ANTHROPOLOGY, MA

The Department of Anthropology has offered an award-winning master's degree program since the early 1950s. This is a research degree offered in all four fields of anthropology.

With strong training in research methods, application, and theory, or MA program is appropriate both for students intending to continue on the PhD, and for those who will enter careers that require only the master’s. For this reason, we do not consider our program a “terminal master’s degree.” Roughly half of the student admitted into our PhD program each year are graduates of our own MA program.

Admissions

The department of Anthropology only accepts applicants for the fall semester. The deadline for applications to the Anthropology MA program is January 15. Applications must be received prior to January 15 for admission the subsequent fall semester. The earlier the application is received, the more likely it is that financial aid can be awarded.

In addition to the minimum Graduate School admission requirements, to be considered for regular admission an application must include:

1. A statement of purpose that outlines, identifies, and explains the following:
   - One personal and one professional goal and how it relates to anthropology
   - Why the UA Anthropology program is best suited to help applicants achieve those goals
   - Two UA Anthropology faculty members who are suited to mentor the applicants
   - Any gaps or inconsistencies in the applicant's academic record (it is acceptable to have them, but they should be explained)

2. Three (3) letters of recommendation from individuals (typically professors) who are in a position to evaluate the applicant's academic potential to achieve the outlined goals

Students may submit additional supporting materials (e.g., a curriculum vita, writing sample) if they wish. These are highly recommended.

See the Admission Criteria section of this catalog for more information.

Curricular Requirements

For the MA degree, each student must complete a minimum of 36 credit hours in courses numbered 500 or above. This includes five required courses: ANT 600 Research Design, ANT 641 Culture, ANT 670 Prin Biological Anthropology, ANT 501 Linguistic Anthropology, and ANT 625 Survey History Archaeology. ANT 600 Research Design, ANT 641 Culture, and at least one additional core seminar must be completed during the first year. The goal of these required courses is to establish a foundation of knowledge in all four subfields of the discipline and in basic research design. For students completing Plan I, during the second year in residence, the student must enroll in at least 6 hours of ANT 599 Thesis Research. The purpose of this coursework is to provide a structure for supervised contact hours with the student’s faculty advisor. Such coursework, including the decision as to the number of contact hours required, must be pre-arranged in consultation with the faculty advisor. Without special prior approval of the student’s advisor, and the Director of Graduate Studies, ANT 598 Individ Investigations will not count toward the required hours.

Plan I: Thesis Track

<table>
<thead>
<tr>
<th>Code and Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>Research Design</strong></td>
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<td>ANT 600 Research Design</td>
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<tr>
<td><strong>Subfield Cores</strong></td>
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<tr>
<td>ANT 501 Linguistic Anthropology</td>
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<tr>
<td>ANT 625 Survey History Archaeology</td>
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<td>ANT 641 Culture</td>
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<td>ANT 670 Prin Biological Anthropology</td>
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<tr>
<td>ANT 599 Thesis Research</td>
<td>6</td>
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<tr>
<td><strong>Electives Courses</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

All master’s students must take at least five elective courses at the 500 level or above, typically in the Department of Anthropology. The sample courses listed below do not represent an exhaustive list. Furthermore, students may count relevant courses outside the Department with explicit prior approval of the student’s primary advisor and Director of Graduate Studies.

- ANT 502 Health Inequities
- ANT 505 Culture, Mind, and Behavior
- ANT 506 Biocultural Bodies
- ANT 509 Ancient Maya Civilizations
- ANT 510 Ethnography of Communication
- ANT 511 Culture Health & Healing
- ANT 512 Anthropology of Europe
- ANT 513 Peoples Of Latin Amer
- ANT 514 Anthropology of Africa
- ANT 521 Ethnography
- ANT 522 Archaeological Ethics
- ANT 523 Legal Anthropology
- ANT 525 GIS for Archaeologists
- ANT 526 Arch East North Amer
- ANT 527 Radiocarbon for Archaeologists
- ANT 528 Analytical Archaeology
- ANT 534 Archaeology of Food
- ANT 538 Anthropology of Art
- ANT 543 Adv Field Archaeology
- ANT 544 Anthropology And Cemeteries
- ANT 545 Historical Archaeology
- ANT 550 Probs In Anthropology
- ANT 562 Ancient Andean Civilizations
- ANT 564 Paleothethnobotany
- ANT 571 Fossil Humans and Evolution
- ANT 573 Human Osteology
- ANT 574 Neuroanthropology
- ANT 575 The Plastic Human
- ANT 576 Nutritional Anthropology
- ANT 578 Anthro of Human Development
- ANT 579 Human Paelopathology
**Plan II: Non-Thesis Track**

<table>
<thead>
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<th>Code and Title</th>
<th>Hours</th>
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<tr>
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<tr>
<td><strong>Elective Courses</strong></td>
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<tr>
<td><strong>Subfield Cores</strong></td>
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<tr>
<td><strong>Research Design</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>ANT 600 Research Design</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>ANT 581 Anthropology is Elemental</strong></td>
<td>36</td>
</tr>
</tbody>
</table>

### Subfield Cores

- **ANT 500 Linguistic Anthropology**
- **ANT 625 Survey History Archaeology**
- **ANT 641 Culture**
- **ANT 670 Prin Biological Anthropology**

### Elective Courses

All master’s students must take at least seven elective courses at the 500 level or above, typically in the Department of Anthropology. The sample courses listed below do not represent an exhaustive list. Furthermore, students may count relevant courses outside the Department with explicit prior approval of the student’s primary advisor and Director of Graduate Studies.

- **ANT 502 Health Inequities**
- **ANT 505 Culture, Mind, and Behavior**
- **ANT 506 Biocultural Bodies**
- **ANT 509 Ancient Maya Civilizations**
- **ANT 510 Ethnography of Communication**
- **ANT 511 Culture Health & Healing**
- **ANT 512 Anthropology of Europe**
- **ANT 513 Peoples Of Latin Amer**
- **ANT 514 Anthropology of Africa**
- **ANT 521 Ethnography**
- **ANT 522 Archaeological Ethics**
- **ANT 523 Legal Anthropology**
- **ANT 525 GIS for Archaeologists**
- **ANT 526 Arch East North Amer**
- **ANT 527 Radiocarbon for Archaeologists**
- **ANT 528 Analytical Archaeology**
- **ANT 534 Archaeology of Food**
- **ANT 538 Anthropology of Art**
- **ANT 543 Adv Field Archaeology**
- **ANT 544 Anthropology And Cemeteries**
- **ANT 545 Historical Archaeology**
- **ANT 550 Probs In Anthropology**
- **ANT 562 Ancient Andean Civilizations**
- **ANT 564 Paleoethnobotany**
- **ANT 571 Fossil Humans and Evolution**
- **ANT 573 Human Osteology**
- **ANT 574 Neuroanthropology**
- **ANT 575 The Plastic Human**
- **ANT 576 Nutritional Anthropology**
- **ANT 578 Anthro of Human Development**
- **ANT 579 Human Paepathology**
- **ANT 581 Anthropology is Elemental**

*ANT 599 Thesis Research will not count towards the MA if a student switches to the non-thesis (Plan II) degree option.

### Dual Degree in Biocultural Health Promotion (MA/MPH)

In conjunction with the Department of Health Science in the College of Human Environmental Sciences, we offer an MA in Anthropology / Master of Public Health dual degree program. This program blends excellent graduate education in biocultural medical anthropology with rigorous, applied preparation in public health education and promotion. We produce graduates versed in assessment of and engagement with health as a biocultural phenomenon, and trained to engage multiple levels of the social ecology of health. Admission to both the Anthropology MA and the Health Education & Promotion MPH programs are required to pursue the dual degree.

For additional details regarding dual degree program requirements, please see the Health Education & Promotion MPH catalog entry.

### Transfer Credit

Graduate School information on Transfer Credit.

### Accelerated Master’s Program

Graduate School information on the Accelerated Master’s Program.

### Comprehensive Exam / Capstone

#### Plan I - Thesis Capstone Requirement

Students completing their MA requirements under Plan I must present and orally defend their thesis to their entire committee. Additionally, students are expected give a public presentation based on the results of their research. These two requirements may be completed jointly or separately. The formal defense can be open or closed to the public at the discretion of the student and advisor.

#### Plan II - Non-thesis Capstone Requirement

Students completing their MA requirements under Plan II must submit a portfolio and capstone essay by April 1 of their second year. The portfolio will include assignments from each of the four required core classes and the required research design course (ANT 600). The capstone essay should address the value of four-field anthropology in relation to the student’s future vocational goals and as learned in their core courses, drawing on (and citing) readings assigned in those courses. Essays will be read by the entire faculty and must be deemed satisfactory by a majority in order to pass. If a capstone essay is not deemed satisfactory by the faculty, the student will have until August 15 to rewrite. If the student cannot produce a satisfactory essay by August 15, they will be removed from the MA program.

#### Plan I - Thesis Process Requirements

Students completing their degree under Plan I are required to conceive and execute a research project under the direction of their MA committee.

By the start of the second semester of academic work, each graduate student will be required to have identified a faculty member willing to serve as permanent advisor. Students must also name at least two additional faculty members in the Dept. of Anthropology to comprise an MA Committee, which will function as an advisory and research project approval board. The committee must include a representative from at least three of the four subdisciplines of anthropology. Students must also identify an external member of the Graduate Faculty to serve on the thesis committee. Under most circumstances, the external committee member should be chosen from faculty within the University in other departments or divisions. However, under some circumstances, it may be
appropriate to invite a faculty member from another university to serve as the outside member. Approval for such action must be obtained in advance from the Director of Graduate Studies, and it is incumbent on the student and their advisor to complete the paperwork necessary to obtain a temporary appointment of the outside member to the Graduate Faculty of the University. In most cases, an outside member from another university should not be an anthropologist. Exceptions to this rule can be granted under compelling circumstances and requires the consent of both the advisor and the Director of Graduate Studies. Committee appointments should be submitted to the Department by February 1 of the student’s first year.

Students must submit a completed draft of a research project proposal to their advisor and the Director of Graduate Studies by April 1 of the second semester in residence. Students who do not submit a draft thesis proposal by this deadline will be switched to the Plan II Non-thesis track. The thesis proposal must be approved by the thesis committee by the end of the second semester of study. A thesis draft that is approved by the MA advisor must be distributed to the student’s committee two weeks before a scheduled defense. The student’s advisor will convene the committee as necessary to discuss, refine, and approve the proposal. With the consent of the advisor and committee, the deadline for final approval of the proposal may be extended beyond the second semester of study, to a date no later than October 15 in the third semester of study. If by October 15 the thesis committee has not approved the proposal, the student will automatically be switched to the Plan II Non-thesis track.

With the recommendation of the chair of a student’s MA committee, a student may write a Journal-Format Master’s Thesis. This is to be a minimum 8,000 word document designed for a specific peer reviewed journal. The student’s committee must accept beforehand the decision for the student to write a Journal-Format Master’s Thesis and approve the target journal. If the journal accepts fewer words, the student still needs to write 8,000 words, which includes introductory material, references, and appendices. The student can subsequently modify the manuscript to satisfy the journal in question. The Journal-Format Master’s Thesis must also follow all Graduate School rules and regulations for a thesis of this type.

Students will work with their advisor to meet deadlines. Under extraordinary circumstances, students can petition the Department of Anthropology Graduate Committee for short extensions.

**Plan II - Non-thesis Process Requirements**

Students completing their degree under Plan II are required to complete the curricular requirements, including language / research skill competency, and capstone requirement as outlined above. By the start of the second semester of academic work, each graduate student will be required to have identified a faculty member willing to serve as permanent advisor.

**Time Limits for Degree Completion Requirements**

Graduate School information on Time Limits.

**Student Progress Requirement**

All MA students will complete and submit online an annual Graduate Student Activity Report (SAR). The form is a checklist of the scheduled requirements for completion of the MA degree, covers non-degree accomplishments such as papers published or presented, and includes space for a brief written evaluation and expectations for the following year. All MA students must submit the form to the Director of Graduate Studies annually by March 15.

The form will allow the Graduate Director to compile and update a database to track student progress, identify students in trouble, and provide faculty with information for the annual review of student funding.

**Additional Academic Requirements**

Throughout the year departmental colloquia are held, including special presentations by anthropologists and other scholars from outside the university; presentations of current research by departmental faculty and faculty from other schools and divisions; and presentations of current research by graduate students. Attendance at departmental colloquia is mandatory.

**Language/Research Skill Competency**

Each student is required to demonstrate competency in a foreign language or research skill. This requirement may be satisfied in one of several ways, including:

- successful completion (meaning a grade of B or better) of at least the second course in a language course sequence such as FR 101 Elementary French I/FR 102 Elementary French II; or, GN 101 Elementary German I/GN 102 Elementary German II, or SP 101 Introductory Spanish I/SP 102 Introductory Spanish II; or,
- successful completion of a language course designed to demonstrate reading proficiency such as SP 503 Read Proficiency Spanish; or,
- certification of competency by examination from the appropriate language department (language exams are administered by the Department of Modern Languages and Classics and are given once per semester); or,
- successful completion of a graduate level statistics course; or,
- other specialized research competency, contingent on the approval of the Director of Graduate Studies.

Students must receive the approval of their advisor before undertaking any of these options. The student will be responsible for furnishing evidence of completion of this requirement to the Director of Graduate Studies and the Department Chair.

**Academic Misconduct Information**

Graduate School information on Academic Misconduct.

**Withdrawals and Leave of Absence Information**

Graduate School information on Withdrawals and Leave of Absence.

**Academic Grievances Information**

Graduate School information on Academic Grievances.

**Scholastic Requirements**

Graduate School information on Scholastic Requirements.

**Graduate School Deadlines Information**

Information on Graduate School Deadlines.

**Application for Graduation Information**

Information on the Application for Graduation.
Master's Degrees

The primary purpose of master's degree programs is to provide students with subject matter at an advanced level in their fields of study. Master's degrees are designed to assist students either to continue their graduate studies or to meet the goals of their professions. In most cases, master's programs also help students become familiar with methods of independent investigation.

Program Requirements

Two plans are offered for the master's degree:

Plan I. Candidates for the master's degree under Plan I must earn a minimum of 24 semester hours of credit in coursework plus earn a minimum of 6 additional hours of thesis research hours, for a total of 30 hours.

Plan II. Candidates for the master's degree under Plan II must earn a minimum of 30 semester hours of coursework credit and pass the comprehensive examination or complete a culminating or “capstone experience” as described under the Comprehensive Examinations section below.

Both plans require a minimum of 18 semester hours in the major subject. With the approval of the major department, the remainder of the coursework may be completed in either the major or a related field.

In some divisions and in many departments of the University, candidates are required to do their work under Plan I. Candidates working under Plan II may be required to participate successfully in seminar or problem courses that will give them an acquaintance with the methods of research and an appreciation of the place and function of original investigation in the field.

Residency Requirements

A student's program at the master's level must provide sufficient association with the resident faculty to permit individual evaluation of the student's capabilities and achievements.

Graduate Credit

A student must be admitted to the Graduate School and must register as a graduate student in order to receive graduate credit. Approval for graduate registration must be obtained from program advisors prior to registration.

Graduate Credit for Noncredit Experiences

All course credit used toward a UA graduate degree must be taught at the graduate level. No graduate credit may be earned for experiential learning not conducted under the direct supervision of graduate faculty of The University of Alabama. UA does not offer graduate credit for noncredit workshops, seminars, continuing education experiences, professional development, internships, work/life experience, and so forth.

Transfer of Credit

Courses of full graduate-level credit earned in a regionally accredited institution where a student was enrolled in the graduate school, may be submitted for review for inclusion in a master's degree program. Evaluation of credit for transfer will not be made until after the student has enrolled in the Graduate School of The University of Alabama. Acceptance of credit requires the approval of the student’s advisory committee and the dean of the Graduate School.

A student initiates the Request for Transfer of Graduate Credit form and must ensure that the Graduate School receives an official transcript from the outside institution. This should be done well in advance of the final semester, otherwise it may delay graduation and awarding of the degree.

With the approval of the student’s department and the dean of the Graduate School, the greater of 12 hours or 25 percent of the required coursework for a master's degree may be transferred from an outside institution. Some master’s degree programs allow fewer hours to be transferred. Be sure to check with your department’s graduate program director regarding your department's transfer policy. Eligible coursework will have been earned during the six-year period (18 fall, spring and summer semesters) preceding the semester of admission to the UA master’s program. Only courses in which a student earned a “B” grade or better may be transferred. Thesis Research (599) may not be transferred in from an outside institution. If approved, such coursework can be counted toward the minimum hours and coursework requirements for the master’s degree.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc. (WES), an external foreign credential evaluation service. Additional information on their services can be found at their website.

400-Level Courses

A maximum of 6 semester hours of 400-level course credit may be accepted for graduate credit and used toward a master's degree. The department needs to submit the Approval of 400-Level Course Work for Master's Credit form through the UA DocuSign system in myBama. This form must be submitted for approval to the Graduate School by the last day to add a course for the semester in which the course will be taken.

Time Limit

All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. Previously approved transferred coursework that falls within six years of admission to the master’s degree program can be counted toward the minimum hours requirement. There is no provision for an extension of the time limit beyond six years for master's students.

Revalidation of Expired Credits

There may be particular and limited instances where a student is re-admitted to a graduate program, and revalidation of expired credits is justified. In such cases, where the department and Graduate School feel it is appropriate to do so, the student may work with the graduate program director to petition for such revalidation, on a course-by-course basis. For each course for which revalidation is requested, the student must demonstrate, to the department’s satisfaction, that the knowledge and skills gained in that course are still current. Currency will be evaluated by a committee of faculty, composed of at least three graduate faculty members within the degree program to which the student is requesting re-admission, and two from a separate department.

The committee will then issue a recommendation to the dean of the Graduate School, who will rule on the petition.

Some methods for demonstrating currency may include but are not limited to 1) a professional portfolio; 2) an exam or essay linked to each course and demonstrating up-to-date knowledge; 3) a re-take of the comprehensive exams under current program guidelines, and/or 4) other methods deemed appropriate by the committee.
Students may request revalidation of up to 50% of the required minimum coursework for their degree. Credits earned from an institution other than The University of Alabama may not be revalidated.

Consideration of revalidation, and a plan of study based on the demonstration-of-credit and other remaining requirements, must be completed as part of the student’s re-admission to the Graduate School. Revalidation of credits is not guaranteed. From the time of re-admission, students must complete the degree within the standard time limit, as specified in the Graduate Catalog at the time of the student’s re-admission.

**Thesis**

A thesis evidencing research capacity, independent thought, and the ability to interpret materials is required of all master’s degree candidates who pursue Plan I. The subject chosen must be in the major field and must be approved by the graduate committee of the major department or school and by the head of the student’s major department or division.

A thesis committee must consist of at least three members appointed by the dean of the Graduate School. Students set up their committee through the Graduate Academic Activities portal on the Graduate School website. The request normally is made as soon as the successful defense of the thesis proposal has been completed. All members of a thesis committee must be members of the Graduate Faculty. The Committee Chair must be a full or associate member of the Graduate Faculty. One member must be from outside the student’s major department. The majority of the thesis committee must be full-time regular University of Alabama faculty. If the outside member is not a full or associate member of the UA Graduate Faculty (e.g., a highly qualified person from another university, a business, or industry), the graduate dean needs to appoint that member by approving Affiliate Graduate Faculty status for the specific purpose of serving on the student’s thesis committee. Unless there are extraordinary circumstances meriting approval by the graduate dean before the final oral defense of the thesis, all members of the thesis committee must attend the defense.

The candidate must give members of the examining committee a minimum of two weeks to read the thesis before the date of the final oral examination. All members must agree that the student is ready for the final oral thesis defense. A final oral thesis defense is required of all students completing a thesis. All members of the thesis committee must be members of the UA graduate faculty and must attend the final oral thesis defense unless there are extraordinary circumstances warranting the graduate dean’s approval of the absence prior to the defense meeting.

The final oral thesis defense is the culminating experience in the master’s program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but the student and Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. In circumstances where virtual participation is necessary, all participants must follow the Virtual Participation guidelines found below.

**Virtual Participation in Committee-Based Exams/Defenses**

All members of a student’s graduate committee are expected to attend and participate, usually in person, in any oral examination as part of the student’s graduate (Master’s or Doctoral) degree program. Traditionally, oral examinations are conducted with the student meeting their committee while gathered in one physical location on campus. However, the need occasionally arises for virtual participation in the oral examination.

If a department or program chooses to allow virtual participation in oral examinations, they must ensure adherence to the following technical requirements. Departments or programs may enforce stricter guidelines than those outlined, including an on-campus-only policy if deemed necessary and appropriate.

**Technical Requirements**

In cases where departments or programs allow any level of virtual participation, from one virtual member to a fully virtual event, they must adhere to the following requirements:

1. Prior to any oral exam, the student and Committee Chair coordinate with other committee members regarding the protocol for the exam.
2. All participants must join using university-adopted videoconferencing tools that allow for fully interactive audio and video communications along with screen-sharing capabilities, which must be maintained throughout the examination and any related discussion.
3. The use of audio-only communications is not permitted.
4. Participation merely by viewing a recording of the oral examination is specifically prohibited.
5. All members of the committee, on- or off-site, must participate in the final evaluation of the examination or defense; provisions must be made to record their votes and collect their signatures as necessary using the digital signature system approved by the Graduate School.
6. The Committee Chair, or another non-student designee, shall be the host of the virtual meeting. A co-host may be assigned so that the event will not be interrupted by technical difficulties. The host should mute all participants (or ask participants to mute themselves) and ask the student to share their screen, if a presentation is involved, in order to make the presentation visible to all attendees. The host must also ensure that appropriate security precautions are taken to prevent the interruption of the event.
7. Following the public portion of the defense, the host shall ask all non-committee members to leave the meeting, or the host may manually remove them. In programs where the defense has both a public and a private portion, the committee may then continue the event as outlined in their program protocols.
8. Once the committee has completed the examination of the student, the host shall place the student into the waiting room (or have the committee members use a breakout room) so the committee can conduct their deliberations in private.

The committee chair must have a secondary videoconferencing system available as a back-up in the case of technical difficulties. Cancellation of the examination should only occur in the case where both the primary and secondary back-up systems fail. If an examination must be rescheduled, it will be done without prejudice to the student. Since committee deliberations are an essential aspect of the examination, completing the examination and final discussion via email or other non-audiovisual means is not an option. If the student or any committee member(s) have a disability that will be impacted by virtual participation, accommodations for participation must be provided.

**Article Style vs. Journal Format for Master’s Theses**

**Article Style.**

At the doctoral level, "article-style dissertations" are unified works that include several distinct but related studies of research or creative activity, each of which is of publishable quality. The University does not permit an "article-style thesis" to be presented for a master’s degree.
Journal Format.
A “journal-format thesis” is acceptable. Such a thesis follows the format of a particular journal in which the student and advisor want the thesis to be published. To prepare a journal-format thesis, the student uses the journal’s “information for authors” or similarly titled guidelines in conjunction with the Graduate School’s Student Guide to Preparing Electronic Theses and Dissertations.

All theses are submitted electronically rather than on paper. See the Graduate School’s homepage for a link to information on Electronic Theses and Dissertations (ETD) for details.

Theses must comply with the regulations set out in A Student Guide to Preparing Electronic Theses and Dissertations, available on the Graduate School’s website. Approval of the thesis by the graduate dean is necessary before graduation.

The thesis should be completed, if possible, while the student is in residence at the University. To request permission to complete a thesis in absentia, the student must, before leaving the University, submit a satisfactory outline of the thesis, as well as evidence that adequate facilities are available where the work will be done, to the head of the student’s major department.

Protection of Human Subjects for Research
Scientific research involving human subjects has produced substantial benefits for society, but it also can pose troubling ethical questions. The mission of the University’s Institutional Review Board (IRB) for Protection of Human Subjects is to ensure that research involving human subjects is conducted ethically. University and federal policies require that review and approval to use human subjects in research precede the research. In the case of thesis research that involves the use of human subjects in any way, the principal investigator is responsible for contacting the college Human Research Review Committee to obtain approval for the planned research.

Final Thesis Defense
The final oral thesis defense is the culminating experience in the master’s program. As such, all members of the thesis committee are expected to attend and participate in real time. Virtual attendance via interactive video or teleconference is permitted for off-campus external committee members, but Tuscaloosa campus faculty should attend in person unless extraordinary circumstances dictate the need for virtual attendance. The thesis must comply with the regulations in A Student Guide to Preparing Electronic Theses and Dissertations.

"Completed" means submitted to ProQuest after being successfully defended, carefully edited following the defense meeting, and having the Committee Acceptance Form (CAF) signed by all committee members, department chairperson, and graduate dean. A majority of the thesis committee must approve the written thesis and defense before submission to the Graduate School. Following the thesis defense, the Committee Acceptance Form is submitted by the thesis chair through the UA DocuSign system in myBama.

Graduate School deadlines, including each semester’s thesis deadline, are available at the Graduate School’s homepage. Consult the ETD website for details of ETD submission, including information on what needs to be submitted to the Graduate School. The graduate dean must approve the thesis before the student can be cleared for graduation.

Comprehensive Examinations
In addition to the regular course examinations, a final comprehensive examination representing a "culminating" or "capstone" experience for a degree is required of all candidates for the master’s degree (except for those candidates pursuing the Master of Accountancy, the Master of Business Administration, the Master of Library and Information Studies, the Master of Social Work, and the Master of Tax Accounting). The comprehensive examination is a culminating experience in which the student is expected to integrate prior learning. Each department, with approval of the Graduate Council, determines the most appropriate format. The various exams may consist of one or more of the following:

- a written and/or oral examination based on the content of the degree program;
- a thesis and final oral defense;
- a course requiring interpretation and integration of information from previous courses;
- a research paper, a "policy and practice" paper, or equivalent experience;
- a public performance or exhibition along with a contextualizing paper; and/or
- a practicum or internship.

If the comprehensive exam requirement is met with option 1 and/or 2 above, then the examining committee for comprehensive examinations must consist of at least three members of the graduate faculty from that department and appointed by the dean of the Graduate School. The examination must be given at least six weeks before the date of graduation (two weeks before for Plan II) and reported promptly to the dean of the Graduate School on appropriate forms. The final report is submitted by the department through the UA DocuSign system in myBama. The form should be submitted when all examinations are completed. A student may take the final oral or written examination only twice. Failing the examination twice results in dismissal from the degree program and the Graduate School.

Application for Graduation
Each candidate for a master’s degree must submit an Application for Degree via myBama no later than the last day to add a course for the semester (or first term of the summer semester) in which requirements for the degree are to be completed. That specific date is published each semester at the Graduate School’s website under Current Students/Deadlines for Graduate Students.

Second Master’s Degree
Six (6) semester hours of eligible credit from one master’s degree at The University of Alabama may be applied to the requirements for a second master’s degree, but only if the department of the second master’s agrees to the courses in the plan of study. Any hours from the previous master’s degree must have been earned during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the second degree is to be awarded. **Please note that if a student double counts six hours between two master’s degrees, no hours may double count toward any additional master’s degrees.