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A WELCOME FROM THE DEPARTMENT OF ANTHROPOLOGY

We would like to take this opportunity to welcome you to the Department of Anthropology at MSU and introduce you to our program. The Department has 27 regular faculty members and as many as 20 adjunct faculty members teaching courses in the four subfields of anthropology: archaeology, sociocultural, linguistic, and physical anthropology. As an undergraduate anthropology major you should plan on taking courses in each of these subfields rather than concentrating your attention solely on any one of them. It is not possible to obtain the specialized knowledge or the depth of experience necessary for the professional anthropologist during your undergraduate years. This type of concentration is obtained at the graduate level. Now is the time to get a broad introduction to the discipline.

Anthropology majors are also encouraged to take a wide range of related course work such as foreign area studies courses, foreign language courses, research methodology, computer, math, and science courses. This training will prepare you for a future specialization if you plan to attend graduate school. It also will aid you in finding employment after graduation.

Whether you plan to attend graduate school or seek challenging employment, you will find yourself in an increasingly competitive market. It is important to start planning your program as early as possible. Careful selection of courses both in anthropology and outside of it will improve your career opportunities.

The **Undergraduate Academic Advisor** in anthropology is your advocate in program planning and along with you is responsible for keeping track of your progress toward graduation. If you have questions regarding university rules and regulations, whether a course will satisfy a particular requirement, what courses you still need to graduate, how to earn an additional major, minor or specialization, locate a tutor or a study abroad, find a field school, or an internship, you should consult your Academic Advisor. In addition, your Academic Advisor can also provide you with basic information concerning the discipline of anthropology, graduate school selection, and job possibilities after graduation.

You should plan to see your Academic Advisor once every semester and at least once each academic year. It is imperative that you consult your Advisor the semester before you expect to graduate. Do not rely on friends or Degree Navigator to provide you with accurate degree information. **Jaelyn Lillis-Warwick is the Undergraduate Academic Advisor in anthropology. Her office hours are posted outside her office door (304 Baker Hall) every fall and spring semester. Her email is lillisja@msu.edu and phone number is 517-355-71490. You can schedule an appointment with her by accessing the Advisor Calendar System through the msu.edu web site.**

We also invite you to participate in other less formal, but equally important, aspects of our program. These include departmental lectures, symposia, and the undergraduate anthropology club events. Each of these activities provides opportunities for informal discussion with faculty members, graduate students, and undergraduate majors as well as exposure to the work of visiting scholars. **Check out the Department webpage at <http://anthropology.msu.edu> and the Anthropology Club website <http://www.msu.edu/~anthro>. You can also find us on Facebook under the MSU Department of Anthropology and MSU Anthropology Club.**

Department of Anthropology, MSU

Mission Statement

As part of a land grant institution, the Department of Anthropology at Michigan State University is theoretically engaged and practice-oriented in its approaches to research and teaching. These approaches are grounded in fieldwork and a comparative perspective. We are engaged, committed scholars trying to make a difference in the lives of ordinary people at home and abroad.

Bachelor's Degree Program Goals

The undergraduate degree program in anthropology (B.A. and B.S.) involves 30 credit hours in anthropology, and has the following goals:

- All anthropology majors will develop an understanding of basic anthropological concepts, theories, and knowledge; students will understand how these ideas articulate with the ethical practice of anthropology.
- All anthropology majors will develop an appreciation and understanding of the similarities and differences among people through time and across the globe. Students will develop an appreciation and understanding of the role of culture in affecting both physical and social differences and similarities among peoples.
- All anthropology majors will develop an understanding of the process of critical thinking within the social sciences as it applies to the discipline of anthropology and will develop a command of the research tools needed to understand and engage with complex social and cultural issues as social scientists and also as citizens.

Expected Outcomes of the Undergraduate Program

During the undergraduate program in anthropology, students will progress toward these goals by developing the following specific skills:

- Students will demonstrate familiarity with the history of anthropological thought and also the major schools of thought within the discipline.
- Students will demonstrate familiarity with the diversity of people and cultures in at least one geographic region and over time.
- Students will apply the methods of collecting, organizing, and analyzing data in at least one subfield of anthropology.
- Students will demonstrate competence in the reading and critical evaluation of information from the perspective of social science generally and from the perspective of anthropological theory and anthropological ethics more specifically.

- Students will demonstrate their ability to use the library, web-based information sources, and other relevant resources to find information that they need to understand and evaluate new situations or problems.
- Students will demonstrate their ability to communicate their thoughts effectively, orally and in writing.

A WORD ABOUT THIS HANDBOOK

This handbook has been designed to serve as a guide in planning your undergraduate program at MSU. It sets out the degree requirements for in-coming freshmen as of Fall Semester 2014. Other students (e.g., transfer students, readmitted students, continuing students) will find these requirements modified to suit their specific academic circumstances. All students need to work closely with their Academic Advisor to plan how best to satisfy their outstanding degree requirements.

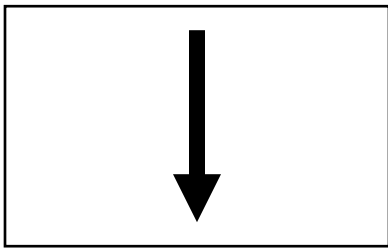
The handbook is not to be regarded as a substitute for other university publications. For a complete discussion of the regulations concerning university and college graduation requirements consult the MSU Academic Programs, MSU Descriptions of Courses, and any other University publication made available to you for course information and prerequisites. These can be found on the MSU website. Check under “Enrollment Services Programs (ESP)”- Office of the Registrar <http://www.esp.msu.edu>. While your advisor will be happy to help you plan your program, please remember that **the final responsibility for meeting degree requirements rests with you and not with your advisor.**

The handbook is divided into two major parts. They are 1) requirements for obtaining a bachelor’s degree (BA or BS) in anthropology at MSU and 2) useful program planning information. Please read each section carefully.

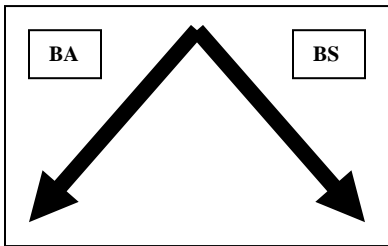
**REQUIREMENTS FOR OBTAINING
A BACHELOR OF ARTS (BA)
OR
A BACHELOR OF SCIENCE (BS)
DEGREE
IN ANTHROPOLOGY**

**I. REQUIREMENTS FOR OBTAINING A BACHELOR’S (BA OR BS)
DEGREE IN ANTHROPOLOGY**

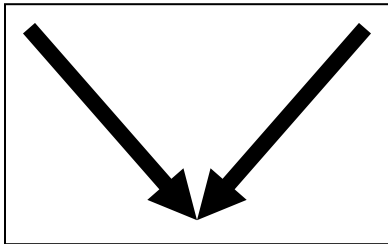
Students enrolled in the Department of Anthropology must fulfill three sets of requirements: (1) University Requirements, (2) College of Social Science Requirements, and (3) Department of Anthropology Requirements. The relationship of these three requirements to one another is indicated in the chart below.



University Requirements



College of Social Science
Requirements



Department of Anthropology
Requirements

A worksheet has been provided at the back of this handbook for you to keep track of all your course work and outstanding degree requirements (See **Appendix V**).

A. UNIVERSITY REQUIREMENTS

The University requirements are general requirements that apply to all degrees granted by MSU. They are designed to guarantee that people who earn a degree from MSU have received a basic education, regardless of their specific program of study. The Colleges and Departments may, with the approval of the University, impose additional requirements but cannot negate any of the requirements at the University level. Most of these requirements are normally met if a student takes the required courses in a logical sequence.

GRADUATION REQUIREMENTS FOR A BACHELOR'S DEGREE

To be recommended for a bachelor's degree, a student must:

1. Complete one year's work, normally the year of graduation, earning at least 30 credits in courses given by Michigan State University. A senior who has earned sufficient credits from this University and met the minimum requirements as stated below, through prior arrangements with the Assistant Dean of the college and the Registrar, may be permitted to transfer not to exceed 10 of the last 30 credits from an accredited four-year college or university.
2. Earn at least 27 credits on the East Lansing campus after reaching junior standing.
3. Complete at least 20 credits at Michigan State University while enrolled in the major in the college in which the degree is to be earned.
4. Remove any deficiencies identified by MSU placement test scores, as described in the *Academic Placement Tests* and *Remedial-Developmental-Preparatory Courses* sections.
5. Demonstrate knowledge in mathematics equivalent to four years of college preparatory mathematics at the high school level. The requirement can be met by:
 - Placement examination scores which demonstrate competency equivalent to the following: two years of high school algebra; one year of high school geometry; and one year of probability, trigonometry, or calculus
 - or
 - Completion at MSU or through a transfer equivalent of one of the following: Mathematics 110; 112; 114 & 103; 116; 124; 132; 152H; 201; Statistics and Probability 200 or 201.

NOTE: MTH 103 and MTH 114 are equivalent to MTH 116.

(Continued on next page)

6. Complete the University writing requirement (see next section).
7. Complete the University Integrative Studies requirement (see next section).
8. Complete satisfactorily an approved program of study in a college.
9. Complete a minimum of 120 credits with at least a 2.00 grade-point average.

NOTE:

MTH 1825 carries 3 credits that do **not** apply toward graduation. Students who must take MTH 1825 will graduate with a minimum of 123 credits.

B. WRITING REQUIREMENTS AND INTEGRATIVE STUDIES

WRITING REQUIREMENTS

To fulfill the University Writing requirement a student must:

1. Complete a 4-credit Tier I writing course from the Department of Writing, Rhetoric, and American Cultures (WRA) or an alternative course approved for the student's program. Alternatives are described in college and department/school requirements.
 - Students who receive less than a 2.0 in their Tier I writing course must either repeat the course or enroll in a 2-credit tutorial writing course (AL 201 to be taken **concurrently** with their first course in Integrative Studies in Arts and Humanities (IAH)).
 - Students who place in the Developmental Level Writing Course (WRA 0102 and WRA 1004) must complete these courses **and** the Tier I writing course.
 - Students who score 3 on the Advanced Placement Test may waive the Tier I writing course. Students who score 4 or 5 on the Advanced Placement Test will receive credit for the Tier I writing course.
2. Complete the Tier II writing requirement approved for the student's academic program. This may be an upper-level "W" (writing intensive) course or a cluster of upper-level courses that incorporate writing. **For anthropology majors, ANP 489-Anthropology Capstone satisfies the Tier II writing requirement.**

INTEGRATIVE STUDIES REQUIREMENT

To satisfy the University requirement of 24 credits in Integrative Studies, a student must complete:

1. 8 credits in Integrative Studies in Arts and Humanities (IAH).
 - IAH 201, 202, 203, 204, 205, 206, 207, 208, 209 or 210 (4 credits)
Prerequisite = Tier I Writing Course
 - A second IAH course 211 and higher (4 credits)
Prerequisite = IAH 201, 202, 203, 204, 205, 206, 207, 208, 209 or 210.
2. 8 credits in Integrative Studies in Social, Behavioral, and Economic Sciences (ISS).
 - One 200-level ISS course (4 credits)
 - One 300-level ISS course (4 credits)
Prerequisite=one 200 level ISS course
3. 8 credits in Integrative Studies General Science (ISB and ISP).

(Continued on next page)

- One ISB course (3 credits)
Prerequisite-the completion of, or current enrollment in MTH 103, MTH 110, MTH 116, MTH 124, MTH 201, STT 200, STT 201, or a minimum score of 10 on the mathematics placement test.
- One ISP course (3 credits)
Prerequisite-the completion of, or current enrollment in MTH 103, MTH 110, MTH 116, MTH124, MTH 201, STT 200, STT 201, or a minimum score of 13 on the mathematics placement test.
- One lab course taken concurrently with its associated ISB and ISP course (2 credits). ISB 208, may, when circumstances necessitate, be taken subsequent to the completion of the ISB course.

Students in selected programs of study (e.g. LBS) may satisfy the Integrative Studies in General Science requirement by completing an approved alternative track. These alternative tracks are stated in the college and department/school requirements. Also, students who receive a waiver or credit for science courses through the Advanced Placement Program may use those courses to satisfy the alternative track.

Students who change majors from a program with an approved alternative track to a program without an alternative track will be given credit for the completed portion of the alternative track.

4. Diversity requirement: Most ISS and IAH courses have the letter codes “D,” “N” or “I” after their titles

Students are required to have two of these three codes represented in their total ISS and IAH course selections.

“D” stands for diversity; “N” stands for national diversity; “I” stands for international diversity.

C. COLLEGE OF SOCIAL SCIENCE REQUIREMENTS

Graduation Requirements for the Bachelor of Arts (BA) and Bachelor of Science (BS) Degrees

To ensure an appropriately broad and well-balanced education, all undergraduates enrolled in the College of Social Science must satisfy the following subject matter and credit distribution requirements, in addition to the graduation requirements of the University as described on pages 2-5 of this manual.

The following restrictions pertain to all courses taken in fulfillment of requirements for the Bachelor of Arts and Bachelor of Science degrees in the College of Social Science:

1. Courses applied to the University requirements in Integrative studies and mathematics may **not** also be counted toward the college graduation requirements.
2. Not more than 4 credits of independent study, internship, field experience, or practicum courses may be used to fulfill the college requirements for the B.A. or B.S. degrees.
3. Unless otherwise noted, no courses offered by a student's major department or school may be counted toward the college requirements.
4. Only credits in courses graded on the numerical or Pass-No Grade system may be counted toward college and major requirements, (i.e., courses taken to satisfy college and major requirements may not be taken on a visitor (V) or a Credit-No Credit basis).

BACHELOR OF ARTS

B.A. Candidates Must Meet The Following Requirements:

1. SOCIAL SCIENCE REQUIREMENT

- Complete the requirements of a major of no fewer than **30** credits with a minimum 2.00 grade-point average for courses in that major.
- Complete a minimum of **15** credits from among the following departments, schools, and programs: Criminal Justice, Economics, Human Development and Family Studies, Geography, History, Political Science, Psychology, Social Work, Sociology, and Urban & Regional Planning. A maximum of **4** credits of SSC 493 or 496 may be applied to this requirement.



Social Science students **cannot** meet this requirement with ISS courses or with courses in their major. A department or school may require its majors to complete particular courses to satisfy this college requirement.

2. ARTS AND LETTERS REQUIREMENT

Complete a minimum of **9** credits in the College of Arts and Letters. In addition to disciplinary courses, courses in Women's Studies (WS), Global Studies in the Arts and Humanities (GSAH), and American Studies (AS). A department or school may require its majors to complete specific courses or take courses in a particular subject matter in the College of Arts and Letters to satisfy this college requirement.

3. NATURAL SCIENCE REQUIREMENT

Complete a minimum of **6** credits in natural science course work selected from any of the departments in the College of Natural Science and including the following courses:

ANTR 350	GEO 203	GEO 206L	HST 250
CSE 101	GEO 206	GEO 401	GEO 402
HNF 150	EPI 390		



Courses used to fulfill the **University** mathematics requirement may **not** be counted toward this requirement.



MTH 1825, 290, and 100E, may not be applied toward this requirement.

4. DISTRIBUTION REQUIREMENTS

- Complete a minimum of 30 credits in courses numbered at the 300 level and above. Courses offered by the student's major department or school may be used to satisfy this requirement.
- Complete at least 60 credits outside the major, if the major is in a department or school.
- The total number of independent study, internship, field experience, and practicum credits may not exceed 20 credits.
- A maximum of 12 credits of independent study may be applied to the degree.
- A maximum of 12 credits of internship, field experience, and practicum credits may be applied to the degree.
- A maximum of 20 credits taken on a CR/NC basis may be applied to the degree.

BACHELOR OF SCIENCE

B.S. Candidates Must Meet The Following Requirements:

1. SOCIAL SCIENCE REQUIREMENT

- Complete the requirements of a major of no fewer than **33** credits with a minimum 2.00 grade-point average for courses in the major.
- Complete a minimum of **9** credits from among the following disciplines: Criminal Justice, Economics, Human Development and Family Studies, Geography, History, Political Science, Psychology, Social Work, Sociology and Urban & Regional Planning. A maximum of 4 credits of SSC 493 or 496 may be applied to this requirement.



Social Science students **cannot** meet this requirement with ISS courses or with courses in their major. A department or school may require its majors to complete particular courses to satisfy this college requirement.

2. ARTS AND LETTERS REQUIREMENT



Complete a minimum of **6** credits in the College of Arts and Letters. In addition to disciplinary courses, courses in Women's Studies (WS), Global Studies in the Arts and Humanities (GSAH), and American Studies (AS). Please note, that a department or school may require its majors to complete specific courses or to take courses in a particular subject matter in the College of Arts and Letters to satisfy this college requirement.

3. NATURAL SCIENCE REQUIREMENT

Complete a minimum of **15** credits in relevant courses in science and mathematics **as defined by the major unit** offering the BS degree option.



MTH 1825, MTH 290, MTH 100E and MTH 103E may **not** be applied toward this requirement for the BS degree.



The Department of Anthropology's list of acceptable natural science disciplines and courses for the BS degree appears in **Appendix IV** of this manual.

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4. DISTRIBUTION REQUIREMENTS

- Complete a minimum of 30 credits in courses numbered at the 300 level and above. Courses offered by the student's major department or school may be used to satisfy this requirement.
- Complete at least 60 credits outside the major, if the major is in a department or school.
- A maximum of 12 credits of independent study may be applied to the degree.
- A maximum of 12 credits internship, field experience, and practicum credits may be applied to the degree.
- All together a maximum of 20 credits of independent study, internship, field experience, and practicum credits may be applied to the degree.
- A maximum of 20 credits taken on a CR/NC basis may be applied to the degree.

D. DEPARTMENT OF ANTHROPOLOGY REQUIREMENTS

- A minimum of **33** semester credits in anthropology course work.
- An overall 2.0 GPA in anthropology course work.
- ANP 201 – Sociocultural Diversity
- ANP 203 – Introduction to Archaeology
- ANP 206 – Introduction to Physical Anthropology

- One area course selected from the following:
 - ANP 410 – Revolution and Social Change in Latin America
 - ANP 411 – North American Indian Ethnography
 - ANP 414 – Anthropology of South Asia
 - ANP 415 – China: Culture and Society
 - ANP 419 – Anthropology of the Middle East
 - ANP 432 – American Indian Women
 - ANP 433 – Contemporary American Indian Communities
 - ANP 451 – European Prehistory
 - ANP 452 – North American Prehistory
 - ANP 453 – Mesoamerican Prehistory
 - ANP 454 – Great Lakes Archaeology
 - ANP 490 – Independent Study (Depending on Topic)
 - ANP 491 – Special Topics (Depending on topic)

- One topical/analytical course selected from the following:
 - ANP 320 – Social and Cultural Analysis
 - ANP 321 – Anthropology of Social Movements
 - ANP 325 – Anthropology of the Environment and Development
 - ANP 330 – Race, Ethnicity, and Nation: Anthropological Approaches to Collective Identities
 - ANP 363 – Rise of Civilization
 - ANP 364 – Pseudoarchaeology
 - ANP 370 – Culture, Health, and Illness
 - ANP 417 – Introduction to Islam in Africa
 - ANP 420 – Language and Culture
 - ANP 422 – Religion and Culture
 - ANP 423 – Psychological Anthropology
 - ANP 425 – Issues in Medical Anthropology
 - ANP 426 – Urban Anthropology
 - ANP 428 – Environments of International Enterprise
 - ANP 430 – Culture, Resources, and Power
 - ANP 431 – Gender, Environment, and Development
 - ANP 436 – Globalization and Justice
 - ANP 439 – Human Rights: Anthropological Perspectives
 - ANP 440 – Hominid Fossils

(List continued on next page)

ANP 441 – Osteology and Forensic Anthropology
ANP 443 – Human Adaptability
ANP 462 – Frontiers and Colonization in Historical Archaeology
ANP 490 – Independent Study (Depending on Topic)
ANP 491 – Special Topics (Depending on topic)

- One (1) anthropology methods course chosen from the following: ANP 429, 441, 461, 463, 464 and 491 (when applicable).
- Four (4) additional anthropology courses at least 3 of which must be at the 300 level or above. **ANP 101 and ANP 200 may not be used to satisfy this requirement.**
- ANP 489 – Anthropology Capstone
This course satisfies the Tier II Writing Requirement. **It is offered fall semester only, so plan ahead.** In special cases, a student may substitute another anthropology course (i.e., ANP 320, 370, 420, 422, 480) for the capstone course with the permission of the advisor.
- Courses taken to satisfy major requirements may **not** be taken Credit/No Credit.

E. ANTHROPOLOGY UNDERGRADUATE MAJOR DEGREE REQUIREMENTS IN SUMMARY FORM

UNIVERSITY GENERAL EDUCATION

- Mathematics (**MTH**) – 3-5 cr
- Writing (**WRA**) – 4 cr
- Natural Science (**ISB, ISP, and LAB**) – 8 cr

- Social Science (**ISS**) – 8 cr
- Arts and Humanities (**IAH**) – 8 cr

- (Tier II Writing Requirement-counted in major) Total: 31-33 credits

COLLEGE OF SOCIAL SCIENCE

Bachelor of Arts Degree (BA)

- Minimum of **15** credits in social science course work outside the major

- Minimum of **9** credits in courses in the College of Arts and Letters

- Minimum of **6** credits in natural science course work and from the approved list of natural science alternative selections

Total: 30 credits

Bachelor of Science Degree (BS)

- Minimum of **9** credits in social science course work outside the major

- Minimum of **6** credits in courses in the College of Arts and Letters

- Minimum of **15** credits in science and mathematics course work as defined by the major (see Appendix V)

Total: 30 credits

DEPARTMENT OF ANTHROPOLOGY

- Minimum of 30 credits in ANP course work
- An overall 2.0 GPA in ANP course work
- ANP 201 – Sociocultural Diversity
- ANP 203 – Introduction to Anthropology
- ANP 206 – Introduction to Physical Anthropology
- One area course from: ANP 410, 411, 414, 415, 419, 432, 433, 451, 452, 453, 455, 490 (when applicable), 491 (when applicable)
- One topical/analytical course from: ANP 320, 321, 325, 330, 363, 364, 370, 417, 420, 422, 423, 425, 426, 428, 430, 431, 436, 439, 440, 441, 443, 461, 462, 490 (when applicable), 491 (when applicable)
- One methods course from: ANP 429, 441, 461, 463, 464 and 491 (when applicable)
- Four additional ANP courses of which at least 3 must be at the 300 level or 400 level (**ANP 101 & ANP 200 excepted**)
- ANP 489 – Anthropology Capstone or approved substitution (Tier II writing course)

Total: 30 credits

91-93 required credits
29-27 elective credits
120 total credits

**USEFUL
PROGRAM PLANNING
INFORMATION**

II. USEFUL PROGRAM PLANNING INFORMATION

The items listed below are of special significance when planning your academic program.

A. Course Planning

Do not rely solely on the *MSU Descriptions of Courses Catalog* (now available online; <http://www.reg.msu.edu/Courses/Search.aspx>>) to plan your program of study. Many times courses that are listed as being offered during a particular semester are not available.

- Check ahead directly with departments. They often have updated information.
- You should try to enroll as early as possible in courses that are hard to get. Don't wait until the semester you expect to graduate to meet specific course requirements.

B. Degree Navigator (DN)

Degree Navigator is an electronic tool to help you keep track of your progress toward your degree and to explore other programmatic possibilities. It is important to remember that DN is only a tool. It does not know you, your particular circumstances, or the exceptions that you and your advisor negotiate. **Do not trust Degree Navigator alone to tell you what requirements you have (or have not) completed.** Always consult with your academic advisor. This is especially important the semester you expect to graduate.

C. Program in Effect

Students are held for the requirements in effect at the time they entered the University, College, or the Department of Anthropology. Requirements are constantly under review and occasionally change. If you feel it is to your advantage to change to newer requirements, you may do so by switching **totally** to the new requirements. Students who have been out of school for 3 years or more will be held for the requirements in effect when they re-enter the university. Students who transfer out of anthropology and later return will be held for the requirements in effect when they re-enter the department.

D. Re-Entry Policy

All students (including Lifelong Education students) who have not been recessed or dismissed and have not completed their programs may re-enter the university in any of the three semesters (fall, spring, or summer) in the 12 months immediately following their last registered semester **without** having to file a readmission application.

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E. Academic Dishonesty (Plagiarism)

Plagiarism of any sort is a serious offense and is grounds for failing a course. **DO NOT DO IT.** To learn more about the University policy and procedures re: academic dishonesty and your recourse if accused, visit <https://www.msu.edu/~ombud/academic-integrity/plagiarism-policy.html>

F. “Double Counting” of Coursework

No course can be used to satisfy two sets of requirements within the same program. A single course may be counted twice across separate programs (e.g., additional majors, minors, certificate programs, two degrees). If you are in doubt, consult your advisor.

G. Credit/No Credit

Courses used to satisfy University, College or Departmental requirements may not be taken on a credit/no credit basis. No undergraduate student may enroll in more than a total of 20 credits on the CR/NC system in all semesters. The one exception to this rule is credit earned on a CR/NC basis while on a study abroad. It is possible to take all the credits in one semester on a CR/NC basis and apply them to college and major requirements.

H. The Middle of the Semester

This is the last date in any semester for dropping a course with no grade reported. After the middle of the semester, if you wish to drop a course, you must request a Late Drop from Academic Student Affairs Office (201 Berkey Hall).

The middle of the semester date for each semester is posted on the academic calendar on the MSU website under “current students.”

I. Late Drops and Adds

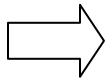
Late Drops (After the Middle of the Semester)

Students should contact the Assistant Dean or Student Affairs Office of their college. (Freshmen and Sophomores go to their UUD office). Late Drops are granted only for very serious reasons that must be documented. A grade is reported for a course in which a Late Drop is granted (e.g., illness, death, deployment).

Late Adds (After the Middle of the Semester) Late can be obtained in the Department office. Late Adds are at the discretion of the professor, who must provide written proof that permission has been given for a late add. Students

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should not be allowed to add a course late in the semester unless they have been participating in the class all along and the Late Add is really a correction of enrollment.



Students cannot add a course for a semester retroactively. If you attend and do the work for a course, but are not formally registered, you **cannot** add the course once the semester ends. **Students must be enrolled on the last class day of the semester to earn credit and grades.**

J. Enrollment on the last Day of Class

Administrative Action will add courses to a student's academic record for courses in which a student takes part and earns final grades without being formally enrolled on the last class day of the semester of instruction. A Course Add Fee of \$200, in addition to the normal tuition, will be charged for each course so added. If a student adding such a course was not formally enrolled on the last class day of the term of instruction in at least one other course, a late initial enrollment fee of \$300 will also be charged.

K. Withdrawal from the University

Dropping all courses (withdrawing) is permitted through the end of the twelfth week of class. After that time, voluntary withdrawal is **not** permitted. When withdrawal occurs after the Middle of the Semester, grades will be assigned for courses just like individual courses dropped. The withdrawal process begins in the College Office of Student Affairs (201 Berkey Hall).

L. Limit of 20 Repeat Credits

A student may, but is not required to, repeat a course in which a grade less than a 2.0 was earned. When a course is repeated, the most recent grade and credits earned replace the previous grade in computing grade-point average. However, all entries remain a part of the student's permanent academic record. A student may repeat no more than 20 credits. A student will be dismissed at the end of the semester in which 21 or more credits have been repeated.

M. Transfer Credits

Students may transfer up to 60 credits from a junior college or 90 credits from an accredited four-year institution. Maximum transfer credit limitations include

(Continued on next page)

credit awarded in any of the following categories: Advanced Placement credit, Advanced Level Examinations, Grade XIII Credit, Baccalaureate Credit, International Baccalaureate Credit, and College Level Examination Program (C.L.E.P.).

Some transfer credits are directly equivalent to MSU courses, and credit is given for the specific MSU course (e.g., ANP 201). Students should take care **not** to enroll in an MSU course for which they have received specific course credit in transfer since the second course will be considered a **repeat** of the transfer course and no credit will be earned as a result.

Some transfer credits have no specific course equivalent and are evaluated as general credits within a discipline (e.g., 4 general credits in anthropology). These credits are applied in the disciplines indicated and do not interfere with specific course enrollments.

Transfer Credit from a Two-Year Institution

1. Students may transfer courses from an accredited two-year institution until they have attained junior standing. Junior standing is reached at 56 credits; however, because transfer students from two-year institutions are allowed to transfer up to 60 credits, the credits for courses from two-year institutions are, in effect, transferred for any student until the student has reached a total of 60 credits, MSU and transfer credits combined.
2. After a student has attained junior standing or a total of 60 credits, **credit will not transfer** from a two-year institution. All courses taken at a two-year institution are evaluated by the MSU transfer evaluation office and are posted to the student's record without credit. However, course work taken at a community or junior college after a student has reached junior standing can waive on outstanding MSU requirements. In such a case, no credit will be earned and the grade earned will not affect the student's GPA.
3. **Degree Navigator** applies all courses posted to a student's record to degree requirements, regardless of whether the credit for the courses was earned in transfer.
4. The Michigan State University Guest Course Approval Form includes the following note on the back of the form:

“If you have or will have earned 56 semester hours or more at MSU prior to taking courses elsewhere, credits taken at a two-year institution will no longer apply toward your degree. **The course(s) may be accepted to satisfy a requirement(s)**, but the credits will not reduce the number of credits remaining in your undergraduate studies here at MSU.”

(Continued on next page)

Repeating Courses with Transfer Credit

1. In order for a transfer course to function as a repeat of an MSU course, it must:
 - Be evaluated as the equivalent of the specific MSU course to be repeated
 - Be accepted for credit at MSU

In other words, general credit in a subject may not be used to repeat a specific course, and a course that is posted to the record without credit (i.e., taken at a two-year institution **after** junior standing) will not function as a repeat.

2. When a course transfers to MSU for credit, the grade for the course does not transfer.
3. A transfer course that is the equivalent of an MSU course in which a grade less than 2.00 was earned will repeat the MSU course by substituting the transfer credit for the attempted credits at MSU. The credits attempted and points earned (if any) are subtracted from the MSU grade point calculation. For this reason, it is possible to improve the MSU GPA with a transfer repeat, even though the grade for the course is not posted to the MSU record. However, repeat course work taken at a junior community college once the student has reached junior standing will **not** have any effect on the student's GPA.
4. **IMPORTANT:** All repeats of an MSU course will be counted in the student's repeat total, **even when the course is not accepted for credit.**
5. Juniors and seniors who wish to have a transfer course function as a repeat to improve their GPA must take the equivalent course at a 4-year institution.

N. Guest Course Credits

It is possible to take courses as a guest at another university while completing requirements for a bachelor's degree at MSU. Consult with your academic advisor before enrolling elsewhere and complete the Michigan State University Guest Course Approval Form.

To find out whether a course offered at another Michigan (national or international) college or university is equivalent to a course offered at MSU; check the following website <http://transfer.msu.edu>

(Continued on next page)

Seniors who have completed their credits in residence at MSU may transfer up to 10 of their last 30 credits for graduation from an accredited 4-year institution.

Once you have completed course work at another accredited institution you will need to have a transcript sent from that institution directly to MSU's Office of the Registrar.

O. Honors Students

The honors advisor for anthropology is Jackie Lillis-Warwick (Undergraduate Advisor). She can help students identify special programs, academic awards, and research opportunities designed to encourage academically talented students. For information about the Honors College program itself, see an Honors College advisor in Eustace Hall.

P. Academic Scholars Program

This program is for talented students who are not eligible for Honors College. The program has a special residency option in Holden Hall. For further information call 355-2326.

Q. Independent Study

After gaining a sound background in a discipline, a student may wish to investigate a specific topic in depth. Independent study in a particular discipline provides the student with this opportunity. Arrangements for independent study are made between a student and a faculty member. Since independent work usually demands a great deal of time, you should generally plan no more than one such course per semester. Also, while selected independent work can be valuable, too much independent work may make your transcript appear vague and your academic experience too specialized. **Note specifically that independent study courses may constitute no more than 10% of any degree program, with a maximum of 8 credits per semester.**

ANP 490 is independent study for undergraduates (maximum of 12 credits).

ANP 890 is independent study for graduate students (maximum of 16 credits).

Independent Study Forms can be obtained in the anthropology main office or online at <https://www.reg.msu.edu/read/pdf/indestudyapp.pdf> and should be filled out as follows:

Description (Subject matter, purpose, methods)

An individualized reading course can be offered only when the student has exhausted the departmental (and university) offerings on the topic. The content of the course should reflect both the student's area of specialization as well as the instructor's.

Rationale (Why independent study rather than a regular course)

The principal justification for an independent study course, as opposed to a regular course, is that a regularly listed course on this topic is unavailable to the student.

Preparation (Relevant course work, reading, work experience, etc.)

The application should list relevant course work taken to-date and readings (authors and/or topic areas) to be covered along with any other relevant information.

Work to Be Completed

- a. Applicants should submit plans showing 2-4 hours of work/week, reading, writing, lab work, final paper, etc., for each 1 hour of credit. An assignment should be planned for each meeting with the instructor.
- b. Each plan should contain a minimum of 1 contact hour per week, and a 3 credit course must show plans for 2-3 contact hours per week.
- c. Work must be submitted no later than the final examination period of the same semester.
- d. The assignments to be evaluated should be listed with appropriate weightings.

R. Study Abroad

MSU offers over 180 study abroad programs. To learn more about these visit the study abroad website at <http://studyabroad.isp.msu.edu/>. The College of Social Science has its own Study Abroad Office. Their website is http://www.socialscience.msu.edu/current/study_abroad.htm

S. Internship, Field Experience, and Practicum Credit

The College of Social Science has set a limit of 12 semester credits in Internship, Field Experience, and Practicum coursework for majors. While the course numbers may differ from department to department, the total number of such credits will be closely monitored. Archaeology and ethnological field schools do **not** count as Internship, Field Experience, or Practicum credit. Note that no more than 20 semester credits can be earned in Independent Study, Field Experience, Practicum, and Internship coursework **COMBINED**. Consult your advisor before enrolling. To learn more about internship opportunities for Social Science majors visit the College website <http://www.socialscience.msu.edu/internships>.

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T. Foreign Area Study and Foreign Language Study

Students can pursue programs in African, Asian, Canadian, Latin American and Caribbean Studies, Western European, Russian and Eastern European studies. They can also work toward proficiency in a foreign language. To earn a foreign area certificate, students must complete specific course requirements in coordination with or in addition to mandatory university, college, and department requirements. It is the student's responsibility to consult with the appropriate foreign studies center personnel for program requirements and certification. Be sure to remind your own academic advisor of your intentions to earn a foreign studies certificate.

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U. An Additional Major

In some cases an anthropology student may wish to take substantial course work in another discipline and earn an additional major in that discipline. To do so, the student must meet the departmental requirements of the "additional major," but not the university and often not the college requirements. It is the student's responsibility to consult with the advisor of the "additional major" and have him/her initiate an Additional Departmental Major form. Be sure to remind your own academic advisor of your intentions to earn an additional major. Please see Appendix II for the requirements for an Additional Major in Anthropology.

V. A Minor

Minors are now available in several disciplines. They are smaller credit-wise than additional majors, but still represent well-balanced course work in another discipline. Please see Appendix III for the requirements for a Minor in Anthropology.

Appendix I lists the minors currently available at MSU. To enroll in one of them contact the undergraduate advisor in that discipline. S/he will initiate the coding change. Be sure to remind your own academic advisor of your intentions to earn a minor.

W. Two Degrees Concurrently

In some cases a student may wish to pursue two bachelor degrees in two different disciplines concurrently. To do so, the student must satisfy the university, college, and department requirements for both majors and earn **a minimum of 150 credits**. It is the student's responsibility to consult with advisors in both majors and to have the second major advisor initiate a Request for Permission to Complete Two Degrees Concurrently form. Be sure to tell both advisors of your program plans and fill out **two** graduation applications the semester you expect to graduate.

X. Application for Graduation

An application for graduation must be received in the Office of the Registrar **prior** to the beginning of the semester in which a student plans to complete his/her degree requirements. **Application forms can be filled out on-line at <http://reg.msu.edu/StuForms/GradApp/GradApp.asp>.**

Students completing their requirements during summer semester and planning to attend the spring semester commencement must have their applications turned in at the beginning of spring semester in order to have their names appear in the spring commencement program.

Students can order a transcript as well as file an address change or apply for graduation using the self-service drop box outside Room 150 Administration Building. Information is available at www.reg.msu.edu. E-mail reg@msu.edu or call 355-3330 for an after hours appointment.

Y. Academic Actions

Questions regarding enrollment changes, grade changes, and related administrative procedures should be directed to the *Schedule of Courses* and the *Academic Programs Catalog* published on the University's website. For additional clarification, consult your academic advisor.

Z. The Learning Resources Center – 209 Bessey Hall; 355-2363

Students who wish to improve their learning and study skills may want to visit the Learning Resources Center. Free tutoring is provided in math, reading, and language skills for students wishing to work on their writing and grammar or to improve their reading speed. Machines, kits, and personal attention are available there. Short courses and workshops in effective listening, note taking, study skills, and problem solving are also available each semester. Visit their website for further information <http://lrc.msu.edu>.

AA. Center for Service Learning and Civic Engagement – 345 Student Services; 353-4400

Students who want to volunteer their time in on-going or semester long programs off campus should contact the Service Learning Center. These volunteer experiences may be incorporated into internship programs and may lead to permanent employment.

AB. Financial Aid – 259 Student Services Building; 353-5940
(Continued on next page)

All questions related to financial aid should be directed to the Financial Aid Office staff. Be aware of all filing deadlines and the course load requirements of your particular financial aid program.

AC. Graduate School

Many anthropology students plan to attend graduate school for further specialization or training. However, students interested in graduate work should check course prerequisites for admission to specific graduate schools and be aware that the competition is intense. Only the most qualified students are admitted. Rigorous course work, related experience, and strong faculty recommendations are essential. Professional opportunities in a given field sometimes change greatly over a period of a few years. Assess your own motives realistically before deciding on graduate work. Check carefully into the opportunities beforehand and discuss your plans with faculty members and counselors in graduate departments and professional schools.

AD. Other Services Offered

1. ***Spartan Life: The Student Resource Guide and Handbook:***

This publication is a valuable reference for all students at M.S.U. It can be obtained from Education and Support Services – 162 Student Services Building; 353-6650.

2. **Counseling Center** – 207 Student Services Building; 355-8270;
<http://www.couns.msu.edu/>

This office assists students experiencing personal and academic problems.

Individual and group counseling, and workshops are also available at 224 Brody (MECCA); 353-4400.

3. **Career Information Library** – 6 Student Services Building; 353-6475

Career Information Center – Centralized career library which has a variety of research materials available on careers, employers, and job campaigns. 6 Student Services; 353-6475

Services:	Career Planning Aids	Distribution Literature
	Career Files and Briefs	Employer Information and
	MSU Curriculum Info.	Directories
	Follow Up & Salary Reports	S.I.G.I +
	Job Search Aids	Graduate & Professional
	Video Tapes	Information

4. **Placement Services** – 113 Student Services Building; 355-9510

This office provides a wide range of assistance from preliminary career planning to constructing a total job campaign.

Services:	Career Advising	Vacancy Listings
	Career Planning	Bulletin
	Employment Strategies	Credential Files
	Workshops	Campus Interview System
	Resume Critiquing Service	Research

5. **Student Employment Office** – 110 Student Services Bldg; 355-9520
This office provides a wide range of services to assist students in obtaining part-time and summer employment.

Services: Part-time Employment Listings, On/Off Campus Work/Study, Internships, Summer Employment Listings and Fairs, and Babysitting List.

6. **College of Social Science Career Development Office**
http://socialscience.msu.edu/current/career_dev.html

Career Services and Placement Web site: Appointments can be arranged using their online website www.csp.msu.edu Simply click on “Career Advising” from the main page, log into advising scheduling system.

For additional sources of career information visit:

College Career Services: www.ssc.msu.edu/~careers

SpartanTRAK: www.spartantrak.com

College of Social Science: www.socialscience.msu.edu

Career Services & Placement: www.csp.msu.edu

7. **Office of Supportive Services** – 115 Erickson Hall; 353-5210

This office provides programs, information, academic counseling, tutorials specially designed to serve the needs of minority students and first generation college students.

8. **Testing Office** – 207 Student Services; 355-8385;
<http://testingoffice.msu.edu>

9. **Resource Center for Persons with Disabilities** – 120 Bessey Hall; 884-7273
<https://www.rcpd.msu.edu/>

10. First year students should check out the For Your Information (FYI) website at <http://www.fyi.msu.edu>.

APPENDIX I
UNDERGRADUATE MINORS AND SPECIALIZATIONS OFFERED BY
MICHIGAN STATE UNIVERSITY

Minors

Minor in Agronomy
Minor in American Studies (this program is in moratorium effective Spring 2010 through Summer 2014)
Minor in Anthropology
Minor in Arabic
Minor in Art History and Visual Culture
Minor in Arts and Cultural Management
Minor in Chinese
Minor in Computer Science
Minor in Dance
Minor in Defense Studies and Leadership
Minor in Economics
Minor in Educational Studies
Minor in Entomology
Minor in Environmental and Sustainability Studies
Minor in Film Studies
Minor in French
Minor in Geographic Information Science
Minor in Geography
Minor in German
Minor in Global Public Health and Epidemiology
Minor in Global Studies in the Arts and Humanities
Minor in History, Philosophy and Sociology of Science
Minor in Horticulture
Minor in International Business
Minor in Italian
Minor in Japanese
Minor in Jazz Studies
Minor in Linguistics
Minor in Materials Science and Engineering
Minor in Mathematics
Minor in Music
Minor in Musical Theatre
Minor in Muslim Studies
Minor in Nutritional Sciences
Minor in Philosophy
Minor in Philosophy and Law
Minor in Political Economy
Minor in Portuguese
Minor in Religion in the Americas

(List continued on next page)

Minor in Religious Studies
Minor in Russian
Minor in Science, Technology, Environment and Public Policy
Minor in Sociology
Minor in Spanish
Minor in Teaching English to Speakers of Other Languages
Minor in Theatre
Minor in Western European Studies
Minor in Women's and Gender Studies

For additional information visit:

<http://www.reg.msu.edu/academicprograms/Programs.asp?PType=MNUN>

Specializations

Specialization in Actuarial Science
Specialization in African American and African Studies
Specialization in African American History and Culture (this program is in moratorium effective Spring 2014 through Fall 2014)
Specialization in African Studies
Specialization in Agribusiness Management
Specialization in Agricultural and Natural Resources Biotechnology
Specialization in American Indian Studies
Specialization in Asian Pacific American Studies
Specialization in Asian Studies
Specialization in Beverage Science and Technology
Specialization in Bioethics, Humanities, and Society
Specialization in Canadian Studies (this program is in moratorium effective Spring 2011 through Spring 2014)
Specialization in Chicano/Latino Studies
Specialization in Coaching
Specialization in Cognitive Science
Specialization in Connected Learning in Agriculture and Natural Resources
Specialization in Conservation and Environmental Law Enforcement
Specialization in Design
Specialization in Digital Humanities
Specialization in Documentary Studies
Specialization in Entrepreneurship
Specialization in Environmental Economics
Specialization in Fiction Film Production
Specialization in Food Industry Management
Specialization in Food Processing and Technology
Specialization in Game Design and Development
Specialization in Gender and Global Change

(List continued on next page)

Specialization in Health Promotion
Specialization in Hospitality Business Real Estate Investment Management
Specialization in Information and Communication Technology for Development
Specialization in Information Technology
Specialization in International Agriculture
Specialization in International Business (this program is in moratorium effective Fall 2011 through Summer 2014)
Specialization in International Development
Specialization in Jewish Studies
Specialization in Latin American and Caribbean Studies
Specialization in Lesbian, Gay, Bisexual, Transgender, Queer and Sexuality Studies
Specialization in Marine Ecosystem Management
Specialization in Museum Studies
Specialization in Natural Resource Recreation
Specialization in Peace and Justice Studies
Specialization in Piano Pedagogy
Specialization in Postcolonial and Diaspora Literature and Culture
Specialization in Public Relations
Specialization in Russian and East European Studies
Specialization in Sales Communication
Specialization in Security Management
Specialization in Spatial Information Processing
Specialization in Sustainability (this program is in moratorium Summer 2013 through Summer 2016)
Specialization in Sustainable Agriculture and Food Systems
Specialization in Women, Gender, and Social Justice

For additional information visit:

<http://www.reg.msu.edu/academicprograms/Programs.asp?PType=SPCU>

APPENDIX II
ADDITIONAL MAJOR IN ANTHROPOLOGY

The following is required for an additional major in Anthropology:

1. A minimum of 30 semester credits in Anthropology course work to include:

- a) ANP 201
- b) ANP 203
- c) ANP 206
- *d) 1 culture area course in ANP
- **e) 1 analytical/thematic course in ANP
- f) 1 methods course
- g) 4 additional ANP courses, 3 @ 300/400 level
- h) ANP 489 (Tier II Writing Course)

2. A minimum overall 2.0 GPA in Anthropology course work.

* ANP 410, 411, 413, 414, 415, 419, 432, 433, 451, 452, 453, 455, 490 (Depending on topic), 491 (Depending on topic)

**ANP 320, 321, 322, 325, 330, 362, 363, 364, 370, 417, 420, 422, 423, 426, 428, 430, 431, 436, 439, 440, 441, 443, 462, 490 (Depending on topic), 491 (Depending on topic)

Please contact Jackie Lillis-Warwick, undergraduate advisor, (lillisja@msu.edu or 355-7490) if you are interested in pursuing the additional major in Anthropology.

Updated
4/21/14

**APPENDIX III
ACADEMIC MINOR IN ANTHROPOLOGY**

Complete 19 or 20 credits in the Department of Anthropology from the following:

1. Both of the following courses (7 credits):
ANP 201 Sociocultural Diversity..... 3
ANP 320 Social and Cultural Theory..... 3
2. The following course (3 credits):
ANP 206 Introduction to Physical Anthropology..... 3
3. One of the following courses (3 credits):
ANP 203 Introduction to Archaeology..... 3
ANP 363 Rise of Civilization..... 3
4. Complete 3 credits in an area course chosen from a list of approved courses available from the undergraduate advisor.
ANP 410, 411, 413, 414, 415, 419, 432, 433, 451, 452, 453, 455, 490
(Depending on topic), 491 (Depending on topic)
5. Complete 3 credits in a topics course chosen from a list of approved courses available from the undergraduate advisor.
ANP 203, 321, 322, 325, 330, 362, 363, 364, 370, 417, 420, 422, 423, 426, 428,
430,431, 436, 439, 440, 441, 443, 462, 490 (Depending on topic), 491
(Depending on topic)

Students who plan to complete the requirements of the minor should consult the undergraduate advisor in the Department of Anthropology, Jackie Lillis-Warwick (lillisja@msu.edu or 355-7490).

Revised 04/21/14

APPENDIX IV

NATURAL SCIENCE COURSEWORK REQUIREMENTS FOR THE B.S. DEGREE IN ANTHROPOLOGY

To earn a Bachelor of Science (BS) Degree in Anthropology the following requirements must be satisfied:

a) **Competency in statistics**, usually satisfied by taking STT 200, STT 201, STT 421, or PSY 295.

If a student takes STT 200 or STT 201, and uses this course to fulfill the University mathematics requirement, then s/he will still need to complete 15 credits in natural science course work as specified below.

If a student satisfies the University mathematics requirement with a course other than STT 200 or STT 201, then s/he may use the required statistics course toward the 15 credits needed in natural science as specified below.

b) **15 credits in the natural sciences** selected from the following list of disciplines and courses and including at least two different disciplines. Relevant natural science course work offered through any other college may be taken with the approval of the student's academic advisor.

AST Astronomy	
BCH Biochemistry and Molecular Biology	MIC Microbiology and Molecular Genetics
PLB Plant Biology	
BS Biological Science	PHY Physics and Astronomy
CEM Chemistry	PSL Physiology
ENT Entomology	STT Statistics and Probability
GLG Geological Sciences	ZOL Zoology
MTH Mathematics (MTH 1825, 290, 100E and 103E may not apply)	

Frequently Used/Accepted Exceptions

ANTR 350	Gross Human Anatomy
ANTR 480	Special problems in Anatomy
CSE 101	Computing Concepts and Competencies
EPI 390	Disease in Society
GEO 203	Intro. to Meteorology
GEO 206	Physical Geography
GEO 206L	Physical Geography Lab
GEO 401	Geography of Plants of North American
GEO 402	Agricultural Climatology
HNF 150	Introduction to Human Nutrition
HST 250 (only offered online in summer)	History of the Digital Age

**APPENDIX V
STUDENT PROGRAM RECORD SHEET – ANTHROPOLOGY**

NAME _____ **PID#** _____

UNIVERSITY REQUIREMENTS

BA BS

_____ **Mathematics** _____

_____ **cr Writing** _____

_____ **cr ISS** _____

_____ **cr ISP/B** _____

_____ **cr IAH** _____

_____ : _____ credits remaining to = 28 credits.

COLLEGE OF SOCIAL SCIENCE REQUIREMENTS

_____ **cr Social Science course work** _____
(BA 15; BS 9)

_____ **cr Natural Science course work** _____ **STT** _____
(BA 6; BS 15)

_____ **cr Arts & Letters course work** _____
(BA 9; BS 6)

DEPARTMENT OF ANTHROPOLOGY REQUIREMENTS

_____ **cr ANP 201** _____

_____ **cr ANP 203** _____

_____ **cr ANP 206** _____

_____ **cr Area Course(s)** _____

_____ **cr Analytical Course(s)** _____

_____ **cr Methods Course** _____

_____ **cr 4 courses (3 @300/400 level)** _____

_____ **cr ANP 489** _____

_____ : _____ credits remaining to = 33 credits.

COMMENTS:

1. : _____ credits remaining to = 120 credits.
2. : _____ credits remaining to = 30 credits @ 300 level and above.

Students, please note:

Anthropology professors and instructors will not accept papers, reports, or other written assignments as e-mail attachments. You must turn in a hard copy if you want to receive credit for your work.