doctoral students must advance to candidacy by the time the In Absentia registration begins.

For the duration of [In Absentia enrollment](#), together with full information on deadlines, procedures, and further details, please consult the UCLA Graduate Division link above.

2. **Leave of Absence** – A student may apply for a Leave of Absence for up to three quarters. Leaves are not automatically granted and only students in good standing (GPA 3.0) are eligible to apply. Students should discuss reasons for requesting a leave of absence with their advisor and with the Program Chair prior to filing the application. Students are only eligible for a Leave of Absence for one of the following reasons: outside employment, medical, parental obligations, other family obligations, military, emergency, or financial hardship. Exceptions will be considered for additional quarters or for reasons outside those listed. Approval of exception requests is at the discretion of the Associate Dean or Dean of Graduate Division.

Students on a [Leave of Absence](#) are not eligible for any financial support from the University. For further details on requesting a Leave of Absence, together with full information on deadlines, procedures, eligibility, and exceptions, please consult the UCLA Graduate Division website above.

B. FEES AND FINANCIAL ASSISTANCE

1. **Fees** – The UCLA Registrar’s website keeps a list of the [current academic year’s fees](#). California residents do not pay non-resident supplemental tuition (NRST). American citizens and permanent residents from outside California should act to gain [California residency](#) as soon as possible and are expected to consult with the Student Affairs Officer to fulfill the appropriate procedures. US citizens and permanent residents who do not gain California residency prior to the beginning of their second academic year in the Program will be responsible for paying their NRST. International students are not eligible for California residency and should expect to pay NRST for the duration of their studies at UCLA if this is not covered by the Archaeology IDP or outside funding. NRST is waived by the University of California for nine quarters after doctoral students advance to candidacy. If a student requires more than nine quarters to complete their dissertation after advancing to candidacy, they will be responsible for any NRST charges incurred.
2. **Financial Assistance** – Support based on merit is available each year to both continuing and incoming students. For incoming students, the application for graduate admissions constitutes an application for financial support. Continuing students can apply for financial assistance for the following year during the Winter quarter. Students are notified of the type and amount of award after the Awards committee reviews all the applications. Types of support offered to students include:
 - **Fellowships** – Fellowships can include the payment of fees, non-resident supplemental tuition and/or stipend. Students may receive some or all of these three components of graduate assistance in the form of direct grants from the Program’s allocation and endowments.
 - **Teaching Assistantships** – The Program does not teach many of its own undergraduate courses, but partners with other departments on campus (principally Anthropology, Art History, Classics, and NELC) to teach courses. A teaching assistantship (TAship) includes the payment of fees and a salary based on experience (i.e., the number of quarters a student has served as a TA at UCLA). International students should note that prior to being eligible to serve as teaching assistants they must pass the [UCLA Test of Oral Proficiency](#). Students should arrange to take this test as soon as they are able after arriving at UCLA so that their eligibility for TAships can be established. UCLA requires the completion of a 495 course either prior to employment as a TA or during the first

quarter a student is employed as a TA. During a TAship, the student must be enrolled in a 375 course (up to 4 credits) with the instructor of record.

- Graduate Student Researcher – Graduate students in good standing can apply for quarterly and summer Graduate Student Research positions advertised by the Cotsen Institute or the university. Graduate students can also be hired by their faculty advisors or other faculty to work on projects funded by faculty research grants. These projects may provide stipends, tuition, or hourly wages. Students are responsible for understanding the terms and conditions of work on faculty projects and should report the support that they receive from these arrangements to the Program office.
- Conference Travel Grants – All UCLA doctoral students are awarded a \$1000 Doctoral Student Travel Grant for Conferences, Professional Development and Off-Campus Research (DTG) upon admission. Students may use these funds at any time through their seventh year at UCLA. See the [Graduate Student Financial Support](#) booklet for details. The Program also awards several Conference Travel grants each year on a competitive basis to students who present papers or posters at academic or professional conferences.
- Program Travel Awards – Both the Archaeology Program and the Cotsen Institute of Archaeology offer annual competitions for research funding. Details of the competitions are announced each year and depend on the sources and availability of funding.

All the above awards are available to both U.S. residents and international students who demonstrated superior academic achievement throughout the previous academic year.

In addition to program funds, students can visit the Graduate Division website for other sources of support at UCLA, including Graduate Research Mentorships, Graduate Summer Research Mentorships, and Dissertation Year Fellowships. Students are encouraged to apply for any extramural fellowship for which they might qualify (e.g., National Science Foundation, Ford Foundation, and Fulbright Fellowships). The Graduate Division provides information about internal and external funding programs on their [website](#). Please see their website for details on eligibility.

In addition to the Archaeology Program rules and regulations, students are responsible for complying with all regulations set down in the [UCLA General Catalog](#) and [Standards and Procedures for Graduate Study at UCLA](#).

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