



Department of Anthropology

Policies & Procedures Quick Reference Sheet



Department Office Information

Mailing Address:

University of Central Florida
Department of Anthropology
4000 Central Florida Blvd.
Howard Phillips Hall, Room 309
Orlando, FL 32816-1361

Contact Information:

Main Phone: (407) 823-2227
Secondary Phone: (407) 823-3675
Fax: (407) 823-3498
Email: anthro@mail.ucf.edu
Website: <http://anthropology.cos.ucf.edu/>



College of Sciences Office of Academic Services (COSAS) Information

Mailing Address:

University of Central Florida
College of Sciences
4000 Central Florida Blvd.
College of Sciences Building, Room 250
Orlando, Florida 32816

**Contact Information:**

Main Phone: (407) 823-6131
Fax: (407) 823-1997
Website: <http://undergrad.cos.ucf.edu/>

Important Administrators @ Department Offices

Undergraduate Advisor: Dr. John Schultz (Preferred method of contact- jschultz@mail.ucf.edu)

- ◆ What is the Undergraduate Advisor's role as it pertains to my studies?

The Undergraduate Advisor counsels students pursuing a major and/or minor in Anthropology on: courses best suited for each student's career goals, the potential transferring of Anthropology courses from other universities in order to satisfy degree requirements, registration processes, graduation procedures, and career options following graduation. The Undergraduate Advisor only counsels students on policies and procedures as it impacts their standing at the department level. For information on university policy and procedure, students are encouraged to contact the College of Sciences Office of Academic Services (COSAS).

- ◆ How do I schedule an appointment with Dr. Schultz?

We suggest that students always contact professors by email for the purpose of keeping written records of conversations. Dr. Schultz is fast at responding by email to requests for appointments, but it is common courtesy to give all faculty members a 24-48 hour window of responding to email (not including weekends).

- ◆ What are Dr. Schultz's office hours?

To learn what Dr. Schultz's office hours are, please call the department main phone number. Dr. Schultz's office hours change each semester depending on what he teaches.

**Program Assistant: Lisa Haas (Preferred method of contact – anthro@mail.ucf.edu)**

- ◆ What is the Program Assistant's role as it pertains to my studies?

The Program Assistant is a very important staff member for students to become familiar with as she is responsible for the following: assisting students with registration, reminding students of upcoming deadlines, processing grades and grade changes, facilitating the exit exam, conducting a preliminary certification of degree audits, preparing course substitutions, as well as serving as a liaison for the student and other university offices. She serves as a student advocate as well as advises students on department policy and procedure.

- ◆ How do I contact Lisa?

Typically, Lisa is at the department from 8:00 AM-5:00 PM. You may contact Lisa by phone (407-823-3790), or by email (listed above). When Lisa is out of the office, students may request to speak with Jordana Navarro. Jordana is the Administrative Assistant of the department and can assist with most situations in Lisa's absence.

**College of Sciences Office of Academic Services: Mrs. Lee Anne Kirkpatrick, Director (See contact information above)**

- ◆ What is COSAS role as it pertains to my studies?

COSAS is the undergraduate office for all Anthropology and College of Science majors/minors. COSAS is responsible for:



Undergraduate Policies & Procedures

- Assistance with understanding *university* undergraduate policies and procedures and answers to general information questions. For department policy and procedure, students must contact Dr. Schultz and/or Lisa Haas.
- Advisement in General Education Program, Gordon Rule, Foreign Language, University Credit Hour Requirements.
- Help with understanding and adjusting your SASS Degree Audit, Course substitutions within the major and minor (Students request substitutions from Dr. Schultz and, if approved, Lisa Haas will process the appropriate paperwork. Lisa will then submit the paperwork to COSAS to be entered into the student's degree audit)
- Transfer Credits and Special Registration, Evaluation of international transfer credits for upper level credit, GEP, etc. Students must meet

with Dr. Schultz, first, before pursuing a transfer of coursework. Dr. Schultz will evaluate the comparability of courses and will instruct Lisa to process a transfer of credit if approved.

--Major change, catalog year change, minor declaration and other records services provided by the Records representative assigned to the College of Sciences. Students must meet with Dr. Schultz before initiating a major change to their degree program and Dr. Schultz can discuss what implications a change will have on the students program.

--Special registration (such as overrides, overloads, and independent study). All registration forms must be prepared at the department first with the appropriate signatures. Lisa Haas can assist in this process.

Approval of Forms

- Transient forms
- Grade forgiveness forms (if substituting course)
- Administrative record changes (only if college or department error occurred)
- Petition requiring college approval
- College approval of grade change requests



Graduation Procedures


--COSAS is responsible for processing all graduation certification. However, students must meet with Dr. Schultz and/or Lisa Haas before filing an intent to graduate in order to have their degree audit reviewed for completion.





Important Information on Processing of Forms & Student Procedures



Form	Purpose of Form	Authorizes	Student Procedure & Special Notes on Form
Override 	Registration into a closed classes based on the following: <ul style="list-style-type: none"> ▪ Class Limit ▪ Prerequisites ▪ Time Conflict* ▪ Course Level** ▪ Excessive Hours*** 	Instructor and the Chair	<p>Procedure: Contact the instructor of the course to obtain written permission to enroll into the closed class. Provided the instructor approves the override, bring the approval (usually a printout of the email) to the department for Lisa Haas to issue an override.</p> <p>Special Notes:</p> <ul style="list-style-type: none"> *The Anthropology Department can only override classes offered by the department. *Time conflict overrides require written approval from <i>both</i> instructors affected by the overlap stating that the conflict is approved. **The department encourages undergraduate students to participate in the Senior Scholars program, however, only when the class level is appropriate. Students wanting to register into a graduate course must speak with the chair of the department, first, before an override will be issued. Students are required to show the chair of the department their degree audit, which should demonstrate consistent academic achievement in all previous department courses. ***Excess hours overrides can only be processed at the department if the student is an Anthropology major. If students are majoring in another department, but would like to enroll in a closed Anthropology course, they must first obtain approval to take excess hours from the department of their major and then an override for the Anthropology course may be issued. <p><u>!!!Overrides must be hand delivered by the student to COSAS. At peak periods of registration, COSAS may have a very long line to wait in. Do not pursue this option unless you are prepared to spend a few hours on campus!!!</u></p> 
Undergrad Registration Agreement	To register into: <ul style="list-style-type: none"> ▪ Internships ▪ Independent Studies ▪ Directed Research 	Instructor and the Chair	<p>Procedure: Contact the professor of interest to discuss your objectives. If the professor agrees to the venture, both parties must come into the department and fill out the appropriate form with Lisa Haas.</p>

	<ul style="list-style-type: none"> ▪ Undergrad Thesis ▪ Directed Readings 		<p>Special Notes: <u>!!!Undergrad Registration Agreements must be hand delivered by the student to COSAS. At peak periods of registration, COSAS may have a very long line to wait in. Do not pursue this option unless you are prepared to spend a few hours on campus!!!</u></p>
<p>Incomplete Grade Agreement</p> 	<p>This form may be submitted when the <i>instructor</i> and the student agree that the student could not reasonably complete the instructor's course due to an unexpected event (death in the family, car accident, etc) that impeded the student from completing all course requirements on time.</p>	Professor	<p>Procedure: Students must contact the instructor of the course and explain why they could not complete the course in the time allotted. Provided the two parties (instructor and student) can reach an agreement on how the course can be completed, an Incomplete Grade Agreement will be filed by Lisa Haas.</p> <p>Special Notes: Must be done before grades are turned into the Registrar's Office or a grade will be assigned to the student. After grades are turned in, the student must take up the grade dispute with the professor.</p>

Other Procedures Frequently Impacting Students

Procedure	Student Procedure
Grade Disputes	<p>If a student believes an incorrect grade was granted, the student must first contact the instructor to notify him/her of the reasons why the grade is incorrect. Please ensure that all communication is done through email in order to keep a record of the conversation. Also, it is common courtesy to allow instructors at least 48 hours (not including weekends) to respond to an email. If a student has tried at least three times to reach a professor and cannot reach the professor each time, students may then contact the Program Assistant, Lisa, with evidence (email records) that he/she has tried to contact the professor. Lisa will attempt to contact the professor for the student and put the two parties (the student and instructor) in contact with each other. If, after discussion with the instructor, the student feels as if the situation is not resolved, he/she may contact Jordana Navarro (jnavarr@mail.ucf.edu) with a request to schedule an appointment with the chair of the department. The chair of the department, the instructor, and the student will then meet to review if another grade is appropriate.</p>
<p>Graduation</p> 	<p>When students are within 9 hours of fulfilling all required department and university degree requirements, it is advised they schedule an appointment with either Dr. Schultz and/or Lisa Haas to discuss filing an Intent to Graduate form with the university.</p> <p>--Students may also refer to the checklist provided by COSAS to track their progress towards graduation: http://undergrad.cos.ucf.edu/index.php> <i>Graduation.</i></p> <p>--Please refer to the Undergraduate Catalog for department graduation requirements: http://www.catalog.sdes.ucf.edu/current/. <i>(Make sure that the right catalog year for your degree program is selected)</i></p> <p>If a student's Intent to Graduate form is approved at the department level, the student is then responsible for:</p> <ul style="list-style-type: none"> ➤ Filing an Intent to Graduate at COSAS. The deadline is usually right before the semester you intend to graduate. Please refer to the academic calendar for more information: http://www.registrar.ucf.edu> <i>Academic Calendars</i> ➤ Make sure the correct email address is listed with MyUCF. Students will receive information about department graduation requirements (such as the Anthropology Exit Exam) through email from Lisa Haas.
<p>Exit Exam</p> 	<p>In order to graduate with a BA in Anthropology, students must take the Anthropology Exit Exam. It is vital current email addresses are kept on file with UCF as graduating students will receive an email from the Program Assistant, Lisa Haas, on when and where the test will be administered. As long as students have filed an approved Intent to Graduate with COSAS, they will receive information about the exam towards the <i>end of the semester</i>. Please note the following about the exam:</p> <ul style="list-style-type: none"> ▲ It is a computerized exam held in the department. Those sensitive to noise may bring their own soundproof headphones. While the department will attempt to control the level of noise, noise is likely to occur during a test. ▲ The exam is usually held one month before graduation. ▲ You must take the exam during your graduating semester, not before and not after. Failure to take the exam will prevent graduation. ▲ The exam is timed to be an hour long and will close out automatically (whether the student has completed or not) when the hour has expired. ▲ The exam is meant to be a general evaluation of how much information students have retained from all four years of study in the department. ▲ The exam <i>does not</i> affect your grades and as long as the exam is taken—students will be given credit for taking it. ▲ Due to numerous other graduation procedures COSAS is responsible for conducting, credit for taking the exit exam may not show up on student degree audits right way and may not until after the commencement ceremony. Students should know that if the exam has been taken, the department has a record of it and will see to it that the

Letters of Recommendation from Professors:



If an Anthropology Professor agrees to write a letter of recommendation, it is recommended that the student provide the following information organized in a binder:

1. Cover page/Letter
2. Academic information summary page:
 - a. Include overall, major, and upper level GPA
 - b. List of all Anthropology courses completed and grades
 - c. List of all Anthropology courses and grades taken with professor writing letter
 - d. Include GRE scores and the breakdown for each section (if applicable)
3. A copy of student's Audit
4. A summary page of the graduate programs that the student is applying for and ranked order school preference
 - a. Name of school
 - b. List of degree and specialization (i.e. MA in Anthropology with specialization in biological anthropology)
 - c. Main faculty member interested in working with
 - d. Deadlines for receiving letters of recommendation
5. Specific Information for each graduate program
 - a. Summary page
 - i. Important faculty and their interests
 - ii. Important facilities or resources at the Department or University
 - iii. Instructions for letter of recommendations
 - iv. Deadlines
 - b. Personal Statement or Letter of Intent that will be submitted
 - c. The student must complete any recommendation forms required by the specific universities, particularly noting the waiver/non-waiver of contents and signatures.
 - d. Envelopes addressed and stamped
 - i. Make sure the correct amount is on the stamp when mailing international
6. Sample writing
 - a. To be determined by each respective faculty member.



Final Tips and Suggestions:



❖ General Education Program (GEP) Requirements

Complete GEP requirements as soon as possible. These classes are often pre-requisites for higher level courses not only in the Department of Anthropology, but other departments as well.

❖ Get to Know your Professors!

Faculty are always here to help students in any way they can. However, it is difficult to assist someone when the faculty are unaware of whom their students are. Also, getting to know faculty members can be useful in the future when students need letters of reference for employers or graduate schools.

❖ When coming to the department to see a professor, please come prepared! Have the name of the professor, the class, and what you would like to talk to the professor about. The office staff will be better able to help you if we know what you want. We are not mind readers!