

**KENT STATE**
UNIVERSITY

GRADUATE STUDENT
HANDBOOK



Artwork by Danielle Brown

DEPARTMENT OF ANTHROPOLOGY
KENT STATE UNIVERSITY
KENT, OHIO 44242

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This Handbook is intended as an informative guide to the policies and practices regarding matters pertaining to graduate students in the Department of Anthropology. While it is consistent with the Department of Anthropology Handbook and the University Policy Register, it should not be mistaken for these official publications containing policies of the Department and the University.

TABLE OF CONTENTS

SECTION I: Program Information

Goals and Objectives	5
Graduate Faculty	6
Program Administration	8
Admission and Degree Requirements	11
Waiving Course Requirements	16
Transfer Hours	16
Other Program Requirements and Restrictions	17
Grade Requirements	18
Time Limits for Completion of the Degree	19
Dismissal from the Program	20
Graduation	21
Academic Complaint Procedures	22
Sexual Harassment	23
Academic Integrity	25
Student Files	26

SECTION II. Information for Graduate Assistants

Graduate Assistant Appointments	27
Graduate Appointee Involvement in Governance	29

APPENDICES

A. Notification of Approved Thesis Topic Form	31
B. Thesis Preparation Approval Form	32
C. Administrative Policy and Procedure for Student Academic Complaints	33
D. Policy on Role and Status of Graduate Student Appointees	42
E. Graduate Appointee Service Commitment	57
F. Facilities	59
G. Resources	60

SECTION I: PROGRAM INFORMATION

GOALS AND OBJECTIVES

The Master of Arts degree in the Department of Anthropology is designed to prepare highly motivated students for professional careers and additional specialized work in their chosen discipline. Anthropology trains graduate students to think critically, write clearly, and speak thoughtfully about what it means to be human. Methodologically, we emphasize both quantitative and qualitative evaluation, and train students to go beyond the statistics. By focusing on the complex linkages among the three subfields of Anthropology--cultural anthropology, archaeology, and biological anthropology--and by emphasizing the importance of interdisciplinary team work, the discipline prepares students to succeed in an increasingly multidisciplinary and multicultural world. Anthropology as a discipline is more relevant today than at any time in its distinguished history.

**GRADUATE FACULTY
DEPARTMENT OF ANTHROPOLOGY**

Metin Eren, Assistant Professor

Ph.D., Southern Methodist University

- Archaeology; North American Great Lakes and lithic technology

Richard Feinberg, Professor

Ph.D., University of Chicago

- Oceania, symbolic anthropology

Evgenia Fotiou, Assistant Professor

- Cultural anthropology; religion, medical anthropology, gender, South America and Greece

C. Owen Lovejoy, Distinguished Professor

Ph.D., University of Massachusetts

- Human evolution, skeletal biology

T. Kam Manahan, Associate Professor

Ph.D., Vanderbilt University

- Archaeology of Mesoamerica

Richard S. Meindl, Professor, Graduate Coordinator

Ph.D., University of Massachusetts

- Demography, genetics, skeletal biology

Marilyn A. Norconk, Professor Emeritus

Ph.D., University of California, Los Angeles

- Primate ecology, nutrition

Dave Perusek, Associate Professor

Ph.D., Michigan State University

- Cultural anthropology, culture change and diversity

Mary Ann Raghanti, Associate Professor, Interim Department Chair

Ph.D., Kent State University

- Biological anthropology, comparative neuroanatomy

Mark F. Seeman, Professor Emeritus

Ph.D., Indiana University

- Archaeology of eastern North America

Linda Spurlock, Assistant Professor

Ph.D., Kent State University

- Biological anthropology, forensics, anatomy

Anthony Tosi, Assistant Professor

Ph.D., Columbia University

- Primate evolution, forensic genetics

PROGRAM ADMINISTRATION

1. Departmental Chairperson

- The Department Chairperson is the chief administrative officer of the Department. All decisions recommended by the Graduate Education Committee, the Graduate Coordinator, and the Thesis Advisor are recommendatory to the Department Chairperson.

2. Graduate Coordinator

- The Graduate Coordinator is appointed by the Department Chairperson for a three-year term. The Graduate Coordinator chairs the Graduate Education Committee and serves as the chief liaison between graduate students and faculty, the Department of Anthropology and the Associate Dean for Graduate Affairs in the College of Arts and Sciences, and the Department of Anthropology and the Vice Provost for Research and Graduate Studies. As Chair of the Graduate Education Committee, the Graduate Coordinator is responsible for coordinating the Department's Master of Arts program. The Graduate Coordinator is responsible for initial advising of M.A. students and for signing most formal documents relating to all graduate students.

3. Graduate Education Committee

- Membership on the Graduate Education Committee consists of all departmental faculty with graduate faculty status and two (2) elected graduate students, to serve staggered two-year terms.
- The responsibilities of the Graduate Education Committee are as follows: representing and acting for the graduate faculty in the College, the University, and the community; M.A. recruitment and admissions; recommendations to the Department Chairperson on appointments to Graduate Assistantships; routine curricular matters concerning M.A. degrees (such as revisions to

requirements and petitions from M.A. students concerning general degree requirements); recommendations for graduate faculty membership and quinquennial review of graduate faculty; and recommendations to the Department Chairperson on departmental awards, including David B. Smith fellowships and Lillian Kroenke awards.

Note: All members—except the Departmental Chairperson—have voting privileges, although graduate student members are excused from sessions in which graduate admissions, graduate appointments, and personnel matters such as applications to the graduate faculty are discussed and acted upon. Graduate student members of the committee do not participate in admissions and appointments.

3. Thesis Advisor

- A member of the Anthropology graduate faculty is responsible for the primary guidance of the thesis project. The Thesis Advisor should help the student define his/her thesis problem, review associated outlines or pilot work, insure that the project is consistent with University policy on human subjects and values, and coordinate and schedule thesis committee meetings and the thesis defense.

4. Thesis Advisory Committee

- After completing initial course work and typically within the second semester of graduate work, the student forms a Thesis Advisory Committee. This committee will consist of the primary advisor, or co-advisors, and a minimum two additional members of the Anthropology graduate faculty. As appropriate, a Thesis Advisory Committee may also include members holding graduate faculty status in other KSU departments and/or researchers from outside the University with special expertise deemed important to the

project. In the latter case, the prospective committee member must petition for temporary graduate faculty status. Temporary graduate faculty status must be approved no later than one semester before the student's defense. The Thesis Advisory Committee will meet to facilitate the project, will participate in the oral thesis examination, and will vote approval or disapproval of the thesis defense.

ADMISSION AND DEGREE REQUIREMENTS

1. Prospective students must meet the admission requirements established by the Department and College, as outlined in the *Graduate Schools Catalog*.
 - 1b. Accepted and enrolled students must apply for FAFSA (Free Application for Federal Student Aid) eligibility and re-apply every year until successful completion of the degree.
2. The student must successfully complete 36 hours of graduate work. This includes 9 hours of required core courses, 21 hours of electives, and 6 hours of Thesis I.

Program Requirements

Core Courses

ANTH 68230	Problems in Cultural Anthropology
ANTH 68430	Problems in World Prehistory
ANTH 68630	Principles of Biological Anthropology

Thesis Hours

Once the student begins registering for thesis hours, he or she must continue to register for thesis hours continuously (every semester and one summer session) until graduation. If a student has not graduated but has successfully completed six hours of Thesis I, he or she is required to continually enroll in at least 2 hours of Thesis II per semester, up to and including the semester of graduation, including at least one summer term per year. Please note that the default number of thesis hours in the Flashline system is "2." If you wish to take one or three hours, you must manually change the number.

3. Electives:

Elective courses should be selected in consultation with the Faculty Advisor/ Graduate Coordinator. Courses outside of the Department are eligible to serve as electives provided the courses are pertinent the student's course of study. Students should obtain permission - from the Graduate Coordinator in writing prior to registering for a non-departmental elective.

Non-departmental electives typically come from departments of Geography, Geology, or Biological Sciences.

Thesis

A demonstration of professional quality, original research and the development of new knowledge are the final goals of the M.A. degree in Anthropology. The thesis project (6 hrs.) serves these objectives. The thesis project begins with the approval of the topic by the student's thesis committee and the filing of the "Notification of Approved Thesis Topic" form with the Graduate Affairs office, College of Arts and Sciences. Minimally, this form must be filed no later than one semester prior to the thesis defense. All submitted theses must meet the style standards set by the College.

In rare instances, a student may elect not to write a thesis and still earn the M.A. This option can only be exercised when the graduate faculty concludes that a student's career will be better served by additional course work (6 semester hours) in lieu of the thesis. The additional courses should compose an intensive investigation within the student's specialty. Permission to use the non-thesis option must be granted by the Graduate Coordinator. In these circumstances, special written comprehensive examinations will be required for completion of the degree.

The M.A. thesis is the final demonstration of the student's total academic experience. It is designed to further the student's educational development through the cultivation of advanced researching and writing skills. The results should be of publishable quality, and many M.A. theses serve as the bases for published articles, often the first of a given student's professional career.

Students are encouraged to formulate a thesis topic in consultation with his/her thesis advisor before the end of the second semester. The thesis topic must be approved by the Anthropology Graduate Coordinator and filed with the Graduate Dean. The Approved Thesis Topic Form is available in the departmental office (see Appendix 1A).

The student may choose anyone on the Anthropology Graduate Faculty as a thesis advisor. A faculty member has the right to refuse a request to serve as a thesis advisor if other commitments and conflicts are at issue. The thesis advisor assists the student in formulating the thesis topic, and directs the student in planning the research and data analysis. The thesis advisor also assists the student in planning the organization of the thesis and in critiquing the preliminary drafts of the thesis. It is typical for a given thesis to go through many drafts before it is ready to be defended. The student, in consultation with the thesis advisor, selects the thesis committee. It is the advisor's responsibility to schedule and coordinate committee meetings and the thesis oral defense.

The form and style of the thesis must meet the requirements of the Office of Graduate Affairs. Such issues as page margins, paper composition, and the inclusion of over-sized materials are covered in these standards. Copies of the style manual are available in the departmental office and in the Office of Graduate Affairs, College of Arts and Sciences. It is also often helpful to examine other, recently completed anthropology theses for the implementation of these conventions. After the examining committee has accepted the thesis and after the candidate has passed the oral examination, a copy of the final, letter-perfect thesis is prepared and submitted digitally to Graduate Affairs once the necessary departmental signatures have been obtained. Two copies of an abstract not more than 400 words are included with the copy of the thesis.

The Arts & Sciences Style guide for thesis completion can be found at: <http://www.kent.edu/CAS/grad/gradforms.cfm>

Details on electronic submission of the thesis can be found at: <http://www.kent.edu/honors/seniorhonorsthesis/final-thesis-manuscript-submission.cfm>

Important deadlines for each semester can be found here: <http://www.kent.edu/CAS/datesdeadlines.cfm>

Thesis defense guidelines can be found at <http://www.kent.edu/CAS/grad/upload/Guidelines-Masters-Thesis-Final-Examination-2.pdf>

THESIS DEFENSE

All students are required to sit for a thesis defense. Consult with your advisor about the specific requirements, but generally this sequence is followed:

- a) once the thesis is determined by the Chair of the advisory committee that the thesis is defensible, he or she will send the thesis to the other committee members. Committee members are given 7 days to respond as to whether they agree that the thesis can move to defense.
- b) The thesis advisor will consult with the student and committee to determine a place and time for the defense to take place.
- c) The student should meet with their advisor to discuss what information should be covered in a 15-20 minute presentation that precedes the defense.
- d) The thesis defense is open to the public; the advisor or Caroline Tannert will notify the department of the upcoming defense giving the following information: the title of the thesis, student's name, names of the committee members, date and time of the defense.
- e) At the time of the defense, the advisor will excuse the candidate and guests. The committee will vote as to whether the thesis is defensible. If it is defensible, the committee will agree upon the sequence of questioning and duration of the question period. Generally, 2 hours is allowed for a thesis defense.
- f) Once the defense is completed, all committee members will sign the Report of Thesis Final Examination form and indicate whether that candidate has passed or not.
- g) The candidate will meet with the advisor immediately or shortly after the defense to determine what changes if any are required before the document can be finalized.

TIMELINE: MEETING THESIS REQUIREMENTS

- a) apply for graduation (the semester or summer session in which you intend to graduate); do not miss this deadline – there is a severe penalty for failing to apply for graduation;
- b) the thesis should be well on the way to completion early in the semester in which you intend to defend the thesis and graduate;
- c) schedule the oral examination (defense) well before the deadline for the semester or summer session (i.e., deadlines are approximately in week 11 of the regular semester); you must have clearance from your advisor that the thesis is ready for defense;
- d) the advisor consults with you and committee members to find a suitable time and day for the defense;
- e) once the defense has been completed, you must prepare the final document for submission making revisions as needed;
- f) the advisor must sign off on the thesis before it is submitted electronically;
- g) be aware of the deadline for submission of the thesis in the college office; it is in approximately week 13 of the regular semester.

WAIVING COURSE REQUIREMENTS

A graduate course transferred from another accredited college or university, or a graduate course taken at Kent State University, may be considered as meeting a course requirement if accepted by the Graduate Coordinator. This request for a waiver must be submitted in writing to the Graduate Coordinator. The request must include: 1) an explanatory letter; 2) the syllabus of the course or a letter from the course instructor outlining the course contents; and 3) an official transcript. The action of the Graduate Coordinator will be transmitted to the student in writing.

TRANSFER HOURS

A graduate student may transfer up to twelve (12) semester hours or sixteen (16) quarter hours of graduate credit from accredited institutions offering a graduate degree if: a) the work was of "A" or "B" quality; b) the work is appropriate for the program; c) the work is less than six years old at the time the degree is conferred by Kent State University; d) an official transcript with an accompanying explanatory letter is filed in the

department; e) the Graduate Coordinator and the college Dean for Graduate Studies grant approval. Once transfer credit is approved, the time limit for the completion of the Master of Arts degree begins with the date of the earliest transfer course.

Procedure for Transferring Hours:

1. Complete the "Request for Transfer of Credit" form. This form is available in the Office of Graduate Affairs, College of Arts and Sciences.
2. Submit the form and the explanatory letter to the Anthropology Graduate Coordinator.

INFORMATION ON OTHER PROGRAM REQUIREMENTS & RESTRICTIONS

INDIVIDUAL INVESTIGATIONS (ANTH 68096)

It is suggested that students should complete 12 hours of course work before enrolling in Individual Investigation. This policy may be waived under unusual circumstances with the approval of the Graduate Coordinator. A request to waive the requirement should be submitted in writing to the Graduate Coordinator.

Before registering for Individual Investigation, the student must complete and submit a petition form to the Anthropology Department. The petition form is available in the department office.

RESEARCH (ANTH 68098)

Research hours may only be taken under special circumstances. The student should consult with his or her thesis advisor for details. The petition form for this course is available in the department office.

FULL-TIME/PART-TIME STUDENT DESIGNATIONS

According to the policies of Kent State University, a graduate student who takes eight (8) hours per semester is considered a full-time student. The instructional fees are charged at a base rate. A graduate student taking fewer than eight hours per semester is considered a part-time student. Instructional fees in this case are charged at an hourly rate.

GRADE REQUIREMENTS

Students in “good standing” will have a 3.0 average for all graduate work, and must have a 3.0 average in all graduate courses attempted, to qualify for graduation. A student who fails to maintain a 3.0 G.P.A. is liable for dismissal. All graduate courses attempted by the student while in the graduate program are used to compute the grade point average. This includes all graduate work attempted while enrolled in another graduate program at Kent State University. Grades below a “C” are not counted toward completion of requirements for an advanced degree, but are counted in calculating the G.P.A. The *Graduate Schools Catalog* specifies that:

A Master’s degree candidate [graduate student] who receives a combination of more than seven hours of “C” or lower grades or more than four hours of grades lower than “C” is subject to dismissal. The chair of the student’s major department may recommend dismissal to the Dean [Associate Dean for Graduate Affairs], or the Dean [Associate Dean] may recommend the action to the Department Chair.

INCOMPLETE GRADES

In accordance with the *Graduate Schools Catalog*, an Incomplete (IN) grade “may be given to students who are doing passing work but are unable to complete any part of the course work occurring during the period of time between the deadline for course withdrawal and the end of classes due to extenuating circumstances.” Documentation is required to support the extenuating circumstances. The student must remove the “Incomplete” by arranging with the instructor (or departmental chair in the event of the prolonged absence of the instructor) to make up the work missed and receive a regular letter grade. The incomplete must be made up within one calendar year. Instructors are required to submit an “Incomplete Mark Form” to the departmental chair at the time grades are assigned, which includes a justification for awarding the incomplete, the work to be completed for the course, and the grade to be assigned if the work is not completed (default grade). No degree may be granted without removal of all incomplete grades.

Failure to meet this requirement will be taken as evidence of the student's lack of satisfactory progress in his/her program of study. This policy does not apply to thesis hours/research hours. Normally, the mark of IP (In-Progress) is issued for these courses pending completion of the thesis.

TIME LIMITS FOR COMPLETION OF THE DEGREE

A Master of Arts candidate in Anthropology must complete work within six calendar years after the student's first graduate registration at Kent State University. The student must register for courses at KSU within two years of the student's admission date in order to retain active status. If the student is transferring graduate courses, then the time begins with the transferred course (not enrollment at KSU).

In rare circumstances, it may be possible to extend the time for degree completion beyond six years. A student requiring extra time to complete the degree may appeal for this extra time. To initiate such an appeal, the student should consult with his/her faculty advisor, and the student and the advisor must petition the department for an extension via two separate letters. These petitions are submitted to the Graduate Coordinator. The student's petition should indicate 1) why the extension is needed, and 2) the specific length of time requested. The Graduate Coordinator may award up to one additional year at this point. The student petitioner, the faculty advisor, and the Associate Dean of Graduate Affairs will be notified in writing of the action taken by the Anthropology Graduate Coordinator.

If an extension is granted and the student needs an *additional* extension of time, a second petition must be submitted by the student. This petition is submitted to the Anthropology Graduate Coordinator, who reviews the petition and transmits it together with his/her recommendation to the Associate Dean of Graduate Affairs for formal approval. A second extension is granted only upon approval of the Associate Dean.

DISMISSAL FROM THE PROGRAM

A student is liable for dismissal from the Master of Arts degree program in Anthropology for the following reasons:

1. Failure to maintain a 3.0 GPA.
2. Receiving a combination of more than 7 hours of "C" or lower grades.
3. Making poor progress toward completion of the degree. This determination (by the department and/or the Dean) is based upon the number of incompletes or withdrawals on the student's record.
4. Violation of the academic and scholarly standards of the university. Students should familiarize themselves with the Kent State University Code of Student Conduct.

GRADUATION

A student must file an application for graduation with the office of Graduate Affairs, College of Arts and Sciences. This is done electronically, through the Flashline, Student Tools, Graduation Planning Tools link. Deadlines may also be obtained through this link. Note that there is a substantial fee for late application. If the student does not complete the work in the semester during which the application is filed, then the student must re-submit the application with the new proposed graduation date. The procedure is that the student emails Ms. Sean Howard, Administrative Assistant, Dean's Office, A&S (showard@kent.edu) with a copy to Mrs. Caroline Tannert (ctannert@kent.edu) to request removal from the graduation list. Ms. Howard will then notify the Registrar's Office to reset the student's file. After the file has been reset, the student may reapply. There is no fee for re-submittal. Application deadlines are also available at <http://www.kent.edu/CAS/datesdeadlines.cfm>.

Criteria for Certification for Graduation

To be approved for graduation, a candidate must meet the following criteria:

1. A 3.0 overall GPA (average).
2. Satisfactory completion of the credit granted for all required courses in the program of study.
3. Completion and credit granted for the minimum of required hours.
4. Satisfactory completion of the (1) thesis, or (2) non-thesis option.
5. Payment of all applicable fees (and any other monies due Kent State University, including library fees, departmental photocopy bills, & key deposits).

ACADEMIC COMPLAINT PROCEDURES

A graduate student should follow Departmental and University procedures for handling academic complaints (see 3342-4-16 in the *Digest of Rules and Regulations*). A graduate student has the right to consult with the Student Ombuds at any stage of the grievance procedure.

Procedures within the Department:

1. The student should first bring his/her complaint to the faculty member or administrator involved for informal resolution.
2. If the complaint is unresolved, the student should inform the Anthropology Graduate Coordinator and/or the Anthropology Chairperson of the intention to file a grievance.
3. If a grievance is not satisfactorily resolved after consultation with the Graduate Coordinator and/or Chairperson, the student may file a grievance with the Chairperson, who then refers the matter to the Anthropology Academic Complaint Committee (see Appendix 1C for an explanation of the procedures).

SEXUAL HARASSMENT

The policy and procedures governing sexual harassment are detailed in the University Policy Register under section 3342-6-013. Faculty members and students should follow these procedures when complaints are pursued.

The departmental policy regarding sexual harassment is intended to clarify the point at which protected free expression ends and prohibited discriminatory harassment begins. Speech or other expression constitutes harassment if it intentionally:

1. Is directed to an individual or individuals based upon that person's race, color, religion, national origin, age, disability, identity as a veteran with a disability, a veteran of the Vietnam era, gender, sexual orientation, or any other basis; and
2. Tends to incite an immediate breach of the peace by making use of insulting or fighting words, nonverbal symbols or threatens violence. In the context of discriminatory harassment, insulting or fighting words or nonverbal symbols are those which are commonly understood to convey direct or visceral hatred or contempt for human beings on the basis of their race, color, religion, national origin, age, disability, or identity as a disabled veteran, veteran of the Vietnam era, or gender and/or sexual orientation or on any other basis; or
3. Is sufficiently severe, pervasive, or persistent so as to interfere with or limit the employment, education or residential opportunities at Kent State University.

A violation of this policy should be reported immediately so appropriate action may be taken according to university policy. Persons who believe that harassment has occurred are strongly encouraged to contact one of the following: office of Equal Opportunity and Affirmative Action, personnel, departmental Chairperson, student ombudsman, judicial affairs, residence services, staff, or an appropriate university employee to learn of the grievance/resolution process most appropriate to the specific situation. When incidents of alleged harassment come to the attention of a university employee, the employee, or supervisor as appropriate, shall inform that person of his/her right to notify the office of Equal Opportunity and Affirmative Action directly or initiate

other procedures available in the rules of the University Policy Register and the Administrative Code which include:

- The complaint procedure in rule 3342-6-021 of the University Policy Register with the office of Equal Opportunity and Affirmative Action
- The student conduct procedure found in rule 3342-4-15 of the University Policy Register.
- The student academic complaint procedure found in rule 3342-4-16 of the University Policy Register.
- The student nonacademic grievance procedure found in rule 3342-4-40 of the University Policy Register.
- The *persona non grata* procedure found in rule 3342-6-15 of the University Policy Register.
- The student employee grievance procedure found in rule 3342-6-15 of the University Policy Register.
- The student conduct procedure (regional campuses) found in rule 3342-8-08 of the University Policy Register.
- The student grievances in regional campuses found in rule 3342-8-06 of the University Policy Register.
- The administrative policy and procedures regarding grievances of nonteaching unclassified and classified staff found in rule 3342-6-14 of the University Policy Register.

University employees observing incidents of harassment, as defined above, should report the incident according to the guidelines expressed above and, where appropriate authority exists, may initiate disciplinary procedures.

If harassment is alleged, university procedures normally implemented can be suspended if the individual filing the complaint wishes to have the matter referred to the office of Equal Opportunity and Affirmative Action for possible resolution by all involved parties. All such matters shall be referred back to the initial procedure, either with the office Equal Opportunity and Affirmative Action's resolution of the matter or, for further action under the original process.

ACADEMIC INTEGRITY

The Department of Anthropology holds strongly to the University's Policy on cheating and plagiarism. As part of the academic community, students must agree to respect and acknowledge the work and ideas of others. Rules and policies are found in the University Policy Register. It is the policy that cheating or plagiarism results in receiving a failing grade ("F") for the work or for the entire course. Repeat offenses may result in dismissal from the university.

1. **Cheating** is defined, in part, as intentionally "to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation". "Work" includes, for example, exams, papers, reports, projects, assignments, and presentations. Falsifying experimental or quantitative data is cheating. Cooperating with another person to do any of the above is defined as cheating. For more information see:

http://www.kent.edu/policyreg/policydetails.cfm?customel_data_pageid_1976529=2037779

2. **Plagiarism** means "to take and present as one's own ideas or words of another person" and includes "the copying of words, sentences, or paragraphs directly from the work of another person without proper credit" or "the copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials without proper credit."

Collaborative work is encouraged in some classes and laboratory activities. It is acceptable to work together to collect and to share data and to discuss findings if the instructor approves. However, unless told otherwise, the actual final submission of any work must be your own work. Do not copy your answers from someone else or write a group paper unless you have permission from the instructor.

How does one avoid the reality or appearance of plagiarism? Give credit where it is due: if you use another person's idea, data, visual information, or statements, including World Wide Web sources, acknowledge it. Give credit for quotations of another person's written, spoken, or visual information. If information is taken from written material directly, without change, it must be enclosed in quotation marks or appropriately set off in the text.

Give credit for information that you paraphrase. Paraphrasing is not just rearranging words or changing a few words in the text. A paraphrase expresses someone else's idea in your words. Sources must be documented, typically following the style guidelines of the American Anthropological Association, the Society for American Archaeology, or the American Association of Physical Anthropologists. Give credit for facts that are not common knowledge. Common knowledge refers to facts that are probably known by many people and are found in many places. Common knowledge facts do not need to be documented.

Faculty judgments of cheating or plagiarism can be appealed as per the university's policy register.

STUDENT FILES

Academic files for all graduate students are maintained by the Anthropology Departmental Administrative Secretary in 226 Lowry. These files consist of application and admission materials (transcripts, letters of recommendation, writing samples, etc.), grade reports for graduate coursework at Kent State, appointment and reappointment letters, and all official paperwork related to academic progress through the graduate program. Student academic records are protected by federal legislation, and the Department preserves confidentiality in accordance with provisions of the relevant statutes. Access to these files is normally limited to the student, the Graduate Coordinator, and the Departmental Chairperson.

SECTION II. INFORMATION FOR GRADUATE ASSISTANTS

GRADUATE ASSISTANT/TA APPOINTMENTS

The Department of Anthropology may offer graduate assistantships on a full and part-time basis during part or all of the academic year. Full tuition may be granted for both full and half-time appointments (see Appendix 1E). An initial graduate appointment for first-year students is normally for the Fall and Spring semesters. Generally, stipends are not available for the summer sessions, although a tuition grant or waiver may sometimes be available.

Full-time graduate assistants may not accept any other paid employment within the University during the tenure of their appointment. Part-time graduate assistants may accept other paid employment as long as they do not exceed 20 hours of work per week. Graduate assistants must enroll as full-time students and are expected to take a minimum of 8 hours each semester. A graduate assistant should not drop a course without the approval of the Graduate Coordinator. In the event that a graduate assistant is nearing completion of his or her coursework requirements and requires fewer than 8 credit hours to complete their degree, he or she may petition the Office of Research and Graduate Studies for a waiver of the full-time requirement. The petition form is available in the Anthropology department office.

The duties of a graduate assistant are assigned in order to assist the Anthropology faculty by engaging in research, teaching and/or administrative duties deemed beneficial to the student's professional and scholarly development. A full-time graduate assistant is expected to provide 20 hours per week of service, while a part-time graduate assistant is expected to provide 10 hours per week of service.

Graduate assistants work for the Department of Anthropology and are under the direct supervision of the Graduate Coordinator (or Chair, when the Graduate Coordinator is not available). The Graduate Coordinator makes assignments to faculty in response to a faculty work request. An effort is made to match the graduate assistant's academic interests and skills with those of the supervising professors. However, such a matching cannot be

guaranteed. Priority will be given to providing faculty teaching large introductory sections. The assignment process is as follows:

1. Each graduate assistant may convey his/her academic interests and/or skills to the Graduate Coordinator.
2. The Graduate Coordinator makes the assignments, based on the available information and departmental need.

Graduate assistants will be evaluated once each semester unless circumstances warrant more frequent evaluations.

GRADUATE APPOINTEE INVOLVEMENT IN GOVERNANCE

In accordance with policies approved by the University Graduate Council, students granted graduate appointments with the Department of Anthropology have a right to be involved in the governance of the Department. A copy of the University's policies on this matter, to which the Department adheres, is presented below as taken from the Kent State University Policy on Role and Status of Graduate Student Appointees.

Graduate College Statement:

POLICY ON ROLE AND STATUS OF GRADUATE STUDENT APPOINTEES

This document is intended for the guidance of graduate appointees and the graduate units in order to provide some uniformity in the role and status of these graduate students.

F. GRADUATE APPOINTEE INVOLVEMENT IN GOVERNANCE

Graduate appointees shall be represented at appropriate levels of university governance in order to insure a healthy exchange of ideas among students, faculty, and administration, and to utilize the valued counsel of graduate students. The principal guideline should be that graduate appointees participate in policy decisions and be excluded from personnel matters.

A. Departmental Level

Curriculum Committees

Graduate appointees shall be represented on curriculum committees. Those who are responsible for teaching a section of a course shall be represented by member(s) on appropriate course committees. The number of representatives, their qualifications, and their mode of selection shall be determined by the department. The committee chair shall identify those meetings or parts thereof for which attendance by these persons is not expected.

Department Meetings

Graduate appointees shall be invited to and included in general departmental meetings. The department chair

shall identify those meetings or parts thereof for which attendance by these persons is not expected.

Graduate Studies Committee

Graduate students shall be represented by voting member(s) on Graduate Studies Committees. The number of such students and their qualifications shall be determined by the graduate faculty of the department. They shall be elected by the graduate students in the department. The committee chair shall identify those meetings or parts thereof for which attendance by these persons is not expected.

All departmental policies affecting graduate appointees (to include grievance procedures, programmatic specifications, and all other policy matters) shall be made available to each graduate appointee at the time of the student's initial enrollment for graduate studies. Graduate appointees shall be notified of modifications in departmental policies which occur during the course of their appointment tenure.
Office of Graduate Studies, revised 09/01/2010.

In sum, and following from University Policy, students holding graduate appointment in the Department of Anthropology are eligible to serve on the following departmental committees:

1. Graduate Education Committee
2. Academic Complaint Committee
3. Graduate Student Representative to Faculty Meetings
4. Anthropology Representative to Graduate Student Senate

Normally, students are elected to these committees early in the Fall semester and they serve for the academic year. In addition to the committees listed above, an Anthropology Graduate Appointee may be elected or asked to serve on other university committees (e.g., a Graduate College Committee or a University Committee).

APPENDICES

A. Notification of Approved Thesis Topic

- This form should be filed as soon as thesis work is begun.

KENT STATE UNIVERSITY
NOTIFICATION OF APPROVED THESIS TOPIC

The graduate student will file this form with the College or Independent School office no later than the semester preceding that in which the candidate expects to receive a master's degree. Please present the information in typewritten form.

Name **3AM,L6** Date _____
Local Address _____
Local Phone No. _____ Student No. _____
Degree Program (e.g., M.A., M.S.I.) _____
Department and area of concentration _____
Proposed title of thesis _____

Are human subjects involved in this research? If yes, date of approval by the Kent State University
Human Subjects Review Board _____
____ Members of the thesis committee:

Name (typed or printed!)	Department
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

("Outside discipline" person, if required)

APPROVED: _____ Advisor _____ Date _____
_____ Graduate Coordinator _____ Date _____
_____ Chair, Director, or Dean _____ Date _____

Please attach a paragraph describing the thesis research or study.

APP11IESINOT.t3

B. Thesis Preparation Approval

- File this form after completion of oral defense, and after final thesis copy is completed

THESIS PREPARATION APPROVAL FORM

Title of thesis: Sample - file with completed thesis

I. To be completed by the student:

I certify that this thesis meets the preparation guidelines as presented in the Style Guide and Instructions for Typing Theses and Dissertations.

(Signature of Student)

(Date)

II. To be completed by thesis advisor:

This thesis is suitable for submission.

(Signature of Advisor)

(Date)

III. To be completed by the Director of School or Chair of Department.

I certify, to the best of my knowledge, that the required procedures have been followed and the preparation criteria have been met for this thesis.

(Signature of Director/Chair)

(Date)

NOTE: This form is to be submitted with the FINAL VERSION of Thesis (2 copies printed on 50% bond paper) to the Arts & Sciences Guildwue Affairs Office, AFTER student has passed the final Oral Defense.

C. Administrative Policy and Procedure for Addressing Student Academic Complaints

3342-4-16 Administrative policy and procedure for student academic complaints (Kent campus).

- (A) Purpose. This administrative policy and procedure is established to provide an appropriate framework and method to resolve student complaints of an academic nature. As such, this policy is specifically designed to maintain the integrity of the academic environment and to ensure that the rights of students in such matters are clearly stated and protected.
- (B) General guidelines.
- (1) In initiating a complaint and throughout the formal appeals process, students may seek the counsel of the office of the student ombudsman. The student ombudsman will provide information, clarify procedures, and facilitate communication as requested.
 - (2) This student academic complaint policy, upon its approval, will become a part of each departmental/independent school unit's handbook as the applicable student complaint policy and procedure for the unit.
 - (3) It is understood that some issues may involve one or more policies which, because of either the nature of the complaint or the status of the complainant, may be related to university offices which have separate responsibilities for such policies. For example, an allegation of discrimination or sexual harassment could be reviewed separately by the office of Equal Opportunity and Affirmative Action.
 - (4) There shall be no retaliation or abridgment of a student's rights resulting from the use of this policy.
- (C) Regional campus academic complaints filed at a regional campus are covered by rule 3342-8-06 of the Administrative

Code.

(D) Definition of terms.

- (1) "Student" means any person enrolled at the university in a course offered for credit.
- (2) "Instructor" means any person authorized by appointment to teach in any course offering of the university; or who is involved in a professional capacity as a committee member or in other types of assessment or evaluation of student academic work.
- (3) "Chair" means the chief administrative officer of a department, school, or program whose position is that of a first organizational level academic leader with a teaching faculty. In the case of undergraduate programs in an independent school, an assistant dean shall serve in the capacity of chair with regard to this procedure. In the case of graduate programs in an independent school, the dean serves in the capacity of chair with regard to this procedure.
- (4) "Dean" means the chief administrative officer of a college who has programmatic administrative authority for the unit in which the action took place. The deans of the graduate school of education, the graduate school of management, and the graduate college shall be the appropriate dean for those respective graduate programs. The dean may designate an assistant or associate dean to fulfill the duties required by this procedure.
- (5) "Department" means an academic unit headed by a chair, a dependent school headed by a director, or for purposes of implementation of this policy, an independent school headed by a dean.
- (6) "College" means an academic unit headed by a dean and made up of several departments or dependent schools.

- (7) "Student academic complaint" is defined as a formalized complaint regarding those aspects of the educational process involving student performance, evaluation, or grading in courses.
 - (8) "Student complaint procedure" is defined as the process by which a student may resolve an academic complaint.
 - (9) "Respondent" is defined as that person or persons named by the student when filing a written complaint.
 - (10) "Complainant" is defined as that person who files a complaint.
 - (11) "Student academic complaint committee" refers to the department committee whose responsibility is to review and make recommendations to the chair with regard to student academic complaints.
 - (12) All references to "days" refer to weekdays during fall and spring semesters in which classes are conducted, excluding examination week.
 - (13) "Student ombuds" is the university official charged with the responsibility to assist students by providing an individualized information and referral system. The student ombuds informs students of procedures for processing student complaints and acts as a facilitator upon request.
- (E) Departmental/independent school student academic complaint committee.
- (1) Each academic unit shall establish a standing student academic complaint committee which shall be composed of departmental faculty and at least one student. The departmental faculty advisory committee, with the addition of at least one student, may
 - (2) At the beginning of each academic year the student academic complaint committee shall elect one of its members to serve as chairperson.

academic complaint committee. All members shall participate fully in committee deliberations and shall vote on the recommendation to be forwarded to the chair.

- (2) At the beginning of each academic year the student academic complaint committee shall elect one of its members to serve as chairperson.
- (3) In the case of units where the faculty advisory committee is a committee of the whole, the departmental faculty will select three to five of its members to serve as the student academic complaint committee.
- (4) The student member(s) of the committee will be selected by the chairperson from at least two nominees chosen by the departmental student organization that the chairperson and the faculty advisory committee identify as being most reflective of the academic mission of the department. Two undergraduate nominees and two graduate nominees who are majors in good standing in the unit shall be forwarded to the chairperson on or before September fifteenth of each year. In the event the nominations are not received, the chairperson shall select an undergraduate and a graduate student, who is a major in good standing, to serve. The undergraduate student will sit on complaints from undergraduate courses, and the graduate student will sit on complaints from graduate courses.
- (5) If a spouse or a relative of any member of the committee is named as a respondent or complainant, that member shall be excluded from deliberating or voting on that complaint. In such cases, the members of the committee, through its chairperson, may replace any member excluded by this provision.
- (6) When sitting as the student academic complaint committee, the chairperson (independent school assistant dean for undergraduate

complaints) is not a member of the committee, nor does the chairperson participate in its deliberations.

- (7) In each individual case brought before the committee, the student complainant may bring a non-attorney adviser to observe, assist, and counsel. Such advisers shall not participate directly in the hearing.

(F) Complaint procedure.

(1) Informal resolution.

- (a) The student is expected first to review the matter with the instructor in an attempt to resolve the issue immediately.
- (b) If the matter is not resolved immediately, the student may discuss the matter with the departmental chairperson before lodging a formal complaint.
- (c) The student may also consult with the student ombudsman in an attempt to achieve informal resolution.

(2) Formal complaint. If the attempts at informal resolution are unsuccessful, the student may lodge a formal complaint by submitting said complaint, in writing, to the department chairperson. In the case where a complaint is lodged against the department chair, the complaint will be submitted to the chair of the student academic complaint committee.

- (a) The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to the complaint, reasons in support of the complaint,

note what attempts were made at informal resolution and should include any evidence pertinent to the issues identified.

- (b) Upon receipt of the complaint, it shall be referred to the student academic complaint committee for consideration. A copy will be made available to the respondent(s) who shall respond in writing to the complaint and include any information or documentation related to the response.
- (c) The conduct of matters brought before the student academic complaint committee shall be non-adversarial in nature. The committee shall examine and evaluate fully the written allegation and response, including any supporting documentation submitted by the appellant or respondent. The complainant and the respondent will be invited to appear before the committee. The committee may also invite testimony from any other persons who, in the judgment of the committee, may assist in its examination and evaluation of the complaint.
- (d) After completion of its review and examination and following appropriate deliberation, the committee shall forward to the department chairperson a written recommendation, which becomes part of the record.
- (e) Upon receipt of the written recommendation from the student academic complaint committee, the department chair shall provide a written decision to the complainant and the respondent, with a copy going to the members

the matter. The written decision should contain a summary of the complaints, of the committee's recommendation, and the reason(s) for the decision rendered.

- (f) In the event that the decision requires a change in a student's academic record, and neither party appeals the department decision, it is the responsibility of the chairperson of the department to initiate such a change, following established university procedures.
- (G) Appeal of department decision. The complainant or respondent may appeal to the appropriate dean the decision made at the department level.
- (1) The appellant shall clearly state in writing to the dean the reasons why the departmental decision is being appealed. The appeal must be based on procedural reasons or substantive issues that were not properly dealt with in the original appeal. In no case will the appeal be a complete rehearing of the original complaint.
 - (2) A copy of the appeals statement must be sent to the other party and the chairperson of the department.
 - (3) The review by the dean of any appeal will normally consist of the review of the written documents and may, at the discretion of the dean, include interviewing the principal parties, discussing the matter with the department chairperson and members of the student academic complaint committee, and/or consultation with any others who the dean believes may assist in the review of the appeal.
 - (4) Upon completion of the review, the dean will make the final decision.
- (H) Time limits. The following time limits pertain to all parties. If conditions or causes exist requiring a modification of the time

limits, it shall be the responsibility of the chairperson to assess such circumstances and causes and determine the nature or extent of any such modification. If the chairperson determines that modification is required, the parties shall be informed immediately by the chairperson.

- (1) Following an unsuccessful attempt at informal resolution, a written complaint must be submitted within fifteen days after the occurrence of the event. If the event occurs at or after the end of a regular semester or during a summer session, a student will have up to fifteen days at the start of the next semester to submit a complaint to the department. An exception to this rule is in effect if the student is scheduled to graduate and the event does not delay graduation. In such cases, the written complaint must be filed within thirty days following the last of finals week, if the event occurs during the regular semester or within thirty days following the last day of classes of the final summer session, if the event occurs during summer session.
- (2) The department chairperson must provide a copy of the complaint to the respondent and members of the student academic complaint committee within ten days of receipt of the complaint.
- (3) The respondent has ten days from the date of receipt of the complaint to provide a written response to the department chairperson, with a copy to the complainant and to the members of the student academic complaint committee.
- (4) The student academic complaint committee is expected to conduct its review as expeditiously as possible. The student academic complaint committee, through its chair, must forward a written recommendation to the department chairperson within fifteen days of completion of its review.
- (5) The chairperson will normally provide a written decision within ten days of receipt of the student academic

complaint committee's recommendation.

- (6) If either party decides to appeal the chairperson's recommendations, it must be submitted in writing to the appropriate dean within five days of receipt of the departmental decision. A copy of the written appeal must also be sent to the other party and to the chairperson of the department.
- (7) Unless extensive further review is required, the dean shall normally provide a decision to the appellant within fifteen days. A copy of the decision shall be sent to the other party and to the department chairperson.
- (I) Records. The records and disposition of any complaint, including those appealed to the dean, shall be maintained by the department in a separate student academic complaint file for a minimum of seven years.
- (J) Exceptions. It is recognized that because of organizational structure, the nature of a complaint, or the possibility of persons normally involved in the process being subject to a complaint themselves, exceptions to these procedures may have to be made. In any such case, the matter should be brought to the attention of the office of the provost and vice president for enrollment management and student life for disposition.

Effective: March 7, 2000

Prior Effective Dates: May 6, 1987, January 25, 1991, May 8, 1995

D. Policy on Role and Status of Graduate Student Appointees

KENT STATE UNIVERSITY

POLICY ON ROLE AND STATUS OF GRADUATE STUDENT APPOINTEES

This document is intended for the guidance of graduate appointees and the graduate units in order to provide some uniformity in the role and status of these graduate students.

I. GRADUATE APPOINTEE INVOLVEMENT IN GOVERNANCE

Graduate appointees shall be represented at appropriate levels of university governance in order to insure a healthy exchange of ideas among students, faculty, and administration, and to utilize the valued counsel of graduate students. The principal guideline should be that graduate appointees participate in policy decisions and are excluded from personnel matters.

A. Departmental Level

Curriculum Committees

Graduate appointees shall be represented on curriculum committees. Those who are responsible for teaching a section of a course shall be represented by member(s) on appropriate course committees. The number of representatives, their qualifications, and their mode of selection shall be determined by the department. The committee chair shall identify those meetings or parts thereof for which attendance by these persons is not expected.

Department Meetings

Graduate appointees shall be invited to and included in general departmental meetings. The department chair shall identify those meetings or parts thereof for which attendance by these persons is not expected.

Graduate Studies Committee

Graduate students shall be represented by voting member(s) on Graduate Studies Committees. The number of such students and their qualifications shall be determined by the graduate faculty of the department. They shall be elected by the graduate students in the department. The committee chair shall identify those

meetings or parts thereof for which attendance by these persons is not expected. All departmental policies affecting graduate appointees (to include grievance procedures, programmatic specifications, and all other policy matters) shall be made available to each graduate appointee at the time of the student's initial enrollment for graduate studies. Graduate appointees shall be notified of modifications in departmental policies which occur during the course of their appointment tenure.

B. Collegial and Independent-School Level

Graduate appointees shall be invited to and included in college faculty and committee meetings which are concerned with graduate matters. The dean of the college shall identify those meetings or parts thereof for which attendance by these persons is not expected.

C. University Level

Faculty Meetings

Graduate appointees shall be invited to and included in University faculty meetings. The President shall identify those meetings or parts thereof for which attendance by these persons is not expected.

II. CATEGORIES FOR GRADUATE SERVICE APPOINTMENTS

In order to be eligible for a graduate appointment, a student must be enrolled in a specific degree program. A full-time graduate assistant or teaching fellow is expected to devote 49% of the university-defined full-time work load per week (or equivalent assignment) in service and to enroll for a minimum of eight credit hours per semester (a total of six credit hours for summer) (See Appendix 1).

A half-time graduate assistant or teaching fellow is expected to devote half of the service commitment expected of a full-time appointee per week (or equivalent assignment) in service and to enroll for a minimum of eight credit hours per semester (a total of six credit hours for summer).

An appointee who has tuition remission only does not have a service commitment. Such an appointee is expected to enroll for a minimum of eight credit hours per semester (a total of six credit hours for summer). An appointee who is in the combined baccalaureate and

master's program will enroll for both graduate and undergraduate hours as determined by the student's advisor. Note that graduate students nearing completion of their degree who have satisfied all required coursework and that may be registered for only 2 credit hours of Thesis II or 1 credit hour of Dissertation II are considered full-time students.

EXCEPTIONS TO THE ABOVE PROCEDURES MUST BE CONSISTENT WITH THE COLLEGE'S ENROLLMENT PLAN AND MUST HAVE THE APPROVAL OF THE PROVOST.

Appointments or reappointments, including tuition remission, are not automatic, but are contingent upon good degree progress and satisfactory performance of duties as determined by the grantor of the stipend. The graduate appointments outlined below are intended to provide minimal support to enable a student to spend the maximum amount of time in the pursuit of his/her graduate studies with the objective of completing the degree in the shortest amount of time. To this end, it is considered inappropriate for a full-time graduate appointee to be engaged in substantial additional employment other than in an incidental way. Except in unusual circumstances and with the approval of the academic college Dean and the Dean of Graduate Studies, a graduate appointee may not hold an additional formal appointment through which the total commitment of service at Kent State University thus exceeds 20 hours per week.

A. Research Assistantship (RA)

A student receiving a Research Assistantship is expected to assist a faculty member in his or her research or other scholarly activities. No teaching or service responsibilities are assigned to full time Research Assistants.

B. Teaching Assistantship (TA)

A student receiving a Teaching Assistantship is expected to assist a faculty instructor of record (e.g., recitations, laboratories, grading) or be the instructor of record in their own course. Biological Anthropology TAs are expected to teach at least one hands-on or on-line lab (ANTH 18631) each semester of funding.

IV. EVALUATION OF PERFORMANCE

Departments shall establish effective means of evaluating and

documenting the teaching and other duties performed by each graduate appointee, who has a service commitment, in order to aid the professional growth of the appointee. This evaluation and documentation shall be used for the purpose of counseling the graduate appointee and to assist in making decisions regarding reappointment.

V. COUNCIL OF GRADUATE SCHOOLS' POLICY

Kent State University affirms its adherence to the following Council of Graduate Schools' policy that is designed for new appointees: Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

VI. REAPPOINTMENT, DISMISSAL AND RESIGNATION POLICY

At the time of the initial notification of appointment the department shall clearly communicate its policy on limits on the number of years of support at the master's and doctoral levels. Reappointment is determined by the student's department. Reappointment may be available, contingent upon good progress toward completion of the degree and satisfactory performance of duties. If a service appointee is not to be reappointed, he or she will be given written notice informing the student of the non-reappointment and of the reasons therefore. Notices of non-reappointment and of reappointment will be given to students no later than the last day of the semester. During the semester in which an appointee receives a master's degree, the student must apply and be accepted into a doctoral or educational specialist program in order to be considered for further appointments. A student may not simultaneously hold a graduate appointment and a

full time fellowship or other appointment from a non-university source. Dismissal is the termination of the contract for cause. Dismissal may be effected for the violation of the terms of the appointment. The department will give written notice of a recommendation for dismissal to the appointee along with the reasons for the recommendation. This recommendation is forwarded to the appropriate graduate dean for action. If a student is dismissed for academic reasons then the appointment is terminated at that time. Any service appointee who has not been reappointed or has been dismissed may appeal the decision. The appeal must be initiated in writing to the grantor of the appointment within one week of non-reappointment or dismissal. Notification of resignation by a service appointee is expected to be early enough to obviate serious detriment to the university. An appointee intending to resign should give written notice as early as possible. The appointee may inquire into and consider the acceptance of an appointment elsewhere anytime and without previous consultation. It is agreed, however, that if a definite offer follows, the appointee shall not accept it without giving such notice, in writing, as is indicated in the previous provision (Section V).

VII. GRADUATE APPOINTMENT SERVICE COMMITMENT

At Kent, a graduate appointment is granted to a graduate student in order to give that student partial financial assistance and support for graduate study and to obtain a service commitment which will be both beneficial to the student's professional needs and goals and to the University's endeavors. The role of a graduate appointee is often that of both student and instructional colleague. The question arises as to whether a graduate appointee has service responsibilities with respect to the academic year or the nine-month contractual time period agreed to by the faculty. In particular, is a graduate appointee "on duty" during the intersession between fall and spring semesters, during the spring recess, or during the time period following spring commencement and prior to the end of the nine-month calendar commitment of the faculty? This leads to additional confusion with respect to the appointment of graduate students as research assistants in that the time commitment for research assistants must be comparable to the time commitment for graduate assistants and teaching fellows. A graduate appointee who holds an academic year full time appointment is expected to provide service to the appointing department which approximates 20 hours per week. This may include assignments during the week prior to classes and/or during exam week. The service obligation is prorated for each 5 week summer term. The service commitment of a graduate appointee, who has been appointed by a nonprogrammatic unit, will be equivalent to the total time expectations of an appointee who is appointed through a programmatic

unit. Due to specific operational requirements of nonprogrammatic units, some of the total time expectation may be satisfied during presemester, intersession, or post-semester time periods. Such arrangements should be understood by the appointee and the appointing unit at the outset of the appointment period. In all instances it is expected that the appointee and the appointing unit will strive to ensure that the service commitment is beneficial to the appointee's professional growth and is commensurate with the mission and goals of the appointing unit and of the University.

VIII. GRIEVANCE PROCEDURE

A. Purpose: To provide guidelines and methods for resolving complaints by graduate appointees of actions by faculty members or administrators which may be in violation of the "Policy on Role and Status of Graduate Student Appointees."

B. If an issue can not be resolved through informal conversations between the graduate appointee and other interested parties following reasonable attempts to achieve resolution, the graduate appointee may initiate a formal complaint by notifying, in writing, the Administrator of the graduate unit in which the student holds appointment. The Coordinator of Graduate Studies should be copied directly with such notification. The Administrator may refer the complaint to the unit's Graduate Studies Committee for a hearing and a recommendation or may impanel an ad hoc grievance committee for this purpose comprised of graduate faculty members who are able to render a disinterested judgment. Either of these committees will make a recommendation to the Administrator as to the disposition of the complaint.

C. If the graduate appointee is dissatisfied with the resolution decided by the Administrator, he or she may appeal the decision, in writing, to the Dean of the College or, in the case of the independent schools, to the Dean of Graduate Studies. The Dean may render a final decision based upon the record and information submitted by the complainant and the Administrator of the graduate unit or may appoint an ad hoc grievance committee which will hear the complaint and make recommendation to the Dean for its resolution. In either case the academic college Dean or the Dean of Graduate Studies is the final determinant.

IX. GUIDELINES FOR SHORT-TERM ABSENCES AND LEAVES OF ABSENCE FOR FUNDED GRADUATE STUDENTS

A. Overview

The purpose of these guidelines is to provide a consistent benchmark across the university in managing short-term absences and leaves of absence for funded graduate students. These guidelines are intended to serve as a minimum requirement, and do not require change to any college, school, or departmental policies that go beyond the benefits described below. Whenever possible and academically appropriate, a student's academic standing and means of financial support should be preserved during difficult life situations. In some cases, such situations may be handled by allowing a reduced course load and/or temporarily moving a funded graduate student to a different research or instructional assignment, or allowing the student to perform his/her duties from off-campus. In other cases, these options are not appropriate or possible; in these cases, it may be most appropriate for a student to take a period of time off from his/her academic and assistantship responsibilities. Decisions regarding the most appropriate options are best made through consultations among the student and appropriate representatives from his/her academic unit. Faculty and administrative supervisors are encouraged to be flexible in working with individual students to determine the most fitting response to a particular situation.

B. Definitions

Funded graduate students: Kent State University graduate students appointed as graduate associates, graduate assistants, fellows, or similar positions for which a stipend (of at least 50% FTE) and ancillary benefits are received.

Immediate family member: Spouse, domestic partner, parent, step-child, biological, adopted, foster or legal ward son or daughter (up to age 18, except in the cases where the child is incapable of self-care).

Short-term absence: Absences of less than two weeks.

Leaves of absence: Absences of two weeks or more.

C. Eligibility

Reasonable requests for stipend-protected short-term absences or leaves of absence for appropriate duration generally should be approved for reasons due to:

- Personal illness or bereavement of an immediate family member;
- Personal serious health condition or care of an immediate family member with a serious health condition; or
- Childbirth or adoption.

To be eligible for the absences described in this document, funded graduate students must:

- Have completed at least two consecutive semesters as a funded graduate student paid through the Kent State payroll prior to the date a leave of absence is to begin;
- Be in good academic standing and making reasonable progress toward the degree; and
- Maintain enrollment at the level required to hold the appointment during their absence.

Graduate students funded by external agencies are also subject to the guidelines established by these agencies.

D. Short-term Absence

A funded graduate student may request a short-term absence to recover from a personal illness or to bereave the death of an immediate family member. "Short-term" is generally considered to be one to three days. There may be circumstances in which a short-term absence might extend to two weeks, but these situations are unusual. The length of the absence should always be proportionate to the needs of the situation. Reasonable requests for short-term absences will generally be approved and stipends will be maintained without requiring the funded graduate student to make-up missed time. Options for coverage might include temporarily shifting responsibilities or creating alternative work assignments or work locations.

E. Leave of Absence

There may be circumstances when funded graduate students will require a leave of absence for a personal serious health condition or to care for an immediate family member with a serious health condition. A serious health condition is defined as "an illness, injury, impairment, or physical or mental condition" that involves one of the following:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care;
- Continuing treatment by a health care provider that consists of (1) a period of incapacity and (2) treatment multiple times by a health care provider or treatment at least once by a health care provider that results in a regimen of continuing treatment and continuing incapacity;
- A chronic serious health condition is one that may cause episodic rather than continuing periods of incapacity, but requires "periodic visits" for treatment by a health care provider and continues over an extended time period. A funded graduate student may apply for a leave of absence if any of the above conditions apply to the student him/herself or to the student's immediate family. A funded graduate student also may apply for

a leave of absence from appointment responsibilities for childbirth or adoption. A funded graduate student may apply for a childbirth-related leave of absence if he/she is the birth mother, father, adoptive parent, or domestic partner. A funded graduate student who requests a childbirth/adoption leave of absence may not also request a medical/family leave of absence for the same birth or adoption event. An eligible funded graduate student on a leave of absence from appointment responsibilities receives 100% of his/her stipend and other benefits for up to SIX weeks, or until the last day of the appointment, whichever comes first. The same appointment status will be available after a leave of absence has been taken, provided the appointment or reappointment would normally have been available. Assigned duties, however, may be subject to change.

F. Extension of Leave of Absence

In some cases, it may be appropriate to extend a leave of absence beyond six weeks. Leaves of absence that need to be extended beyond the initial appointment may be stipend-protected (in whole or in part) at the sole discretion of the appointing unit.

G. Coverage of Responsibilities

Funded graduate students who are requesting short-term absences or leaves of absence must comply with procedures established by their appointing units to cover responsibilities in cases of absence. When making arrangements for coverage of responsibilities for an absent funded graduate student, appointing units must be sensitive to the load of other graduate students. Responsibilities may be temporarily assigned to another funded graduate student, if the additional responsibilities are accompanied by a temporary increase in that graduate student's appointment percentage or a special payment to that student to compensate for additional effort over a stipulated period of time. Units should not ask or permit a graduate student to serve as a "volunteer GA" for the duration of a leave of absence; that is, graduate students who serve must be compensated with a stipend commensurate with the expected load, and with appropriate payment of tuition and fees.

H. Procedure

1. Approval Process

Any requests for short-term absences and leaves of absence should be handled at the level of the appointing unit. If a funded graduate student needs a short-term absence or a leave of absence, he/she must make a request as soon as possible to his/her immediate academic or administrative supervisor. For short-term absences, the supervisor will make the decision. For leaves of absence, the supervisor must consult with the student's advisor and Graduate Coordinator. Each appointing unit may designate additional individuals who must approve requests for leaves of absence; in the case that a student is supported by an external funding source, that agency may need to be consulted as well.

2. Documentation

For short-term absences and leaves of absence, appropriate documentation, such as medical certification establishing the health condition, is generally required, although it may be waived for short-term absences. All documentation of short-term absences and leaves of absence are maintained at the unit level. Every effort should be made to protect the student's privacy, although, in the cases of leaves of absence, the information must also be shared with the student's advisor and Graduate Coordinator.

3. Appeal Process

A request for a leave of absence without requiring makeup time may be denied for several reasons, including (1) an inappropriate or unreasonable request, including inadequate documentation; (2) repeated requests for short-term absences or leaves of absence; (3) documented unsatisfactory performance; and/or (4) incompatibility with funding agency or other institutional guidelines (such as requirements applying to international students). If a request is denied, the graduate student should follow the appointing unit's appeal guidelines.

I. Funding for Leaves of Absence

Appointing units at Kent State University should manage the financial aspects of GA leaves of absence within their departmental budgets, seeking assistance from their colleges or other offices in cases of hardship. It is also recognized that principal investigators with externally funded research grants may have issue with the requirements of particular grants, where flexibility may be limited. If such concerns arise, appointing units should contact their academic college offices or Graduate Studies.

X. RESPONSIBILITY FOR COMPLIANCE

Academic College Deans will be responsible for assuring compliance with this document within their respective units, with the Dean of Graduate Studies having overall university responsibility.

Revised 1975

Approved by Graduate College Council – 11/05/75

Approved by Graduate Student Council – 11/13/75

Approved by Graduate School of Business Administration Council – 11/18/75

Approved by Graduate Council of the Graduate School of Education – 12/21/75

Revised 12/07/83

Revised and Approved by Graduate College Council – 10/07/87

Approved by Graduate School of Management Council – 4/07/89

Approved by Graduate Council of the Graduate School of Education – 4/14/89

Revised and Endorsed by University Graduate Faculty Council – 3/9/94

Revised 1/20/2000

Revised 09/20/2002

Revised 04/20/2004

Revised 03/20/2006

Revised 07/20/2006

Revised 09/01/2010

E. GRADUATE APPOINTEE SERVICE COMMITMENT

Traditionally, a graduate appointment has been granted to a graduate student in order to give that graduate student partial financial assistance for support in graduate study and to obtain a service commitment which will be both beneficial to the student's professional needs and goals and to the University's instructional endeavors. The role of a graduate appointee has been that of

both student and instructional colleague. This has resulted in a good deal of confusion with respect to the intent of the appointment. In particular, the question has often arisen as to whether a graduate appointee has service responsibilities with respect to the academic year or the nine-month contractual time period agreed to by the faculty. The question as to whether a graduate appointee is "on duty" during the intersession between fall and spring semesters, during the spring recess, or during the time period following spring commencement and prior to the end of the nine-month calendar commitment of the faculty remains essentially unresolved. This has led to additional confusion with respect to the appointment of graduate students as graduate research assistants in that the time commitment for graduate research assistants must be comparable to the time commitment for graduate assistants and teaching fellows. In an attempt to clarify the service commitment question of a graduate appointee, the intent of the graduate appointment with respect to the needs of the University has been reviewed. The following observations pertain to this matter (based upon this review):

A graduate appointee who has a full-time appointment for an academic year in the graduate programmatic department has service responsibilities to the appointing department which encompass each academic semester (including the one week prior to a semester for preparation of instruction, the traditional time for class work participation, and the final exam week). An average service commitment defined to be 49% of the University defined full-time workload per five-day week to the University during this instructional time is considered appropriate for a full-time appointee. The aforementioned definition of service commitment by a full-time appointee should be reasonably prorated for summer session appointments. In particular, given this definition and the current summer session calendar period, a service commitment defined to be 59% of the University defined full-time workload per week for a five-week summer session would be appropriate for a full-time appointee during that session. The service commitment of a graduate appointee, who has been appointed by a non-programmatic unit, will be equivalent to the total time expectations of an appointee who is appointed through a programmatic unit. Due to specific operational requirements of non-programmatic units, some of the total time expectation may be satisfied during intersession or post-semester time periods (such arrangements should be understood by the appointee and the appointing unit at the outset of the appointment period). In all instances it is expected that the appointee and the appointing unit will strive to ensure that the service commitment is beneficial to the

appointee's professional growth. In addition, it is expected that the service commitment will be commensurate with the expectations and goals of the appointing unit and the University in the achievement of the unit's mission.

F. Facilities

The Department of Anthropology is housed in Lowry Hall, 750 Hilltop Drive, Kent OH 44242.

Office Space

Except in unusual circumstances (e.g., more graduate students than available office space), each graduate student will be assigned a desk in an office in Lowry Hall. All offices are shared, usually by two or three students. Office assignments are made by the Graduate Coordinator and departmental secretary.

Keys

Each student will be issued four keys:

1. Side/back door of Lowry Hall
2. Mailroom
3. Corridor
4. Student's office
5. If the student is teaching a lab, they will be given a key to Lowry 149.

A \$10 deposit per key is required at the time keys are issued and will be refunded when keys are returned. Keys to other rooms in the building will only be issued under special circumstances. The departmental secretary handles all key issues.

Computer Lab

The computer lab is located in room 113, Lowry hall. It is open upon request. Several computer terminals and a printer are available for academic work only. Keys to the computer lab are available in the main office. No files can be saved to the computer. Bring an external drive to save your work.

G. University Resources

Academics and Research

Writing Commons

The Writing Commons helps all Kent State University students -- from first year undergraduate students to doctoral candidates -- with any writing projects they have, in any course or program. They will also help students with projects outside of school, such as graduate school application essays and writing for publication. They help with all parts of the composing and revising process: from understanding assignments and getting started, to generating and organizing ideas, to editing prose and documenting sources. All writers on campus can benefit from the feedback and support the Writing Commons provides. Please see <http://www.kent.edu/writingcommons.com> for more information. (KSU 2011)

Research Librarian

Librarians offer in-depth assistance for library assignments and other research needs. Many librarians have regular office hours during the fall and spring semesters; other meeting times are also available. (KSU, 2005) The Anthropology department's librarian is Paul Fehrmann. Please see http://www.library.kent.edu/liaison_librarians_by_subject.php?pageId=5016 for more information.

RefWorks

The Libraries provide an 8-campus subscription to RefWorks, a Web-based tool for managing references and creating bibliographies. There is no cost to Kent State University students, faculty, or staff in using this service. Go to <http://www.library.kent.edu/rw> for more information. RefWorks allows you to:

1. *Create a personal database online:* - Store an unlimited number of references accessible from any computer linked to the Internet.
2. *Manage your references* using folders, sorting and searching as needed.

3. *Generate bibliographies and footnotes:* Save typing time in creating bibliographies using a given bibliographic style.

Health and Wellness

Counseling Services

The Counseling and Human Development Center at Kent State University provides confidential counseling to over 1000 clients every year. Located at 325 White Hall on the Kent State Campus the center offers individual and group counseling services for a wide variety of concerns for individuals from the university and community. Comfortable and professional, the center represents an opportunity to pursue progress, healing, or education relating to your concerns. All services are provided free of cost to Kent State students, staff and faculty and at very little cost to the community. Feel free to contact the center for more information, <http://chdc.educ.kent.edu/> (KSU 2011)

Health Center

University Health Services (UHS) at Kent State University is located in the DeWeese building on Eastway Drive. University Health Services provides non-emergent outpatient care to all eligible students, faculty and staff including examination and treatment for illness and minor injuries, women's health care, psychological services, laboratory, x-ray, physical therapy, pharmacy services, and health education. UHS accepts all KSU employee health plans. Self-pay rates are available for uninsured patients.

The staff includes board certified physicians, nurse practitioners, registered nurses, licensed psychologists, pharmacists, physical therapists, and radiographers. Please see <http://www.kent.edu/uhs/index.cfm> for more information. (KSU 2011)

Department of Recreational Services

The mission of the Department of Recreational Services is to demonstrate excellence in recreation, wellness and educational opportunities through dynamic and innovative programs, first class facilities and superior customer service. Recreational Services oversees and maintains the following facilities:

- Student Recreation and Wellness Center
- Ice Arena
- Allerton Sports Complex

- Low Challenge Course
- Four Multi-use Fields
- Five Outdoor Basketball Courts
- Two Outdoor Tennis Courts
- Five Outdoor Sand Volleyball Courts

Please see <http://www.kent.edu/recservices/index.cfm> for more information.