Department Undergraduate Administrators

Dr. Sarah (Stacy) Barber is the Undergraduate Advisor starting Fall 2016. She counsels students pursuing a major or minor in Anthropology on the following items:

- Courses best suited for a student’s career goals
- Transferring Anthropology courses from another institution
- Potential course substitutions in the Anthropology programs
- Overrides for excessive hours for Anthropology majors
- Policies and procedures at the department level

We suggest students contact Dr. Barber via email at sarahstacy.barber@ucf.edu to request an appointment or ask a question.

Ms. Lisa Haas is the Coordinator of Administrative Services for the department. One of her roles is a liaison for the undergraduate programs in Anthropology. She is responsible for the following items:

- Assisting students with registration
- Administration of final grade processing and facilitating grade changes
- Facilitating the exit exam
- Preliminary certification of degree audits for graduation
- Preparing course substitutions
- Serves as student advocate and liaison
- Advise on department policies and procedures

We suggest students contact Ms. Haas via email at lisa.haas@ucf.edu.

College of Sciences Academic Services

The College of Sciences Academic Services (COSAS) is responsible for the following:

- Assistance with university policies and procedures
- Advising in GEP, Gordon Rule, Foreign Language, and university credit hour requirements
- Transfer credits and international evaluation of courses outside of anthropology
- Change of major, catalog year change, and minor declaration
- Transient student forms
- Grade forgiveness
- Administrative record changes and petitions
- Processing degree certifications for graduation

We suggest students contact COSAS at 407-823-6131 or cosas@ucf.edu.
Class Overrides

Overrides must be requested by the student and can be for the following reasons:
- Class is full (no wait list)
- Prerequisites
- Time conflict*
- Course level**
- Excessive hours***

Students requesting a course override must first contact the instructor of the course to obtain written permission to enroll into the class. Provided the instructor approves the override, the student should contact Ms. Lisa Haas in the department to complete the override paperwork. The Department of Anthropology can only issue overrides for classes offered by the department.

* Time conflict overrides require written approval from both instructors affected by the overlap.

** Students wishing to enroll in a graduate course should speak with the instructor of the course and the Undergraduate Coordinator. Students’ academic history should demonstrate consistent academic achievement in all previous department courses to receive permission for a graduate level course.

***Excessive hours overrides can only be issued if the student is an anthropology major.

Online only students should contact Ms. Lisa Haas to receive instructions for completing the override process. Otherwise, overrides must be hand delivered by the student to COSAS. At peak periods of registration, COSAS may have a long line. Be prepared to spend time on campus!

Incomplete Grades

Incomplete grades are normally issued when the instructor and student agree that the student could not reasonably complete the course due to an unexpected event (death in the family, car accident, student illness, etc.) that impeded the student from completing all course requirements on time. Students should not assume that an instructor will issue an incomplete grade. Students must contact the instructor of the course and discuss their particular situation prior to final grades being entered. Provided the instructor agrees to issue an incomplete grade, an Incomplete Grade Agreement will be completed during the final grades process and forwarded to the student through myUCF. Students should acknowledge the Incomplete Grade Agreement. Incomplete grades will automatically convert to a grade of ‘F’ if not resolved within one year. However, instructors may require a student to complete coursework and resolve the grade in a shorter timespan. Failure to meet the deadline set by the instructor can result in a grade of ‘F’ before the one year mark.

Undergraduate Registration Agreement

Students with an interest in working with a faculty member through an internship, independent study, or directed research will need to complete the undergraduate registration agreement with the faculty member. The form can be requested from the front office by the student and faculty member. The registration agreement requires approval of the department chair. Once approved, the student must hand deliver the form to COSAS. At peak periods of registration, COSAS may have a long line. Be prepared to spend time on campus!
Graduation

Students should file an Intent to Graduate through their myUCF account the semester prior to graduation. Deadlines for filing an Intent to Graduate are found in the Academic Calendar. It is imperative that students check their Knights email account as all information and communication regarding graduation will be sent to Knights email only. Students will receive an email directing them to see an advisor and should contact a COSAS advisor.

Dr. Sarah Barber and Ms. Lisa Haas are available to meet with students that request a graduation review. Graduation reviews can also be conducted through email for many students. COSAS is also available for graduation reviews during open, walk-in hours published each semester. Students may refer to the checklist provided by COSAS to assist in tracking their progress to graduation. Additional graduation information is located at www.sciences.ucf.edu/cosas.

Graduation ceremony information can be located on the Commencement website at www.commencement.ucf.edu.

Grade Disputes

Students that believe an incorrect grade was granted must first contact the instructor to notify him/her of the concern and reasons why the grade is incorrect. All communication should be done through email in order to keep a written record of the conversation. It is common courtesy to provide the instructor at least 48 hours to respond (not including weekends and holidays). The student should request a meeting with the instructor if the grade dispute is not resolved via email. If the student feels the situation is not resolved after meeting with the instructor, they may contact Ms. Lisa Haas to schedule a meeting with the department Chair or email the Chair directly. The Chair will review the situation and meet with the student and instructor as necessary.

Students that do not receive a response from the instructor after multiple email attempts should contact Ms. Lisa Haas for assistance in contacting the faculty member.

Anthropology Exit Exam & Survey

Students must complete the Anthropology Exit Exam & Survey in order to graduate with a B.A. in Anthropology. **Failure to take the exam & survey will prevent graduation!** The department is required to collect information from the exam & survey to complete program assessments. Communication will be sent approximately one month before the end of the semester to students’ Knights email accounts that have filed an Intent to Graduate. Please note the following:

- The exam and survey are electronic and held through Webcourses.
- The exam & survey are held starting approximately one month before graduation.
- You must take the exam & survey during the semester of your graduation, not before.
- The exam is timed to be one hour and will time-out automatically.
- The exam is meant to be a general evaluation of how much information students have retained from all four years of study. The survey is meant to provide information regarding the students’ experience in the department and future career plans.
- The exam does not affect your grades and a minimum score is not required. Students must simply complete the exam.
- The department will report the completion to COSAS at the end of the semester.

“Anthropology demands the open-mindedness with which one must look and listen, record in astonishment and wonder that which one would not have been able to guess.”

- Margaret Mead
Letters of Recommendation from Professors:

It is recommended that students provide the following information to faculty members agreeing to write a letter of recommendation. Students should verify these are the only items required by the faculty member and request letters several weeks prior to the deadline/due date.

1. Cover page/letter
2. Academic information summary page that includes the student’s GPA (overall, major, and upper level), list of all anthropology courses completed with grades, list of all anthropology courses completed including grades with the professor that is writing the letter, and GRE scores if available.
3. A copy of the student’s degree audit or unofficial transcript.
4. A summary page of the graduate programs that the student is applying for in ranked order of school preference that includes the name of the school, degree and specialization (i.e. MA in Anthropology with specialization in biological anthropology), faculty member interested in working with at the school, deadlines for receiving letters of recommendation.
5. Personal statement or Letter of Intent to be submitted to each graduate program.
6. Summary page specific to each graduate program that includes important faculty with their interests, facilities and resources of the school and program, any instructions for the letter of recommendation, appropriate address for the letter, and any forms required by the university in regards to letters of recommendation (specifically, a waiver/non-waiver of letter contents and signatures).
7. Sample writing if required by the faculty member writing the letter of recommendation.

Final Tips and Suggestion

- General Education Program (GEP) requirements should be completed as soon as possible. These classes are often pre-requisites for higher level courses not only in Anthropology but other departments as well.
- ANT 2140, ANT 2410, and ANT 2511 should be completed prior to taking upper level classes. The lower level classes are often pre-requisites for higher level courses.
- Get to know your professors! Faculty are eager to assist students but cannot do this if they are unaware of who a student is or the specific situation. Also, faculty members will be writing letters of recommendation for jobs or graduate programs in the future.
- Be prepared when meeting with faculty or department staff. Please know the name of the person you are meeting, the reason you are meeting, and the class involved. The office staff are here to help if we know what you need.