

Graduate Studies

SAN FRANCISCO STATE UNIVERSITY



Department of Anthropology

Navigating the Bioanthropology Emphasis

Entering the Program

- ❑ Students must apply and be admitted to the University Graduate Division *and* the Department of Anthropology before beginning graduate work. The deadline for applications for admission in the Fall semester is February 1. There are no mid-year admissions.
- ❑ Students who are admitted to the program should contact their advisor *before* the beginning of their first semester in order to discuss the courses in which they should enroll. Students are assigned an advisor upon admission. Your advisor's name and contact information are included in the admission letter sent to you from the department. You may change your advisor by contacting the Graduate Coordinator in writing of the change.
- ❑ All graduate students are admitted in *conditionally classified status*. Students with no curricular deficiencies (generally those who have a B.A. in anthropology) must pass Anthropology 710 and satisfy the Graduate Foreign Language Requirement in order to become *fully classified*. Full classification is necessary in order to submit the *Graduate Approved Program* and to begin work on the thesis or creative work project.
- ❑ By the end of the first two semesters of graduate study, students must have completed a minimum of nine (9) units including ANTH 710, Seminar in Anthropological Theory and Methodology (3 units) and six (6) units in Upper Division courses (numbered 300-699) or Graduate courses (numbered 700 and above). Failure to meet this requirement will result in dismissal from the program.
- ❑ Students are expected to maintain a GPA of 3.5 at all times. Students who fall below this GPA will be placed on probation for a semester and, if the deficiency is not erased by the next semester, will be dismissed from the M.A. Program in Anthropology.

The Language Requirement

- ❑ Students in the Bioanthropology Emphasis are expected to meet the Department Language Requirement by completion of ANTH 652 (*Anthropological Statistics*).

Curriculum

- Students in the Bioanthropology Emphasis follow one of two curriculum tracks: the **Evolution and Human Variation (General Bioanthropology) Track** or the **Bioarchaeology Track**. Courses for the two tracks are listed below.

Evolution and Human Variation (Bioanthropology) Track

Semester 1

[ANTH 710: Proseminar in Anthropology](#) [3 cr]

[ANTH 730: Human Osteology Practicum](#) [4 cr]

[BIOL 337: Evolution](#) [3 cr]

Semester 2

[ANTH 740: Seminar in Archaeological Anthropology](#) [3 cr]

[ANTH 770: Seminar in Cultural Anthropology](#) [3 cr]

[ANTH 652: Anthropological Statistics](#) [3 cr]

Semester 3

[BIOL 328: Human Anatomy](#) [4 cr]

[ANTH 760: Seminar in Biological Anthropology](#) [3 cr]

[ANTH 899: Special Study: Thesis Literature Review](#) [3 cr]

Semester 4*

[ANTH 897: Directed Thesis Advising and Support](#) [3 cr]

[ANTH 731: Fossil Humans Practicum](#) [4 cr]

[BIOL 612: Human Physiology](#) [3 cr]

Semester 5

[ANTH 898: Thesis](#) [3 cr]

Bioarchaeology Track

Semester 1

[ANTH 710: Proseminar in Anthropology](#) [3 cr]

[ANTH 730: Human Osteology Practicum](#) [4 cr]

[ANTH 735: Paleopathology](#) [3 cr]

Semester 2

[ANTH 740: Seminar in Archaeological Anthropology](#) [3 cr]

[ANTH 770: Seminar in Cultural Anthropology](#) [3 cr]

[ANTH 652: Anthropological Statistics](#) [3 cr]

Semester 3

[ANTH 592: Archaeological Methods](#) [4 cr]

[ANTH 760: Seminar in Biological Anthropology](#) [3 cr]

[ANTH 899: Special Study: Thesis Literature Review](#) [3 cr]

Semester 4*

[ANTH 897: Directed Thesis Advising and Support](#) [3 cr]

[ANTH 731: Fossil Humans Practicum](#) [4 cr]

[ANTH 545: Bioarchaeology](#) [3 cr]

Semester 5

[ANTH 898: Thesis](#) [3 cr]

*While it is possible to complete the MA in two and a half years, most thesis projects will require considerably more time to research and complete. Students should expect that they will spend at least three years in the program.

Finishing the Program

GAP (Graduate Approved Program)

- Please *carefully* read the [instructions](#) on the Bioanthropology Website pertaining to the completion of the GAP. **Read all of the instructions before completing the GAP.**
- The GAP may not be submitted before you have passed 710 and the Graduate Foreign Language Exam (anthropological statistics course with a B+ or better).
- The GAP should be filed the semester before the **final six units** of graduate work.
- A GAP is valid only as long as the student maintains continuous enrollment status with the university as defined below. Any time a student is required to reapply for admission to the university, he/she must also be reconsidered for admission by the major department. If readmitted, a new GAP must be completed that meets current curricular requirements.

Thesis

- ❑ The culmination of the M.A. is the Master's Thesis. The thesis is an original scholarly work which demonstrates a graduate student's ability to explore, develop, and organize materials relating to a certain topic or problem in a field of study. The goal of the master's thesis is not only to pursue original research and investigation, but also to write an extended scholarly statement clearly, effectively and directly.

Do not underestimate the amount of time that completion of the thesis will take. In general, you should allow 12-18 months for the entire process: 2-6 months for data collection, 3-6 months for analysis, and at least 6 months for writing and editing.

- ❑ A thesis committee is made up of 2-3 persons who are regular, full time tenured or tenure track members of the Anthropology faculty. *University regulations stipulate that emeritus faculty, faculty in the Early Retirement Program (FERP), and regular faculty in a department/program other than Anthropology may serve as third members, but not as chairs or second members. Lecturers may serve as third members of a thesis committee only in exceptional circumstances. This must be approved by the Dean of Graduate Studies.*
- ❑ **All students in the Bioanthropology Emphasis must file a formal *accepted* thesis proposal with their Thesis Chair before enrolling in ANTH 898 (*Master's Thesis*). A *final accepted* proposal is one that has already undergone extensive review and revision by your entire committee. **The proposal must conform to the [Guidelines](#).****
- ❑ Before preparing a draft of your thesis, download a copy of the [Guidelines for the Preparation and Submission of Theses](#) from the Graduate Division Webpage. You should also carefully read the [Thesis Preparation and Submission Guidelines](#) on the Bioanthropology website. **Do not use a previously prepared thesis as an example of the approved style or format.**
- ❑ University Policy requires that students who do not complete their Culminating Experience during the semester of enrollment in ANTH 894 or 898 or the following semester (the "grace" semester) must enroll in a zero-unit College of Extended Learning (CEL) Culminating Experience course every subsequent semester until the Culminating Experience is completed. Enrollment in the CEL Culminating Experience course provides students access to SFSU libraries, discipline-associated laboratories and facilities, and Culminating Experience advisors. Students will be assumed to have withdrawn from their degree program if they fail to maintain continuous enrollment status after the grace semester.
- ❑ University policy mandates that a ***complete final draft*** (NOT a first draft) of the thesis must be in the hands of all thesis committee members ***at least*** by October 15 (for Fall

graduation) or March 15 (for Spring Graduation) in order to allow time for corrections, editing, and final reading and presentation to the Graduate Division. Faculty members are generally not available for consultation, thesis reading or similar activities during the summer or winter breaks. Students should schedule consultations and submissions of drafts accordingly.

- ❑ When you have completed your thesis and gotten final approval from your committee, you must submit a bound copy of your thesis to the Graduate Coordinator. It is also customary to submit a bound copy to the chair of your thesis committee.
- ❑ University policy mandates that you must complete the M.A. degree before enrolling in a Ph.D. program. University policy states that a student pursuing a graduate degree at San Francisco State University may not simultaneously enroll and complete course work for the purpose of meeting requirements for any other degree offered by this or any other institution of higher education. Each degree must be completed in its entirety before work may be taken for the purpose of meeting requirements for a new degree.

Continuing Enrollment and Absence from the Program

- ❑ Please read the University Bulletin *very* carefully. Domestic students may miss one semester and maintain their "continuing enrollment status." International students, however, must follow different guidelines. Because of INS regulations, international students must be enrolled in courses *every* semester. If domestic students miss more than one semester or international students miss one semester you must reapply to both the university and the department.
- ❑ *University policy* stipulates that after an absence of a year or more, graduate students must reapply to **both the University and the Department**. The regular deadlines apply. If the absence is less than three years, you may reuse your original statement, letters, and transcripts. Re-applicants **do not** have priority over new applicants. A student who has been gone for more than three years must repeat seminars (one or all at the discretion of the faculty instructing the seminars) and may be asked to complete other course work.
- ❑ The only exception to the above guidelines is a student who has finished all of the requirements for the degree except turning in the final draft of the thesis (i.e., all coursework has been completed, language requirement has been satisfied, GAP has been filed and approved, Culminating Experience form has been filed and approved, and the thesis course has been enrolled in but not completed).

University Regulations Concerning Time Limits for Completion of the M.A.

- ❑ **The California Code of Regulations, Title 5, Education, requires that all the requirements for a master's degree be completed within a seven-year period.** No more than seven years may elapse between the start of the term of the earliest dated course on the Graduate Approved Program and the date the last course on the program is actually completed and the application for graduation is filed.
- ❑ **Exceptions to the Seven-year Rule.** A student may submit the Petition for GAP Substitution or Exception form to substitute other appropriate courses, either those already completed or those yet to be completed. Transfer credit that exceeds seven years may not be used to meet degree requirements.
- ❑ **One-year Extension.** In unusual circumstances, a candidate may file a request with the dean of the Graduate Division for an extension of up to one year to complete the requirements for the degree. Anytime an extension is granted, the *California Code of Regulations, Title 5*, requires that the candidate pass a validating examination in the relevant course or subject field. After completion of this requirement, the major department reports the results to the Graduate Division using the Report of Completion of Specified Graduate Program Requirements form.
- ❑ A GAP is valid only as long as the student maintains continuous enrollment status with the university as defined above. Any time a student is required to reapply for admission to the university, he/she must also be reconsidered for admission by the major department. If readmitted, a new GAP must be completed that meets current curricular requirements.

Please be aware that if you are required to submit a new GAP, some or all of the courses on your original GAP may be disallowed depending on curricular or program changes that have occurred in your absence. Do not count on being able to simply copy the courses from your original GAP to the new one. You must construct your GAP in close consultation with your advisor.

Deadlines and University Policies

- ❑ **It is the students' responsibility to keep up with deadlines.** Do not depend on your advisor or committee members to remind you of critical deadlines (as they have too many university deadlines of their own to keep track of). The [University Calendar](#) is available on the university website. Find it and write down the dates you need to keep track of. Students are also reminded that they are responsible for being familiar with the [University Graduate Division](#) policies found in the University Bulletin.