



**The University of Arizona
Doctor of Philosophy in American Indian Studies**

Ph.D. DEGREE GUIDELINES

Admission to the American Indian Studies Ph.D. program is contingent upon the prior completion of a Master's Degree (at the discretion of the faculty, B.A./B.S. degree holders may apply; please check with the Graduate Program Coordinator). Failure to pass the UA AIS Master's Thesis or Master's Report Defense results in ineligibility for admission to the AIS Ph.D. degree program. If a student has completed the UA AIS M.A. program with the non-thesis/examination option, the student will not be eligible to apply to the UA AIS Ph.D. program.

REQUIRED UNITS:

The equivalent of at least six semesters of full-time coursework (including dissertation units) is required for the Ph.D. Completion of a minimum of 66 units with a cumulative GPA of 3.0 or higher (comprised of 48 units of coursework and 18 units of dissertation credits) in American Indian Studies and related fields, and proficiency in one language other than English are compulsory. All Incompletes in any AIS doctoral core course must be converted to a grade prior to the comprehensive exam; students may have one Incomplete on the grade record (in an elective course) and proceed to the Comprehensive exam, as long as overall GPA and credit requirements are fulfilled.

CORE & ELECTIVE COURSES: 48 Units

Students have multiple concentration areas from which to choose coursework to meet the 48-unit minimum, for example: Education, Environment, Law & Policy, Literature, Society & Culture. The list of concentration areas may change over time. Students must work with their Faculty advisor and Faculty Comprehensive Exam Committee to create a Plan of Study according to the following guidelines:

- 1) A minimum of 12 units within the Theory and Research Methods area. Students may not petition out of the Theory & Methods concentration area course requirements; no substitutions are allowed for AIS 602 or AIS 697A.
- 2) A minimum of 15 units within one concentration area.
- 3) At least one 3-unit course must be completed in each of two other concentration areas; one of these courses must be a Law & Policy course (if #2 area is not Law & Policy).

There are three options available to configure the Ph.D. coursework: A) Single Concentration; B) Double Concentration; C) Single Concentration with Minor. See AIS Student Advising Worksheets, versions A, B, and C, for details.

Courses that require a minimum grade of B/3.0 are marked with an *asterisk

American Indian Education Concentration

American Indian Education courses offer students the opportunity to explore education of Native peoples from pre-contact to the present. Emphasis is on historical issues; contemporary political and legal implications; various pedagogical methodologies; curriculum development; and the relationship between tribal, community, national, state and local agencies and institutions involved in Indian education. Students may supplement the American Indian Education curriculum with the AIS Internship Program (AIS 693), which places students in internships in tribal governments or community organizations, and with related courses from the College of Education, or other departments, subject to approval by their committee.

American Indian Education Courses:

- (3) AIS 565 Tribal Colleges
- (3) AIS 676 Native American Curriculum Development
- (3) AIS 677 History of Indian Education
- (3) AIS 678 Contemporary Education & Research
- (3) AIS 679 American Indian Higher Education
- (3) AIS 696E Seminar in American Indian Education (may take twice)

American Indian Law and Policy Concentration

The Law and Policy courses focus on the development of Federal Indian Law and Policy from the American Indian's first contact with Europeans to the present time. The selected courses offer students an interdisciplinary approach to the interactions between Native and non-Native peoples through historical, legal, and political analysis. Law and Policy courses expose students to the unique relationship between the federal government and Indian tribes, including litigation and policies, how those relationships are presently maintained, and the development of contemporary tribal governments. Students may supplement their study in Law and Policy with the AIS Internship Program (AIS 693), which places students in tribal governments or community organizations; and with related courses from the College of Law, Department of Political Science, or other departments, subject to approval by their committee.

Law and Policy Courses:

- (3) AIS 525 Native Economic Development
- (3) AIS 575 Contemporary Federal Indian Policy
- (3) AIS 584 Development of Federal Indian Policy
- (3) AIS 585 American Indian Gaming
- (3) AIS 596H American Indian Law & Policy Seminar
- (3) AIS 631A Federal Indian Law

- (3) AIS 631B Tribal Courts & Indian Tribal Law
- (3) AIS 696D Indigenous Peoples Law Clinic
- (3) AIS 697B Globalization and Preservation of Culture

American Indian Literatures Concentration

American Indian Literature courses offer students the opportunity to explore American Indian literatures from Native American perspectives. Through the courses, students will gain an understanding of how Native American literatures are used in a cultural context. Students will be exposed to a variety of American Indian writers and will examine the relationship between oral and written traditions. Students may supplement their study with courses in other departments, subject to approval by their committee.

Literature Courses:

- (3) AIS 524 Studies in Southwest Literature
- (3) AIS 549A Folklore
- (3) AIS Indigenous Activist Literature
- (3) AIS 452A Mixed Media Story Telling
- (3) AIS 577 American Indian Literature
- (3) AIS 596M Studies in Oral Tradition (may repeat up to 9 units)
- (3) AIS 646 Ancient & Contemporary Voices
- (3) AIS 696F Seminar in Languages & Literature (may repeat up to 6 units)

Societies and Cultures Concentration

Societies and Cultures courses are designed to give students an understanding of the worldviews, institutions, and socio-cultural characteristics of Native life in North America. Students will examine Indian communities before and after contact with other societies from around the globe, and will study the exchanges between European and other immigrants and the societies and cultures of Native North America. Students may supplement their study with the AIS Internship Program (AIS 693), which places students in internships in tribal governments or community organizations, and with related courses in other departments subject to approval by their committee.

Societies and Cultures Courses:

- (3) AIS 502 Dynamics of American Indian Societies
- (3) AIS 513 Ethnology of the Southwest
- (3) AIS 515 American Indians and the Urban Experience
- (3) AIS 516 Contemporary Indian America
- (3) AIS 518 Southwest Land and Society
- (3) AIS 521 Ethnology of North America
- (3) AIS 541A Natural Resource Management in Native Communities
- (3) AIS 535 Mexican Traditional Medicine: An Overview of Indigenous
Curing Cultures
- (3) AIS 537A Nation Building I

- (3) AIS 571B Space: A Social Cultural View/American Indian Landscape and Architecture
- (3) AIS 589 Areal Survey of Native North American Languages
- (3) AIS 597A Descriptive Linguistics for Native American Languages
- (3) AIS Issues of American Indian Language & Policy
- (3) AIS Globalization and Indigenous Peoples
- (3) AIS Cultural Preservation: Oral Histories
- (3) AIS 637A Nation Building II
- (3) AIS 696C Seminar in Societies and Cultures (may take twice)

Natural Resources Management Concentration

Natural Resources courses train graduate students to be conversant with the problems of managing natural resources on American Indian reservations and off-reservation areas. These courses are designed for students to understand current natural resource and environmental issues affecting American Indian nations, and understand current issues affecting the administration and management of natural resources on tribal lands, as well as understand federal environmental and natural resource policies impacting American Indian tribal nations. Students may supplement their study with the AIS Internship Program (AIS 693), which places students in internships in tribal governments or community organizations, and with related courses in other departments subject to approval by their committee.

Natural Resources Courses:

- (3) AIS 541A Natural Resource Management in Native Communities
- (3) AIS 526A Principles of Indigenous Economics
- (3) AIS 531A Traditional Ecological Knowledge
- (3) AIS 595A Globalization, Natural Resources & Indigenous Peoples
- (3) AIS 575 Contemporary Federal Indian Policy
- (3) AIS 584 Development of Federal Indian Law
- (3) AIS 603 Nation Building I

Theory and Research Methods Requirement: 12 Units

All students are required to complete 12 units of Theory & Research Methods coursework:

- * (3) AIS 602 Interdisciplinary Research: Theory and Methods
- * (3) AIS 697A Workshop: College Teaching Methods
- (6) And 2 approved Methods Course from a discipline appropriate to the dissertation. (See "Other Methods Courses" below, AIS 548 may **not** be used to fulfill this requirement).

*require a minimum grade of B/3.0 to count toward the degree

Suggested Methods Courses

Courses listed below, or other courses not on this list, must be approved by the student's Faculty Comprehensive Exam Committee.

- (3) ANTH 607 Anthropological Research Methods & Design
- (3) ENGL 596K Methods & Materials of Literary Research
- (3) ENGL 596L Theories of Criticism
- (3) HIST 695K Historiography
- (3) IRLS 552 Instructional Methods for Librarians
- (3) IRLS 601 Theory of Classification
- (3) LRC 605 Qualitative Methods in Education
- (3) LRC 696D Language Research Methodology in Education
- (3) POL 582 Research & Methodology
- (3) SOC 569 Basic Quantitative Methods
- (3) SOC 570A/B Social Statistics
- (3) SOC 575 Advanced Social Research Methods
- (3) WS 684 Feminist Research Methodologies

Other AIS Courses:

- (3-6) AIS 595A Special Topics in American Indian Studies
- (1-6) AIS 693 Internship
- (1-6) AIS 694 Practicum (may be repeated once)
- (1-6) AIS 699 Independent Study (may be repeated once, maximum of 6 units)
- (1-2) AIS 791 Preceptorship (may be repeated once, maximum 2 units)
- (1-12) AIS 900 Research (not related to dissertation preparation)
- (1-9) AIS 920 Dissertation
- (3-6) AILDI summer courses, topics and courses vary

PLAN OF STUDY:

The Ph.D. Plan of Study is a collaborative production of the student, the Faculty advisor, and the Faculty Comprehensive Exam Committee. The Plan of Study form is available on the Graduate College website.

The outline provided here indicates minimum course requirements for the Ph.D. degree. Students should work with their Faculty Comprehensive Exam Committee to select appropriate electives. The Faculty advisor and Faculty Comprehensive Exam Committee may determine that other coursework is required prior to the Comprehensive Exam to prepare the student for their intended area of dissertation research. A Plan of Study form must be approved by the committee, and submitted to the Graduate Program Coordinator before the end of the third semester. The AIS Ph.D. program of study must conform to the requirements set forth in the Graduate Catalog, and those issued from time to time by the Graduate Council, including the general requirement that the required units be offered in 500-level or above University credit courses. At least half of the units must be offered in University graduate credit courses in which regular grades (A, B, C) have been earned.

FOREIGN LANGUAGE REQUIREMENT:

Students are required to demonstrate proficiency in one language other than English at the discretion, and to the satisfaction of, the Faculty Committee. **The language requirement must**

be satisfied before the student may file the Committee Appointment Form through the Graduate College. The language may be either foreign or Native American. Proficiency in a foreign language may be demonstrated by:

1) Achieving a level three or better on the U.S. Foreign Institute language proficiency examination;

Or

2) Obtaining a score of at least 500 on one of the Graduate School Foreign Language Tests administered by the Graduate Record Examinations Board and the Education Testing Service;

Or

3) Presenting a transcript showing at least a grade “B” in a fourth semester course in a foreign language taken at an accredited college or university.

Proficiency in a Native Language may be demonstrated by:

1) Passing an oral or written examination in the Native language administered by a member of the AIS faculty, or by a Faculty Comprehensive Exam Committee-approved examiner from another institution or community;

Or

2) Presenting a transcript showing at least a grade of “B” in LING/AIS 545A **and** six credits of a Native language taken at an accredited college or university.

When the language requirement has been satisfied, students must present documentation to the Graduate Program Coordinator to be included in the student file.

MENTORING/ADVISING:

During the first semester of study students are required to meet with the Director of Graduate Studies. Students may choose their own Faculty advisor from the outset of their program. Formal selection of a Faculty advisor must take place by the end of the first year. General advice on selection of courses is available from the Graduate Program Coordinator or Faculty advisor. Students must work with their Faculty advisor to complete the Student Advising Worksheet (available on the AIS website). The advising worksheet must be approved and signed by the Faculty Comprehensive Exam Committee no later than the end of the second semester in the program.

FACULTY COMMITTEE SELECTION:

In addition to the Faculty advisor, the student will select his/her Faculty Committee for the Comprehensive Exam and submit the signed AIS Ph.D. Committee Selection form to the Graduate Program Coordinator no later than the end of the second semester. The Faculty Committee for the Comprehensive Exam will consist of four representatives, three of whom must be American Indian Studies regular or affiliate faculty. Three faculty supervise the student’s major fields of study; while one faculty supervises the minor field. The Committee

must have a designated Chair, from the major field(s); this person may be the same as the Faculty advisor, or may be different.

The Faculty Dissertation Committee requires a minimum of three members, two of whom must be American Indian Studies regular or affiliate faculty. Permission for a special committee member who is not a member of the UA faculty may be requested from the Graduate College (see the Graduate College website for the Special Committee Member request form). It is the student's prerogative to choose the Faculty advisor and Faculty Committee members, and to make changes in a committee at any time. The current signed AIS Committee Form, approved/signed by the AIS Head, must be kept on file with the Graduate College and the Graduate Program Coordinator. The form on file serves as the official record of Committee Chair and membership and determines faculty participation at exams and defenses.

COLLOQUIUM REQUIREMENT:

During the first year in the degree program, all Ph.D. students are required to attend the colloquium lecture and professional skills workshop series. Registering to receive one unit of credit per semester for attending colloquia through AIS 791 Preceptorship course is optional. Attendance at these events will be included in the assessment made in the Ph.D. Qualifying Evaluation at the end of the student's first year in the program.

ANNUAL EVALUATION OF DOCTORAL PROGRESS TOWARD DEGREE:

Ph.D. student academic standing is formally reviewed at the end of each academic year by the faculty; students are required to submit an Annual Report prior to this evaluation (the template for the Report is circulated to the PhD students by the Graduate Program Coordinator). Each student will receive a letter at the conclusion of the academic year from their Faculty advisor advising them of the progress made in the prior year of study, upcoming deadlines and degree requirements, suggestions or information from the faculty review, any deficiencies in the student record that must be addressed to maintain good academic standing, and any actions of the faculty affecting student status in the program, such as placement on Academic Probation.

FIRST YEAR QUALIFYING EVALUATION:

The Qualifying Evaluation is designed to facilitate the successful completion of graduate studies for Ph.D. students within AIS. The evaluation reviews the quality and depth of student work during the first year, and determines areas that need further work. It also helps ensure that each student is aware of AIS and the Graduate College requirements, procedures, deadlines, and the submission of appropriate forms. The Qualifying Evaluations are administered toward the end of each semester, for students completing their first year (two semesters) of study.

Committee: The Qualifying Evaluation is administered by the Qualifying Evaluation Committee, which consists of three members appointed by the AIS Head. At least two members must be regular AIS faculty.

Scheduling the evaluation: The Qualifying Evaluation Committee meets with the student and the student's faculty advisor (and a minor faculty representative if the

student has identified a formal minor outside of AIS is also welcome). The Graduate Program Coordinator will contact students/advisors to schedule the evaluations.

At least ten days prior to the evaluation, the student will submit a file to the chair of the Qualifying Evaluation Committee with the following information:

- 1) A brief one or two page statement of purpose and goals for graduate study.
- 2) A curriculum vita.
- 3) Unofficial transcript of all coursework taken since matriculation into the program.
- 4) A completed Advising Worksheet with a list of graduate courses taken and courses that the student plans to take in the major and minor fields.
- 5) A sample of the student's writing completed since matriculation into the program (such as a scholarly or research paper completed for a course; Annotated Bibliographies are **not** appropriate samples).

Format of the evaluation: The student begins the evaluation with a self-introduction. The committee may ask relevant questions about the student's writing sample, statement of purpose and goals, coursework to date and future coursework, and progress on completion of other program requirements such as constituting a valid committee, submitting a plan of study, completing the language requirement, and completing the Human Subjects Exam.

Evaluating the results: The performance of the student during the evaluation, and submitted materials such as the writing sample, will demonstrate the student's scholarly competence and research potential. Following the evaluation the chair of the Qualifying Evaluation Committee will file a letter with the AIS Graduate Program Coordinator and the student's Faculty advisor that summarizes advice and directions offered by the committee. A copy of the evaluation will be placed in the student's file. It is the responsibility of the Faculty advisor to discuss the letter and its directions or recommendations with the student.

COMPREHENSIVE EXAM:

It is recommended that students take the Comprehensive Exam no later than 3 years after the date of admission into the program. To maintain good academic standing, a student must complete the Comprehensive Exam no later than 4 years after the date of admission. The exam must take place no later than six months prior to the date of the final dissertation defense.

The comprehensive exam will be held when essentially all course work has been completed (with the exception of the 18 dissertation units). With Faculty Committee approval, the exam may be scheduled within the same semester that the student is completing one or two courses remaining for the degree. **All Incompletes in specified core courses must be converted to a grade prior to taking any portion of the comprehensive exam** (one Incomplete on the record of coursework in an elective class is allowable).

Before advancement to candidacy for the degree, the student must pass the comprehensive exam in the major and minor fields approved by the student's Faculty Committee. The comprehensive exam tests the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study and in depth within the area of specialization. The exam includes a written and an oral portion, conducted by the approved Faculty Committee. The minor field and two minor faculty members on the committee may be drawn from within the interdisciplinary range of the AIS program; or a student may choose a minor from among the degree programs offered at UA, with the approval of their major committee members. **By Graduate College rule, if a student changes a minor subject following the comprehensive exam, the student must take a new comprehensive exam covering the new minor.**

Reading List:

At least one semester prior to the student's planned comprehensive exam, the student will create an annotated reading list under the direction of the Faculty Committee. The list will include at least one hundred and fifty sources which may include any of the following: books, articles from scholarly journals, government documents, tribal documents or records, internet sources, films, videos, aural recordings, photographs, maps, articles of material culture, legal cases, legislation, or any other sources deemed appropriate and useful by the Faculty Committee.

The reading list will include sources from all areas of concentration designated on the student's Plan of Study, as approved by the Faculty Comprehensive Exam Committee, including AIS theory and methods, and the major and minor areas of study.

Written Portion of the Comprehensive Exam:

The written and oral portions of the comprehensive examination must take place within one semester, or two consecutive semesters (not including summer sessions). Deadlines for the submission of paperwork pertaining to the comprehensive examination are available in the Graduate Degree Certification Office or on the Graduate College website; students should bring the Results of the Oral Comprehensive Examination for Doctoral Candidacy form (available on the Graduate College website) to the oral examination.

The written portion of the Comprehensive Examination will be administered as a take home exam. The exam content will include the student's approved major and minor fields, including AIS theory and methods. Faculty Committees allocate responsibility for crafting questions across the major and minor fields; questions are submitted to the Committee Chair, who is responsible for editing and assembling the exam. The Chair may ask committee members to rewrite questions if two or more questions are too similar; also, members may submit multiple questions that the student may choose among. The Chair transmits the exam to the Graduate Program Coordinator for delivery to the student.

If the written exam includes five questions across the major and minor fields, students have one week to complete the exam; for example, if the student receives the exam on Monday at 8:00 a.m., it must be returned by the following Monday at 8:00 a.m. In some instances, other departments structure the minor written portion of the Comprehensive Exam

differently. In these cases, students should follow the directions of the minor program; and the written portion of the Comprehensive Exam administered by AIS will include only the major fields of study; if it contains three questions, for example, it must be completed within 4.5 days (e.g. 8:00 a.m. Monday to Friday 12:00 noon).

The written exam shall include in-text citations for sources referenced (in the author, date style). No added Reference List is necessary if all citations reference sources on the Reading List; an attached Reference List should only include sources not on the Reading List.

For a written exam of five questions, the student will write no more than ten pages and no less than seven for each of the questions, no more than fifty pages total, using a standard 12 point font, 1" margins, and double-spacing. For a written exam of four questions, the student will write no less than twelve pages and no more than fifteen for each of the four questions, and no more than sixty pages total, using a standard 12 point font, 1" margins, and double-spacing.

If a Faculty Committee member is unable to read and evaluate the exam, a substitute faculty shall be chosen by the AIS Head in consultation with the student's Faculty Committee chair.

After the student has returned the completed exam, the Graduate Program Coordinator copies the exam and distributes it, with a ballot, to each committee member. Each faculty votes Pass/Fail on each question (minor members may waive their right to vote on major field questions), and votes Pass/Fail for the overall exam. Faculty on the Committee may consult with one another while grading the exam. Ballots will be returned to the Committee Head and GPC, who determine if the student may proceed to the oral portion of the exam. Any individual question Failed by two or more faculty is a Fail. If only one question is voted a Fail and the written exam is otherwise deemed an overall Pass, the Faculty Committee may require the student to re-write that single question before proceeding to the Oral. If two or more answers are voted Fail, the overall grade for the written exam must be a Fail. If two or more faculty Fail the written exam OVERALL, the student may not proceed to the oral portion of the exam. This outcome may mean the termination of the student's degree program; or the Faculty Committee, with the approval of the AIS Head, may allow the student to take a second written examination. A second examination, if approved, may not take place until four months after the initial examination.

The student -- in consultation with the Faculty Committee Chair, Graduate Program Coordinator, and the other committee members -- schedules the oral exam to be taken not sooner than three weeks after the written exam, and not later than the end of the following semester (excluding summer sessions and winter intersession) after the written exam. American Indian Studies must have a minimum of seven days from the time a final vote is tallied on the written exams to the scheduled day of the oral exam.

Oral Portion of the Comprehensive Exam:

The Oral Comprehensive Examination must be at least two hours long and no more than three hours long. The only visitors permitted at the comprehensive examination are regular University faculty members. Discussion of proposed dissertation research may be included, but may not be the sole or primary focus of the exam.

If a committee member is unable to participate in the student's oral exam, an emergency substitute shall be drawn from available faculty at the discretion of the Faculty Committee chair and with approval of the AIS Head.

Votes at the conclusion of the oral exam take into consideration performance on both the written and oral portions of the examination. A total of two faculty votes of Fail result in an overall failure of the Comprehensive Examination.

No student will be permitted a second attempt to pass the comprehensive exam (written and oral) except upon recommendation of the examining committee, endorsed by the AIS Head. A second examination, if approved, may not take place until four months after the first examination. If the Faculty Committee fails the student at the oral comp and agrees that the student should not be allowed a second attempt, that decision terminates the student's degree program.

ADVANCEMENT TO CANDIDACY:

Students enrolled in the Ph.D. program are termed Ph.D. or doctoral students. A student becomes a Ph.D. candidate (also referred to as Ph.C. or ABD) only upon successful completion of the following: (1) required coursework, except 18 dissertation credits; (2) satisfying the language requirement; (3) passing the comprehensive examination; and (4) submitting the signed Dissertation Proposal Approval Form to the Graduate Program Coordinator, with a copy of the proposal, showing evidence of the ability to do original research. Once the comprehensive examination is passed, the student must submit the Committee Appointment Form to the Graduate Program Coordinator, who submits it to the Graduate College.

DISSERTATION PROPOSAL:

After completion of the comprehensive examination a proposal must be submitted and approved by all three (3) members of the Dissertation Faculty Committee. The proposal should consist of: (1) research question or statement of thesis/hypothesis; (2) statement of significance to AIS interdisciplinary scholarship; (3) theoretical frameworks; (4) literature review; (5) methodology; (6) a timetable for completion; (7) funding plans. Students may not register for dissertation credit until the proposal has been approved by the entire committee, and the student has turned in the signed Dissertation Proposal Approval Form (available on AIS website) and a copy of the proposal to the Graduate Program Coordinator. Students are unable to register for 900 level classes through UAccess; each semester the Dissertation Chair must notify the Graduate Program Coordinator with approval to register.

HUMAN SUBJECTS:

The University of Arizona Institutional Review Board (IRB)/Human Subjects Committee must approve any research that involves human subjects (online at <http://irb.arizona.edu/training>). The researcher must complete the online Human Subjects Training (CITI) test based on Federal regulations with a score of 80% or better. Each researcher must then complete and submit a Project Review Form located online at <http://www.irb.arizona.edu/forms/Initial-Application>. Students are reminded to allow ample time for this review process, as research cannot begin until approval is received. Many AIS students conduct research that also requires

review/permission from relevant tribal government authorities. Promptly consult your advisor about this process, as it is time consuming. For more information, please contact the Human Subjects Protection Program/HSPP main office and website.

FINAL ORAL DISSERTATION DEFENSE EXAMINATION:

Students must have a complete draft of the dissertation reviewed and approved by their Faculty Dissertation Committee before a dissertation defense will be scheduled. A complete draft includes all chapters and supporting material such as Table of Contents; end/footnotes; tables, maps, or illustrations; references; and bibliography. The Faculty Dissertation Committee commonly requires multiple revisions before approving the defense; few dissertations gain approval with the first complete draft. Students should allow time for revisions when planning for final submission and for graduation. When the Faculty Dissertation Committee agrees the full draft of the dissertation meets the required standards of scholarship, the defense can be scheduled. There is no minimum time limit for the defense, but it may not exceed three hours.

The exact time and place of this exam will be scheduled using the Announcement of Final Oral Examination form (available on the Graduate College website), which must be filed with the AIS Graduate Program Coordinator and the Graduate College *at least three weeks in advance* of the defense date. The student must provide the necessary information to the Graduate Program Coordinator so that the Graduate College can publicly announce the defense in Lo Que Pasa at least one week in advance of the defense date.

December or May graduation: The defense must be scheduled and passed by deadlines set by the Graduate College (approximately mid-November and mid-April). Check the Graduate College website for exact dates (www.grad.arizona.edu/current~students/deadlines). The final approved version of the dissertation must be completed and turned in by a date that varies from semester to semester; ALWAYS check the Graduate College website early. Students who do not meet the April deadline will not be allowed to participate in AIS May commencement exercises.

August Graduation: A defense may be scheduled between the April 15th deadline and the official last date of the spring semester **ONLY** if all members of the Faculty Dissertation Committee agree. If the student successfully passes the defense, then the committee **must** designate one or more members to work with the student on any required revisions over the summer in order to submit the dissertation by the Graduate College deadline for an August graduation.

No defenses will be scheduled in the summer (between the last official day of classes for the spring semester and the first official day of classes for the fall semester).

The defense includes an oral examination in defense of the dissertation, as well as any general questioning which may develop related to the field of study. The examination is conducted by the Faculty Dissertation Committee and consists of two parts: (1) A presentation by the candidate of the dissertation, in the first hour, which is open to the public. The

presentation should be approximately 30-35 minutes, leaving sufficient time for questions from the audience. (2) A closed meeting of the Faculty Dissertation Committee and the candidate, where faculty pose questions pertinent to the dissertation and the general field of study. The Committee Chair will bring all necessary Graduate College paperwork relevant to the defense. The student should bring 3 copies of the dissertation Approval Page form (available on the Graduate College website) to the defense; committee members will sign this form when the dissertation has been finalized and approved.

An overall Pass for the Defense requires 3 passing votes, or a majority (51%) of passing votes if the Dissertation Committee is larger than 3 members. Failure may result in termination of the degree program, or an option for the student to re-defend (at least one month after the failed defense), at the discretion of the Dissertation Committee. All actions of the Dissertation Committee regarding degree termination or re-defense require a 51% majority vote, with a minimum consensus of 3/three votes.

PUBLICATION OF DISSERTATION:

The Graduate College requires that Ph.D. dissertations be published by University Microfilms, Ann Arbor, Michigan, and a fee is charged to cover the expense. Upon certification by the student's faculty advisor, members of the dissertation committee, and the Graduate College, a dissertation copy and an abstract of 350 words are forwarded to University Microfilms. Instructions for electronically archiving the dissertation are available on the Graduate College website. All students are also required to provide AIS with two copies of the dissertation for archiving in the Arizona State Museum Library and American Indian Studies. Submit two hard copies of the dissertation (single-sided, formatted according to the Graduate College requirements) to the Graduate Program Coordinator. AIS will submit the dissertation for library binding.

REQUIRED FORMS:

Internal Forms (Available online at <http://www.ais.arizona.edu/student-resources/forms>)

Committee Selection: To be completed twice—once to identify the Comprehensive Exam Committee, and once to identify the Dissertation Committee.

Student Advising Worksheet: To be completed with your advisor at least yearly.

Request to Schedule Written Comprehensive Examination: To be completed 3 weeks prior to proposed exam start date.

Dissertation Proposal: Required before AIS 920 registration.

Graduate College Forms (Available online at <http://grad.arizona.edu/>)

Plan of Study: Submit during third semester in residence.

Results of the Oral Comprehensive Examination for Doctoral Candidacy: Submit after passing Oral Comprehensive Exam.

Committee Appointment Form: Submit when the Dissertation Committee has been established (after passing Comprehensive Exams).

Announcement of Final Oral Examination: Submit 7 business days prior to defense date.

Approval Page Form: Template for Page 2 of the Dissertation; take 3 copies to dissertation defense.

All forms must be submitted to the AIS Graduate Program Coordinator; *do not take them directly to the Graduate College*. Students are responsible for gathering all required signatures.

TIME TO DEGREE:

All requirements for the degree of Doctor of Philosophy must be completed within 5 years of passing the Comprehensive Exam, by Graduate College rule. Should a student not finish within 5 years, s/he may petition the AIS Head and the Graduate College for an extension; if the extension is denied, the student may then petition the AIS Head and the Graduate College for permission to re-take the Comprehensive Exam. If both the AIS Head and Graduate College approve the petition, and the student successfully passes the second Comprehensive examination, then the student may proceed to complete other requirements, such as the proposal and dissertation. Under certain circumstances, students may petition the Graduate College for a semester or a year leave of absence. See guidelines at Graduate College leave of absence, <http://grad.arizona.edu/academics/degree-certification/forms>. An approved Leave of Absence does **not** extend the time limit to degree completion.

See Graduate College guidelines at <http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/time-limitation>

OBTAINING A MINOR IN ANOTHER DISCIPLINE:

AIS doctoral students who wish to obtain a Minor in another discipline may do so, upon approval of their Major committee. The student must fulfill all requirements established for a Minor in that discipline. The Major and Minor Committee members work together to approve minor coursework (cross listed and non-cross listed courses) as part of the Plan of Study (see Advising Worksheet). If minor courses are not approved, they will be in addition to the required course work for the Major.

TRANSFER CREDIT:

A maximum of 9 credits of graduate credit earned at other approved institutions, if accepted by the major department and by the Graduate College, may be counted toward the requirements of this degree. All required units of credit must be at the 500-level or above at The University of Arizona (or, in the case of transfer units, their equivalent at other institutions). Six units of 400-level credit taken at The University of Arizona may be used in the minor but will not receive graduate credit or be calculated in the graduate grade-point average. At least half of the required units must be in courses in which regular or portfolio grades (e.g. A, B; or portfolio evaluations; but **not** Pass/Fail) have been earned. Credit for correspondence courses or extension work obtained at other institutions will not be accepted for graduate credit (University of Arizona Graduate College, 2005). Inclusion of transfer credits cannot reduce the overall GPA below the required 3.0 minimum.

FINANCIAL ASSISTANCE:

If funds are available, AIS will try to provide up to four semesters of funding for AIS Ph.D. students who maintain good academic standing. Upon official admission into the program a student's file is automatically brought before the Financial Aid committee for consideration of funding. Awards are made on a semester-to-semester basis; AIS will notify students by email of application procedures and deadlines for financial aid. Receiving an award does not guarantee or imply support for subsequent semesters; students must maintain good academic standing to remain eligible for TA-ships or other financial aid. As internal funds are limited, students are encouraged to research external sources of funding. Please see the AIS website for information on sources of financial aid/fellowships under Student Resources, Financial Aid (<http://www.ais.arizona.edu/student-resources/financial-aid>).

GUIDELINES FOR CHANGE OF Ph.D. MAJOR TO AMERICAN INDIAN STUDIES:

Each request for a change of major to the Ph.D. in American Indian Studies will be reviewed by the faculty and a decision made on a case-by-case basis. The following materials are required:

- 1) Completed Graduate College Request for Change of Degree Program;
- 2) A Plan of Study for completion of the AIS degree;
- 3) A brief description of any independent study/internship units completed;
- 4) Date that comprehensive written and oral examinations in the original Ph.D. major program were completed;
- 5) A copy of the dissertation proposal and a plan for completion of the degree including a timeline;
- 6) A statement of interest; and
- 7) A letter of support from the following: a current faculty advisor (either an AIS advisor or your current program Faculty advisor) **and** an AIS faculty member.

Students who have not completed both the written and oral comprehensive exams in another degree program must submit a regular application to the AIS Ph.D. Program by program deadlines.

Please note: All Program Guidelines are subject to change. Exception to any requirement requires department approval; many exceptions may also require approval by the Graduate College.

When guidelines for a degree program change, students currently enrolled in the degree program have the option to: (1) continue under the guidelines in place when they were admitted to the degree program; **OR** (2) follow the revised degree guidelines (students must proceed under only one set of guidelines; rules from one set cannot be "mixed and matched" with rules from another set). The student must submit a written statement to their Faculty advisor and the Graduate Program Coordinator of their choice by the end of the semester in which the new guidelines are instituted.

AIS Ph.D. Program Guidelines/Approved by Faculty May 4, 2011