

African & African-American Studies

University of Kansas

A Handbook for Graduate Students



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This handbook is for informational purposes only
and does not constitute a contra

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Introduction

We are where Africa, the Americas, Europe and the Middle East meet.

Founded in 1970, the Department of African and African-American Studies seeks to educate students to function in a multicultural environment and in a global community. The objective of the Master of Arts program in African and African-American Studies at the University of Kansas is to produce scholars, teachers, administrators, and other professionals who have the intellectual and scholarly capacity and skills to make ongoing contributions to the world in which they live. Our graduate program encourages students to adopt a critical perspective requiring an integrative approach to the study of history, politics, economics, the arts, languages, culture, anthropology, and geography that does not abstract them from their political and social contexts, but rather relocates them within the social and political contexts from which they developed. Students are required to focus not only on the experiences of Africans and African-Americans, but also on the links of those experiences to the cultural, political, and economic forces of the larger world to which Africans and African-Americans have been, and are, inextricably connected. To this end, educators, journalists, the military, administrators, law enforcement agents, and other professionals who wish to function more effectively and efficiently in a connected, multicultural and global world will find our M.A. program accommodating and educative.

Admission Procedures and Requirements

Prospective students are admitted to the M.A. program for the fall and spring terms. The deadline to submit applications is (fall) **May 1st** and (spring) **October 1st** but prospective students are advised to apply much earlier. Online applications can be completed and submitted through the KU Graduate Studies website (<http://www.graduate.ku.edu>). Contact the Graduate Secretary at (785) 864-3054 or afs@ku.edu for questions.

Admission requirements include:

1. A completed application form (application fees apply)
2. All academic transcripts (transcripts should be uploaded and attached to the online application)
3. Statement of Purpose: A professional narrative explaining your background, academic interests, and reason for applying to the M.A. program in African and African-American Studies
4. Three letters of recommendation from qualified individuals, preferring most recent professors
5. A sample of your writing or creative work that could be an academic paper or a combination of written work and a portfolio of creative work
6. TOEFL scores (if student's native language is not English)

Transcript, the statement of purpose, and writing sample can be uploaded and attached to the online application. Recommenders will be instructed to upload their letters of recommendation through the online application system.

All listed items above must be submitted in order for your application to be completed and considered for admission into the program. When an application file is complete, the members of the African and African-Studies department committee will review the file and determine if the student is to be admitted into the program. The Graduate School will notify the applicant of the decision. Admission is based primarily on the applicant's undergraduate and/or graduate record, statement of academic objectives or purpose, and academic references from individuals familiar with the applicant's work. Completion of a bachelor's degree is required, preferably in the arts, social sciences, education, or humanities.

Applicants must have at least a 3.0 grade-point average in their previous academic work to be admitted to regular graduate student status. In exceptional cases, students with less than a 3.0 grade-point average are admitted to the program on either a provisional or a probationary basis.

Non-degree seeking applicants must meet the admission requirements of regular admission status but the applicant does not intend to work for an advanced degree at the time of admission. If a non-degree student later applies for admission as a regular degree-seeking student, and is accepted by a department, *the total credit may not exceed six (6) hours or eight (8) hours if the student holds a baccalaureate degree from KU* (this total includes credit from other accredited graduate schools as well as non-degree credit earned at KU). A non-degree admission application can be completed and submitted through the Graduate Studies website.

M.A. Program Requirements

The Department of African and African-American Studies offers an interdisciplinary substantive and language courses leading to the Master of Arts degree in two areas of concentration: **(1) African, and (2) African-American studies**. The program is designed to take two years of full-time study.

Students must take a minimum of thirty-three (33) graduate-level credit hours in approved courses with African and/or African-American content in accordance with the concentration chosen. Nine upper-division and graduate courses, in addition to a thesis or additional course work for a non-thesis option, are required for the degree.

Core Courses / Thesis

Students, regardless of concentration, are required to take **four core courses** (12 credit hours) and **6 credit hours** of thesis:

- **AAAS 801: Introduction to Africana Studies: African-American** (3)
An introduction to, and overview of, the historical, intellectual, and professional foundations of African-American Studies; a multidisciplinary examination of the key texts and issues in the field. LEC
- **AAAS 802: Introduction to Africana Studies: African** (3)
An introduction to, and overview of, the historical, intellectual, and professional foundations of African Studies; a multidisciplinary examination of the key texts and issues in the field. LEC
- **AAAS 803: Research Methods in Africana Studies** (3)
A multidisciplinary introduction to the range of research methods employed to examine African and African-American history, cultures, and societies. LEC
- **AAAS 804: Seminar in Africana Studies** (3)
An interdisciplinary, comparative exploration of the histories, cultures, and societies of Africans and peoples of African descent. Students will be required to utilize the skills gained in AAAS 801 and 802 to design and implement a project that will be critically assessed in the seminar. Prerequisite: AAAS 801 and AAAS 802 or consent of instructor. SEM
- **AAAS 899: Thesis** (6) – No more than 6 thesis hours may be applied toward the 33 credit hours. Investigation and research of a topic for a master's thesis. THE
- **Non-thesis option:** A non-thesis option of six (6) credit hours of course work and research papers in one's area of concentration is also available. If this option is chosen, the student will take two (2) more courses, each of which will have two large research-oriented essays for their final projects.

Elective Courses in Area of Specialization

Students choose **five courses (15 credit hours)** in their areas of specialization. Students may take 6 credit hours outside the department in related course offerings. Approved elective courses will normally be in the humanities and social sciences, but courses in the natural sciences and in the professional schools may be approved if the content is deemed appropriate and relevant.

African Studies Concentration Electives (not an exhaustive list)

- AAAS 700: Africa in World Politics (3)
- AAAS 701: Politics in Africa (3)
- AAAS 715: Seminar in African Art (3)
- AAAS 716: Women in Islam (3)
- AAAS 723: Special Topics in Africana Studies: _____(3)

- AAAS 731: African Literature (3)
- AAAS 732: Francophone African Literature (3)
- AAAS 733: Islamic Literature (3)
- AAAS 734: African Women Writers (3)
- AAAS 735: Muslim Women's Autobiography (3)
- AAAS 745: Arab Thought and Identity (3)
- AAAS 749: Islam (3)
- AAAS 750: Popular Culture in the Muslim World (3)
- AAAS 760: Language and Society in Africa (3)
- AAAS 774: Topics in Literature of Africa and the African Diaspora: _____(3)
- AAAS 822: African and African-American Religion (3)
- AAAS 827: Popular Culture in Africa (3)
- AAAS 843: Language and Culture in Arabic-Speaking Communities (3)
- AAAS 845: Unveiling the Veil (3)
- AAAS 851: Environmental Issues in Africa (3)
- AAAS 852: Classical Islamic Literature (3)
- AAAS 853: Geography of African Development (3)
- AAAS 855: African Film and Video (3)
- AAAS 857: Cities and Development (3)
- AAAS 860: Race, Gender, and Post-Colonial Discourses (3)
- AAAS 880: Introduction to Modern Africa (3)
- AAAS 890: The Rise and Fall of Apartheid (3)
- AAAS 898: Sexuality & Gender in African History (3)

African-American Studies Concentration (not an exhaustive list)

- AAAS 720: Intercultural Communication: The Afro-American (3)
- AAAS 730: Black Leadership (3)
- AAAS 740: The Afro-American Family: A Psychological Approach (3)
- AAAS 760: Topics and Problems in African and African-American Studies (3)
- AAAS 788: The Black Woman (3)
- AAAS 810: Comparative Racial and Ethnic Relations (3)
- AAAS 811: The Civil Rights Movement (3)
- AAAS 812: The Black Power Movement (3)
- AAAS 822: African and African-American Religion (3)
- AAAS 825: Social History of Black Aging in America (3)
- AAAS 830: The Life and Times of W.E.B. Du Bois (3)
- AAAS 832: Comparative Black Literature (3)
- AAAS 834: The Rhetoric of Black Americans (3)
- AAAS 874: Slavery in the New World (3)
- AAAS 884: Black American Literature (3)
- AAAS 885: Race and the American Theatre (3)

Language/Research Skills Requirement

Students will fulfill a language/research skills requirement in accordance with the concentration chosen. Language/research skills courses must be at the 500 level or above to be counted toward the 33 hours required for the degree.

A master's degree in African & African-American Studies with an **African Studies concentration** requires proficiency in an African language. Proficiency may be fulfilled by one of the following:

- Completing two (2) years of college-level language study at KU, at an equivalent institution, or through an intensive course. Language courses offered on a regular basis at KU that count toward proficiency

are Amharic, Arabic, Hausa, Kiswahili, Wolof, and any one of the number of African languages for which the Kansas African Studies Center has pedagogical materials and proficiency-testing capabilities.

- The equivalent of two (2) years of an approved language.
- Proof that the student is a native speaker of an African language.

A master's degree in African and African-American studies with an **African-American Studies concentration** requires that a student:

- Fulfill the African language requirement outlined above, or
- Fulfill a non-African language requirement employing standards comparable to those governing the African language requirement outlined above, or
- Demonstrate competence in a research skill relevant to the student's specific concentration in African-American studies. Competence in a research skill is certified by the department's graduate studies director.

In consultation with their advisers and to the satisfaction of the department, students must demonstrate that their choice of a language or research skill is appropriate for their specific research interest in the field of African-American studies.

Advising and Committees

The Graduate Director normally advises entering graduate students. **By the end of the first year, and preferably sooner, each student should ask a faculty member to serve as his/her advisor and notify the program's Graduate Secretary of the faculty member identified so that it may be documented in the student's file.** The faculty advisor will work closely with the student to develop a coherent plan of study, which should be in writing and included in the student's file as early as possible in the student's graduate career. Advisors may be changed during the progress of the student's program.

By the end of the third semester, the student should choose a thesis committee. The committee must include a minimum of three (3) graduate faculty members. The chair and at least one (1) other member of this committee must be from the African & African-American Studies graduate faculty. The chair cannot be a member of the adjunct or courtesy African & African-American Studies faculty. **As soon as the committee has been formed, the student must submit, in writing, the names of members to the graduate director for approval.** After approval, the information is placed in the student's file. Any changes to the committee must be approved and documented.

Thesis Defense

A final defense of the thesis is required. A student should be in good standing (3.0 GPA or higher) before scheduling the thesis defense. The defense is administered by a committee of at least three (3) members of the graduate faculty. M.A. candidates should select a committee to oversee and evaluate the thesis. **This committee should be assembled and named by the end of the third semester.** One member shall act as chairperson and will, among other tasks, ensure that the student and all members of the committee share a common understanding of the objectives, substance, and methods of the project throughout its course. In order to complete the degree in two (2) years, students should develop their subject area during their first year in the program, and should formulate their thesis topic in conjunction with their faculty advisor during the third semester. During their final semester, the student should enroll in AAAS 899: Thesis. It is the responsibility of the student to confer with the committee chairperson to determine a process and establish a timeline for the completion of the thesis.

The thesis defense is held during the semester of the student's final enrollment in course work. It should be held when the thesis has been substantially completed and has been given approval by the committee. ***The date and time of the defense must be set and submitted to the Graduate Director and Graduate Secretary at least three (3) weeks prior to the planned date. Deadlines to defend are posted on the Graduate Studies calendar and must be met in order to graduate.*** Students must complete the "Graduate Requirement Checklist" (included in this handbook) and submit the form to the Graduate Secretary. This documentation will be kept in the student's file.

At least two calendar weeks prior to the defense date, the student will submit the final draft of the thesis to all the committee members and inform the graduate director. **Failure to meet this deadline, without prior approval from the chair and graduate director, will necessitate rescheduling the defense.**

A thesis defense includes both questions about the thesis topic, argument, and methodology, as well as questions that discuss the thesis within large contexts of the field.

After a successful defense, a student must submit his or her thesis in an electronic version to the Graduate Studies Division of the Office of Research and Graduate Studies (RGS), as well as to the Department, in order to fulfill graduation requirements. Instructions, guidelines, and **deadlines** for submitting the thesis may be found at the Graduate Studies ETD (Electronic Thesis and Dissertation) website:

http://www.graduate.ku.edu/04-02_etd.shtml

It is the responsibility of the student to bring to his or her defense a printed copy of the Title Page and Acceptance Page. These two pages must be signed by the appropriate committee members and submitted to the Graduate Secretary. The correct format and layout for these may be found at:

<http://www.clas.ku.edu/coga/graduation/masters>

All graduate students must be enrolled the semester they complete the program. Students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring

semester are not required to be enrolled for that term unless they were not enrolled during the previous semester.

Application for Degree / Graduation

**** A student who wishes to complete a master's degree at the University of Kansas must complete all the requirements toward the degree within seven (7) years of the time of the initial enrollment in the program.***

Early in the semester in which they expect to complete the program, students should complete an Application for Degree online through Enroll and Pay, as well as submit all other necessary paperwork including thesis, title page and acceptance page signed by all committee members, and an Electronic Thesis & Dissertation (ETD) Release Form. ***Deadlines to submit the Application for Degree and other paperwork are posted each semester on the Graduate Studies website.***

For information regarding the Master's Hooding Ceremony, visit the College of Liberal Arts and Sciences (CLAS) website: <http://college.ku.edu/coga/graduation/ceremonies>. Students must complete a registration form and purchase regalia by the suggested date posted on the website. A faculty mentor or advisor should be chosen to hood the student at the ceremony.

Students will not be eligible for graduation if they have an "Incomplete" grade. Graduate students must make sure that the Incomplete is changed prior to their thesis defense.

Semi-Annual Review

The academic progress of all graduate students will be reviewed each semester. Grades, advancement in requirements, progress on the thesis, and overall performance will be evaluated by faculty members of the department. The outcome of the evaluation will be communicated in writing to the student by the Graduate Director. A copy of the evaluation and any recommendations will be placed in the student's file.

Probation

A graduate student will be placed on probation whenever the student's committee or the graduate faculty determines that academic progress is unsatisfactory. Major reasons for probation include but are not restricted to:

- Failure to maintain an overall cumulative grade-point average of B (3.0)
- Failure to name a committee by the end of the third semester of graduate study
- Failure to complete the requirements for the M.A. degree within the amount of time limited

- Multiple grades of “Incomplete” (“I”) ; or after receiving the third concurrent “Incomplete” (“I”)
- Consensus by the graduate faculty that the student is not making satisfactory progress toward a degree

The Graduate Director will provide written notice to those placed on probation. A copy of this writing will be placed in the student’s file. In addition, specific requirements which must be met to return to regular graduate status will be outlined.

Dismissal

Low grade-point average, failure of examinations or failures to make satisfactory progress toward the degree are cause for dismissal from the program.

Grievance / Grade Appeal

Grievance and grade appeal procedures can be found in the By-Laws of the Department of African and African-American Studies <http://afs.ku.edu/bylaws>

Graduate Teaching Assistant (GTA) Appointments

Graduate Teaching Assistant appointments are available within the department. A GTA must be enrolled in no fewer than six (6) credit hours per semester, be in good academic standing, and have satisfied any and all English proficiency criteria. Depending on the level of appointment, the university pays all or some of the GTA’s tuition and campus fees. More information can be found on the Graduate Studies website <http://graduate.ku.edu/gta-and-gra>

Graduate students who are appointed to a GTA position must complete necessary trainings provided by the Office of Graduate Studies, as well as complete and sign a contract with the department. GTAs will be observed within the classroom and evaluated for the fall and spring semesters by a faculty member. At this time, graduate students in AAAS are offered an appointment for only one (1) academic year, normally in their second year, subject to availability of funds.

Please contact the Graduate Secretary for appointment opportunities.

Funding and Awards

Funding and award opportunities can be found on the Graduate Studies website: <http://graduate.ku.edu/ku-funding>

The AAAS department offers the Graduate Student Research Award (\$100), Graduate Student Service Award (\$100), and GTA/Lecturer Teaching-Related Service Award (\$100). Recommendations for such awards will be made by faculty and staff. Please contact the Graduate Secretary for more information.

The Kansas African Studies Center (KASC) and the Center for Global and International Studies (CGIS) administer Foreign Language and Area Studies (FLAS) Scholarship awards. For information, visit the KASC <https://kasc.ku.edu> and CGIS <http://global.ku.edu/>

African & African-American Studies Core Faculty

Cécile Accilien (Ph.D., Tulane University) is an Associate Professor of Haitian Studies and Director of the Institute of Haitian Studies in the Department of African and African-American Studies. Her primary areas of interest include Haitian Studies, Gender Studies and Film Studies and she is well-published.

Shawn Leigh Alexander (Ph.D., University of Massachusetts – Amherst) is an Associate Professor of African and African-American Studies and Courtesy Professor of History. His research focuses on African-American social and intellectual history, and his areas of teaching interest include Black intellectual thought, civil rights and African-American social and cultural history. He is well-published and has held teaching positions at the University of Massachusetts, Amherst College, Gettysburg College, and Yale University (where he was the first Cassius Marcellus Clay Fellow). He is also the Graduate Director and Director of the Langston Hughes Center (LHC).

Anthony Bolden (Ph.D., Louisiana State University) is an Associate Professor of African and African-American Studies. His teaching and research interests include African-American music, African-American cultural studies, popular culture, African literature, and ethnic-American literature. He has published extensively on Funk and Blues. Dr. Bolden has previously taught at the University of Alabama, University of Iowa, and Dillard University. He is also the undergraduate coordinator.

Naima Boussofara (Ph.D., University of Texas) is an Associate Professor of African and African-American Studies. Dr. Boussofara's research and publications are in sociolinguistics with a special focus on diglossia, language, and contact and change in the Arab world. She teaches Arabic and Arabic culture, and is the Director of the KU Arabic Summer Institute of Morocco.

Abel Chikanda (Ph.D., University of Western Ontario) is an Assistant Professor of African & African-American Studies and Geography. His main research and teaching interests include migration and development, refugee movement, food security, and the informal sector in Africa. He has held teaching positions at several universities in Canada including Western University, Queen's University and the University of Waterloo.

Jessica Gerschultz (Ph.D., Emory University) is an Assistant Professor of African & African-American Studies. Dr. Gerschultz's research and teaching areas cover modern and contemporary art in Africa and the Middle East, the linkages between textiles, gender, and materiality, and the sociopolitical dynamics of artists' networks. She has conducted comparative fieldwork in Tunisia, Senegal, Switzerland, Kenya, and Oman. She has taught courses on modern and contemporary African art, Islamic art and architecture in Africa, and the arts of eastern and southern Africa.

Jennifer Hamer (Ph.D., University of Texas-Austin) is a Full Professor and Chair of American Studies, and African & African-American Studies. She is also an Associate Dean for Diversity, Equity & Inclusion for the College of Liberal Arts & Sciences. The editor of a journal, Dr. Hamer is well-published. Her

research and teaching interests include Black families, Black women activism, Black fatherhood, and equity. She has previously taught at the University of Illinois at Urbana-Champaign, where she was an Associate Dean of the Graduate School and Chair of African-American Studies Department.

Randal Jelks (Ph.D., Michigan State University) is a Professor of American Studies and African and African-American Studies. He is a historian whose research focuses on African-American religious, urban, and civil rights history. His areas of teaching interest include the civil rights movement, the Black experience in America, and African-American religions. He is well-published and has taught at Calvin College. He was a Langston Hughes Visiting Professor at KU and a Rockefeller Foundation Fellow at the Research Park Triangle in North Carolina.

Clarence Lang (Ph.D., University of Illinois at Urbana-Champaign) is the chair of the Department of African & African-American Studies. He is a Professor of African & African-American Studies and American Studies. His research and teaching areas are African American working-class and labor history, the Black Freedom Movement, and black urban communities in the twentieth-century Midwest. He is well published and has taught at University of Illinois at Urbana-Champaign and a former Langston Hughes Visiting Professor at KU.

Elizabeth MacGonagle (Ph.D., Michigan State University) is an Associate Professor of History and African and African-American Studies. Dr. MacGonagle's research and publications draw on African oral histories and archival documents to examine ethnicity in southern Africa, and the state of historical sites in West Africa, especially Ghana. Her teaching interests include introduction to African history, modern African history, and a focus on gender and issues of peace and justice.

Beverly Mack (Ph.D., University of Wisconsin – Madison) is a Professor of African and African-American Studies and Courtesy Professor of Religious Studies. She is the honors and undergraduate coordinator. Dr. Mack's numerous publications focus on women in Islam, the region of Northern Nigeria, and Hausa culture and language. She teaches courses on Islam, Islamic Literature, African Literature, and Hausa. She is director of the Kansas African Studies Center. She holds the Mortar Board Outstanding Educator Award.

Peter Ojiambo (Ph.D., University of Ohio) is an Associate Professor of African and African-American Studies. His research focuses on African education, especially in studies on the Starehe Boys Center and School of Kenya. He has published in this area and on education, democracy, and development. His area of teaching is Kiswahili and African languages, and he has developed a Kiswahili teaching website. Dr. Ojiambo has held teaching positions at Ohio University and the University of Illinois at Urbana-Champaign. He is the language coordinator.

Dorothy Pennington (Ph.D., University of Kansas) is an Associate Professor of African and African-American Studies and Communication Studies. Dr. Pennington's research and publications focus on international communication, communication between African-American women and men, and African-

American cultural studies. She also teaches in these areas. She holds the National Communication Association Distinguished Teaching Award and the Steeples Service to Kansans Award.

Peter Ukpokodu (Ph.D., University of Kansas) is a Professor of African and African-American Studies and Courtesy Professor of Theatre. Dr. Ukpokodu's teaching, research, and numerous publications include African and African-American theatre and film and African traditional religion and culture. He holds the Kemper Fellowship Teaching Excellence and the Center for Teaching Excellence Award.

African & African-American Studies Affiliate and Courtesy Faculty

<u>Name</u>	<u>Discipline</u>	<u>Related Specialty</u>	<u>Academic Rank</u>
Glenn Adams	Psychology	West Africa	Assoc. Professor
Victor Agadjanian	Sociology	Africa / Migration	Foundation Distinguished Professor
Giselle Anatol	English	African-American and Caribbean Literature	Assoc. Professor
Elizabeth Asiedu	Economics	International Economics	Assoc. Professor
Tamara Baker	Psychology	African-American Health	Assoc. Professor
Hannah Britton	Political Science/ WGSS	African Politics/Gender Human Trafficking/Migration	Assoc. Professor
Chris Brown	Environ. Studies	African Geography	Professor
Marie Brown	History	North Africa, Middle East	Asst. Professor
Byron Caminero-Santangelo	English	African Literature	Assoc. Professor
Marta Caminero-Santangelo	English	Caribbean/Latin American Literature	Professor
Darren Canady	English	Playwriting/ African-American Theatre	Asst. Professor
Jerry Crawford	Journalism	Media	Assoc. Professor
Deborah Dandridge	Spencer Research Library	History	Assoc. Professor
Jacob Dorman	History/American Studies	African-American History/ African-American Religion	Assoc. Professor
Charles Epp	Public Affairs and Admin.	Race and Public Policy	Professor
Elizabeth Esch	American Studies	Race and Racism	Asst. Professor
Ayesha Hardison	English and Women, Gender & Sexuality Studies	African-American Literature Critical Race Theory	Assoc. Professor
Nicole Hodges-Persley	Theatre	Hip/Hop/ Theatre	Assoc. Professor
Mohamed El-Hodiri	Economics	Arabic, Arab Culture	Professor
Maryemma Graham	English	African-American Literature	Dist. Professor
Sandra Gray	Anthropology	African Anthropology	Assoc. Professor
Majid Hannoum	Anthropology	African Anthropology	Assoc. Professor

Shirley Hill	Sociology	Family, Medical Systems, Social Inequality	Professor
Yolanda Jackson	Human Development	African-American Family Life	Assoc. Professor
Toni Johnson	School of Social Welfare	African American Matters	Assoc. Professor
Cheryl Lester	American Studies	20 th Century African-American Literature & Culture	Assoc. Professor
Timothy Miller	Religious Studies	African-American Religion	Professor
Joane Nagel	Sociology	African/African-American Soc.	Dist. Professor
Mehrangiz Najafizadeh	Sociology	Social Inequality, Third World	Assoc. Professor
David Roediger	American Studies	Race and Class in the US Foundation	Distinguished Prof.
Anton Rosenthal	History	African Labor History	Assoc. Professor
John Rury	Education	African-American Education	Professor
Robert Schwaller	History	African Diaspora in Latin America / History of Race	Asst. Professor
David Smith	Sociology	African Sociology	Professor
John Edgar Tidwell	English	African-American Literature	Professor
Sherrie Tucker	American Studies	Jazz history, Race and Ethnicity	Professor
Kevin Willmott	Film & Media	African-American Film	Professor
Antje Ziethen	French & Italian	French & Francophone	Asst. Professor

African and African-American Studies

Recommended Plan for Completion of MA Degree

- **Required core courses: Twelve (12) credit hours**

- **Elective courses: Fifteen (15) credit hours**

Six (6) hours of elective courses may be taken outside of the department; courses must be related to African and/or African-American Studies and receive prior approval from the Graduate Director

- **Thesis: Six (6) credit hours plus defense of thesis**

- **Non-Thesis: Additional six (6) elective credit hours plus oral exam focused on two significant research papers drawn from course work**

Thirty-Three (33) credit hours total for degree

Thesis Option

Fall Semester 1: Year 1

AAAS 801 (3)
Elective Course (3)
Elective Course (3)

Spring Semester 1: Year 1

AAAS 802 (3)
Elective Course (3)
Elective Course (3)

*Faculty advisor confirmed (by end of semester or sooner)

*Inform Graduate Director and Graduate Secretary

Fall Semester 2: Year 2

AAAS 803 (3)
Elective Course (3)

*Thesis committee confirmed (by end of semester or sooner)

*Inform Graduate Director and Graduate Secretary

Spring Semester 2: Year 2

AAAS 804 (3)
AAAS 899: Thesis (6)

*Complete "Graduate Requirement Checklist" and submit form to Graduate Secretary

*Complete Application for Degree through Enroll & Pay

*Submit thesis, signed title page, & Electronic Thesis & Dissertation (ETD) Release Form by deadline.

Non-Thesis Option

Fall Semester 1: Year 1

AAAS 801 (3)
Elective Course (3)
Elective Course (3)

Spring Semester 1: Year 1

AAAS 802 (3)
Elective Course (3)
Elective Course (3)

*Faculty advisor confirmed (by end of semester or sooner)

*Inform Graduate Director and Graduate Secretary

Fall Semester 2: Year 2

AAAS 803 (3)
Elective Course (3)
Elective Course (3)

*Thesis committee confirmed (by end of semester or sooner)

*Inform Graduate Director and Graduate Secretary

Spring Semester 2: Year 2

AAAS 804 (3)
Elective Course (3)

*Complete "Graduate Requirement Checklist" and submit form to Graduate Secretary

*Complete Application for Degree through Enroll & Pay

**African and African-American Studies
Graduate Requirement Checklist**

Master's Degree, Thesis Option

**A student who wishes to complete a master's degree at the University of Kansas must complete all the requirements toward the degree within seven years of the time of the initial enrollment in the program.*

Name: _____

General Requirements

- _____ AAAS 801
- _____ AAAS 802
- _____ AAAS 803
- _____ AAAS 804
- _____ 15 hours (five classes) of electives; courses: _____

- _____ AAAS 899 (6 hours of thesis direction)

Semester before thesis defense

_____ **Consult with your advisor to determine that you have completed all required coursework and/or exams.**

Semester in which you plan to receive degree

- _____ File an Application for Degree (AFD) through Enroll and Pay (www.sa.ku.edu)

- _____ **Three weeks before defense**, notify the African and African-American Studies Department of:

Day and time of defense: _____

Preferred room for defense: **Bailey Hall, Room 109**

Title of thesis: _____

Name(s) of committee chairperson(s): _____

Names of three committee members: _____

_____ Return this completed checklist, signed by you, your committee chair, and the Graduate Director to the AAAS Graduate Secretary, (785-864-3054). She will complete the paperwork necessary to schedule the defense.

Student's Name: _____

Student's Signature: _____ Date: _____

Committee Chairperson's Signature: _____ Date: _____

Graduate Director's Signature: _____ Date: _____

**African and African-American Studies
Graduate Requirement Checklist**

Master's Degree, Non-Thesis Option

**A student who wishes to complete a master's degree at the University of Kansas must complete all the requirements toward the degree within seven years of the time of the initial enrollment in the program.*

Name: _____

General Requirements

- _____ AAAS 801
- _____ AAAS 802
- _____ AAAS 803
- _____ AAAS 804
- _____ 21 hours (seven classes) of electives; courses: _____
- _____

Semester before graduation

_____ **Consult with your advisor to determine that you have completed all required coursework and/or exams.**

Semester in which you plan to receive degree

Consult with advisor or Graduate Secretary for deadlines to file Application for Degree (AFD)

_____ File an Application for Degree (AFD) through Enroll and Pay (www.sa.ku.edu)

_____ Return this completed checklist, signed by you and the Graduate Director to Graduate Secretary, Lisa Brown (785-864-3054). She will complete the paperwork necessary to schedule the defense.

Names of three Exam Committee Members: _____

Date and Time of Exam: _____

Preferred room for exam: **Bailey Hall, Room 109**

Student's Name: _____

Student's Signature: _____ Date: _____

Graduate Director's Signature: _____ Date: _____

**African and African American Studies
Declaration of Thesis Advisor**

Student: _____

First Term Enrolled: **Fall** _____ **Spring** _____

Please select the track

___ **African American Concentration**

___ **African Concentration**

Please write the name(s) of your thesis chairperson(s) _____

Student Name: _____

Student Signature: _____ **Date:** _____

Committee Chair(s) Signature: _____ **Date:** _____

Graduate Director Signature: _____ **Date:** _____

If you wish to change tracks and/or chairperson(s) a letter of written approval from your committee chairperson is required and the graduate director must indicate agreement by signing below.

(This Section For Changes Only)

Change Track to: _____

Change Chairperson(s) to: _____

New Committee Chairperson Signature: _____ **Date:** _____

Graduate Director Signature: _____ **Date:** _____

**College Office of Graduate Affairs (COGA)
Master's Degree Checklist – Thesis Option**

Please check the websites/FAQs listed below for further information. If you have additional questions, you may contact the College Office of Graduate Affairs (COGA) located in 108 Strong Hall

(coga@ku.edu).

Please complete items 1, 2, and 3 online.

- _____ 1) Apply for Degree (AFD)
Apply for the degree through Enroll & Pay: <https://sa.ku.edu>. Instructions can be found here: <http://www.registrar.ku.edu/current/graduation.shtml#apply>.
- _____ 2) Electronic Thesis Submission
- Submit the PDF version of your thesis to the UMI/Proquest submission site: <http://www.etdadmin.com/>
 - Thesis formatting guidelines can be found here <http://college.ku.edu/coga/graduation/master%27s>
 - Your submission will be checked for formatting and completeness by the COGA. You will be notified via email after graduation if the work is accepted or needs revisions.
- _____ 3) Fees paid to UMI/Proquest (if applicable)
- There is no longer a submission fee as of 9/27/10.
 - There is an optional copyright fee of \$55. You may also order bound copies for an additional cost.

Please scan and submit signed pages (items 4 and 5) via email to cogadocs@ku.edu, originals are not required.

- _____ 4) Title page and Acceptance page
- Title page requires *all* committee members' signatures.
 - Acceptance page requires only committee chairperson's signature.
 - These pages *must* comply with the formatting guidelines. Please see the following links for templates: <http://college.ku.edu/coga/graduation/master%27s>
- _____ 5) ETD Release Form
- Please review and sign the form: <http://college.ku.edu/coga/graduation/master%27s>
 - If you need to place an embargo on your thesis, you must also obtain your Department Graduate Director's original signature.

*** Please also check with your department to verify that you met all academic requirements.**

Please check the websites and FAQs below for further information.

Websites

Binding Services: http://www.graduate.ku.edu/04-02_etd.shtml?ThesisandDissertationBindingInstructions

CLAS Calendar: <http://clas.ku.edu/students/graduate.shtml>

Copyright: <http://www.copyright.ku.edu>

Electronic Theses and Dissertations: http://www.graduate.ku.edu/04-02_etd.shtml

Embargo: http://www.graduate.ku.edu/04-02_etd_embargo.shtml

Enroll & Pay: <https://sa.ku.edu>

Graduate Studies: www.graduate.ku.edu

KU Commencement: <http://www.commencement.ku.edu/>

KU Scholarworks: <http://www2.ku.edu/~scholar/>

Master's Hooding Ceremony: <http://college.ku.edu/coga/>

Statement of Forthcoming Degree Form: <http://registrar.ku.edu/statement-forthcoming-degree>

Thesis Formatting Guidelines: <http://registrar.ku.edu/statement-forthcoming-degree>

UMI: <http://www.etsdadmin.com/>

FAQ

Q: Can I mail my documents to the COGA?

A: Yes. Please use the following address.

College Office of Graduate Affairs
University of Kansas
Strong Hall
1450 Jayhawk Blvd., Room 200
Lawrence, KS 66045-7535

Q: Is there a graduation ceremony for the College of Liberal Arts and Sciences Master's degree candidates?

A: Yes. All candidates for Master's degrees are invited to register and participate in the May ceremony. More information about the ceremony and how to register is available at <http://college.ku.edu/coga/graduation/ceremonies>

Q: What is an embargo, and should I place one on my work?

A: Embargos are generally advised if you have a publishing agreement for your entire manuscript, or if your research is of a sensitive nature. Embargos can only be granted with the signature endorsement of your Graduate Director on your ETD Release form. By signing, your director agrees that your submission will be held from public access for up to 2 years. More information about embargos can be found here: http://www.graduate.ku.edu/04-02_etd_embargo.shtml.

Q: How is copyrighting, and should I copyright my work?

A: You are advised to copyright your work, but it's not mandatory. UMI can file a copyright on your behalf with the Library of Congress for a \$55 fee.

Q: How can I obtain a formal document which states I have completed all requirements and will soon be awarded the degree?

A: Once you complete all requirements for the degree, you may request a *Statement of Forthcoming Degree* from the Registrar's Office. Bring the form to the COGA (108 Strong Hall) to request the Dean's signature. The form can be found here: <http://registrar.ku.edu/statement-forthcoming-degree>

You also have the option to request a letter from the COGA which states that requirements were met and the degree will be awarded. Please send requests with the recipient address to coga@ku.edu.

Q: What is the difference between 'Open Access' and 'Traditional' publishing on the UMI submission website?

A: We advise you to choose **Traditional Publishing** when making your submission. Traditional publishing will allow access to your dissertation by anyone who has access to the KU Library ScholarWorks Archives, including the general public. There is **no additional fee** for the service. Similarly, UMI's 'Open Access' publishing option is available to anyone with access to their website, only you will pay an additional \$95.00 fee.

Q: Which companies provide binding services?

A: Please visit the Graduate Studies website for recommended binding companies: http://www.graduate.ku.edu/04-02_etd.shtml?ThesisandDissertationBindinInstructions

Q: Will COGA check my submission before the graduation deadline?

A: Generally, COGA begins checking submissions near the end of the semester. If time allows, your submission may be checked earlier. The COGA Supervisor sets the date to begin the process based on other functions of the COGA staff.

You will receive an email notification advising you whether there are recommended changes needed. You will be given a deadline to complete the changes, once a review of your submission is completed.

If you have additional questions, you may contact the College Office of Graduate Affairs (COGA) located in 108 Strong Hall (coga@ku.edu).