

African & African-American Studies

University of Kansas

A Handbook for Graduate Students



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Table of Contents

Introduction	1
Unit Structure	2
Core Faculty	2
Program Staff	4
General Department Policies & Procedures	5
Admission	5
M.A. Admission Requirements	5
African Studies Graduate Certificate Admission Requirements	5
Non-Degree-Seeking Requirements	6
Funding & Awards	6
Grading	7
Academic Integrity & Misconduct	7
Good Standing	7
Advising & Mentorship	8
Semi-Annual Student Review	8
Grievance Procedures	8
Petitions	8
Degree Requirements	9
M.A. Program Requirements	9
Core Courses	9
Elective Courses in Area of Specialization	10
Language/Research Skills Requirement	10
Thesis/Non-Thesis Committees	11
Thesis/Non-Thesis Defense	11
Graduation Procedures	12
Graduate Certificate Program Description	13
University Offices	14
University Degree Requirements & Policies	16
Appendices	25
African & African-American Studies Adjunct Faculty List	25
Recommended Plan for Completion of M.A. Degree	27
M.A. Program Checklist – Thesis Option	28
M.A. Program Checklist – Non-Thesis Option	29
Declaration of Thesis/Non-Thesis Advisor	30
African Studies Graduate Certificate Checklist	31

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.

Unit Structure

Core Faculty

Cécile Accilien (Ph.D., Tulane University) is the Acting Chair of African and African-American Studies and is an Associate Professor of African and African-American Studies and Director of the Institute of Haitian 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 a 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 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.

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. She is also the Graduate Director for African & African-American Studies master’s and graduate certificate programs. 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 of American Studies and African & African-American Studies. She is also the Vice Provost for Diversity and Equity. 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.

Dorothy E. Hines (Ph.D., Michigan State University) is an Assistant Professor of African and African-American Studies. Dr. Hines-Datiri's scholarship explores how race, gender, and space structures school discipline practices and policies, school pushout, and inequality in urban schools. Dr. Hines-Datiri's research examines the racialized and gendered schooling experiences of Black students with a focus on Black girls and girls of color.

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 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.

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.

Program Staff

Roxie Lytle – Office Manager (roxie@ku.edu, (785) 864-3054, 9 Bailey Hall)

Roxie acts as office manager, scheduling officer, and point of contact for faculty, staff and students.

Graduate Academic Advisor

The Graduate Academic Advisor provides administrative and advising support for the African and African-American Studies graduate program. Contact the Graduate Academic Advisor with any questions related to the admissions process, enrollment, GTA/GRA/GA appointments, M.A. and Graduate Certificate program requirements, petitions, final exam/defense processes, and graduation.

Brenda Wawire – AAAS Languages Coordinator (wawireb@ku.edu, (785) 864-3832, 12A Bailey Hall)

General Department Policies and Procedures

Admission

Prospective students are admitted to the M.A. or Graduate Certificate program for the fall and spring terms. The deadlines to submit applications are **May 1** for fall admission and **October 1** for spring admission, but applicants are advised to apply much earlier. Online applications must be completed and submitted through [KU's Graduate Studies website](#). Contact the Graduate Academic Advisor at lkchaney@ku.edu or (785) 864-2306 with questions related to the admissions process.

M.A. Admission Requirements

1. A completed [graduate application](#)
2. A copy or scan of [official transcripts](#) from each college and post-secondary institution you have attended. Copies of official transcripts should be uploaded directly to the online application. If admitted, applicants will be required to submit official, sealed transcripts directly to the Office of Graduate Admissions within the first semester of enrollment.
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. The Office of Graduate Studies requires all applicants, international or domestic, whose native language is not English to demonstrate English proficiency. Please review Graduate Studies' [English Proficiency Requirements webpage](#) for additional information.

Transcript(s), 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-American Studies department committee will review the file and determine if the student is to be admitted into the program. Graduate Studies will notify the applicant of the final admission decision via email. Admission is based primarily on the applicant's undergraduate and/or graduate record, statement of 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.

African Studies Graduate Certificate Admission Requirements

Current KU Graduate Students:

Current graduate students wishing to enroll in the African Studies Graduate Certificate program will apply through Graduate Admissions. A student must be in good standing in their current graduate degree program in order to participate in the certificate program. A graduate GPA of 3.0 or higher is required for admission. The application process entails completing the [online application](#), submitting

the required materials, and paying a \$30.00 application fee.

1. A letter stating your interest in African Studies and its relationship to your graduate course of study
2. An unofficial copy of your KU transcript or a current copy of your Degree Progress Report (DPR)
3. A letter of support from your current graduate degree program (from your faculty advisor or the Director of Graduate Studies)

Non-KU Graduate Students:

Non-KU graduate students must complete the [online application](#), submit the required materials, and pay a \$30.00 application fee.

1. A letter stating your interest in the African Studies Graduate Certificate program
2. Official copies of transcripts from all previous post-secondary educational institutions
3. Two letters of recommendation from persons familiar with your academic work or potential for graduate study

Non-Degree-Seeking Application Requirements

The Department of African and African-American Studies accepts applications for graduate non-degree-seeking status. Typically, non-degree-seeking applicants do not intend to work toward an advanced degree. Applicants interested in applying for graduate non-degree-seeking status must identify the courses in which they wish to enroll prior to completing the online application. Permission to enroll in a graduate-level African and African-American Studies course is granted by the [instructor](#) of the course.

Required Application Materials:

1. A completed application, along with a non-refundable application fee, submitted online through the [Office of Graduate Studies](#).
2. Statement of Purpose: A professional narrative explaining your background, academic interests, and reason for applying for graduate non-degree-seeking student status.
3. A copy or scan of [official transcripts](#) from each college and post-secondary institution you have attended. Copies of official transcripts should be uploaded directly to the online application. If admitted, applicants will be required to submit official, sealed transcripts directly to the Office of Graduate Admissions within the first semester of enrollment.
4. The Office of Graduate Studies requires all applicants, international or domestic, whose native language is not English to demonstrate English proficiency. Please review Graduate Studies' [English Proficiency Requirements webpage](#) for additional information.

Funding & Awards

- Funding and award opportunities for graduate students can be found on the [Office of Graduate Studies](#) website.
- The AAAS department offers a 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 Office Manager 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 more

information, visit the [KASC](#) and [CGIS](#) websites for additional information.

- Graduate Teaching Assistant (GTA) appointments are available within the department. Both incoming and current students in good academic standing are eligible to be nominated by the department for a GTA appointment.

Grading

A grade of C or higher must be achieved for a course to count toward the M.A. or African Studies Graduate Certificate, however, only grades A or B are normally considered as indications that a graduate student has done satisfactory work in the courses in which they received them.

*Students should carefully review Graduate Studies' [grading policy](#)

Academic Integrity & Misconduct

The African and African-American Studies Department considers academic integrity essential to our work and we expect students to adhere to its principles in conducting research. This means that students acknowledge the sources they use in their academic work and cite them fully and correctly; not acknowledging a source constitutes plagiarism. Students should consult with faculty well before due dates if they are not sure how to handle a source.

Academic integrity also means that work on examinations and assignments must be carried out by authorized means. Students are subject to sanctions by the University for Academic Misconduct if they violate these principles. Definitions are provided in the [University Senate Rules and Regulations](#).

Good Standing

Students whose cumulative grade point average falls below a 3.0 are placed on probation by Graduate Studies. Students who do not raise their grade point average to at least a 3.0 by the end of the following semester may be recommended for dismissal by the department.

A graduate student may also be placed on probation whenever the student's committee or the graduate faculty determines their academic progress to be 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 permitted
- 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 notice will be placed in the student's file. In addition, specific requirements which must be met in order to return to good standing will be outlined.

For additional information on good standing as well as probation and dismissal procedures, please see the College Office of Graduate Affairs' [probation and dismissal](#) webpage.

Advising & Mentorship

The Graduate Director normally advises entering graduate students. **By the end of the first year of study, and preferably sooner, each student should ask a faculty member to serve as their faculty advisor** and notify the program's [Graduate Academic Advisor](#) via the [Declaration of Advisor Form](#) 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.

Semi-Annual Review

The academic progress of all graduate students will be reviewed each semester. Grades, advancement in degree requirements, progress on the thesis (if applicable), and overall performance will be evaluated by the graduate faculty. 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.

Grievance Procedures

Grievance and grade appeal procedures can be found in the [Bylaws](#) of the Department of African and African-American Studies and in the [policy library](#).

Petitions

If a graduate student has a compelling reason to seek exemption from a program requirement or University policy, they may submit a petition to the graduate faculty.

The student should consult with the [Graduate Academic Advisor](#) to ensure the petition is necessary and that all [appropriate documentation](#) is collected to submit the petition. The petition will be submitted to the graduate faculty for consideration.

In cases where the petition relates to a department requirement rather than a University policy, the graduate faculty will issue a final decision. In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide whether to support the student's petition or not. If the faculty agrees to support the petition, it will be forwarded to the College Office of Graduate Affairs for consideration.

Degree Requirements

M.A. Degree Requirements

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

Students must take a minimum of 33 graduate-level credit hours in approved courses with African and/or African-American content in accordance with the concentration chosen. Nine graduate courses (27 hours) in addition to a thesis (6 hours) or additional coursework (6 hours) for the non-thesis option, are required for the degree.

The master's degree program has two related objectives: (1) it fulfills the educational needs of persons who seek positions with organizations in both the public and private sectors, and (2) it prepares persons who desire to pursue the terminal degrees in their field. The program emphasizes the broader concepts in the humanities and the social sciences, but provides an option for concentration in either African or African-American Studies.

The integrative focus of the curriculum is an important characteristic of the interdisciplinary nature of this program. In this regard, the candidate should develop the capacity to continue as a self-educator throughout their career. Broad background study in this field enables the graduate to assimilate newly-acquired skills and methodologies quickly. Graduates should be prepared to cope with the rapid changes in Africa and the African diaspora. The program places considerable emphasis on both the internal and external forces which affect African and African-American societies. The continuity and change in Africa and their impact on world civilizations are emphasized in both the required courses and through electives.

Required courses emphasize basic tool areas, such as research methods and languages. Through elective courses the student may obtain a concentration in an area of African or African-American Studies. All students, except those in the non-thesis option, must prepare and defend an M.A. thesis.

Accommodations are made under African Studies component for Arabic and Islamic Studies concentration, and under African-American Studies component for students who may be interested in a Haitian Studies concentration. Accommodation also exists for members of the Armed Forces to complete their studies on any and all regions of the African continent in less than two years if they are willing to study through summer.

Core Courses

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

- **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

Elective Courses in Area of Specialization

Thesis option students choose five elective courses (15 credit hours) in their areas of specialization. Non-thesis option students choose seven elective courses (21 credit hours). Students may take six credit hours outside of 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. Elective courses must be approved by the student's faculty advisor and the Graduate Director.

For a list of possible electives (the list is not exhaustive), please reference the [courses webpage](#) on the department's website.

Thesis Hours or Non-Thesis Electives

Students who choose to complete the thesis option must enroll in six thesis hours (**AAAS 899: Thesis**). No more than six thesis hours may be applied toward the 33 credit hours.

Students who choose to complete the non-thesis option must enroll in six credit hours of additional course work. With the assistance of their faculty advisor, the student will select two large research-oriented essays completed in these courses to defend during the non-thesis defense.

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.

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

- Completing two 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, 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, or
- The equivalent of two years of an approved language, or
- Proof that the student is a native speaker of an African language

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

- Fulfill the African language requirement outlined above, or
- Fulfill a non-African language requirement by 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 Director

In consultation with their advisors 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.

Thesis/Non-Thesis Committees

By the end of the third semester of study, the student should choose a thesis/non-thesis committee. The committee must include a minimum of three graduate faculty members. The committee chair, which is typically the student's faculty advisor, and one other member of the committee must be a member of the African and African-American Studies graduate faculty. The chair cannot be a member of the adjunct or courtesy African and African-American Studies faculty. **As soon as the committee has been formed, the student must submit, in writing, the names of the committee members to the Graduate Director and Graduate Academic Advisor for approval.** After approval, the information is saved in the student's file. Any changes to the committee must be approved and documented. For additional information regarding the committee configuration requirements, review the [Master's Oral Exam Committee Composition policy](#).

Thesis/Non-Thesis Defense

A final defense of the thesis or the two non-thesis research papers is required. A student must be in good standing (3.0 GPA or higher and no incomplete (I) grades) before scheduling the defense. The defense is administered by the thesis/non-thesis committee (described above). **This committee should be assembled and named by the end of the third semester of study.** One member, typically the student's faculty advisor, 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 years, students should develop their subject area during their first year in the program, and should formulate their thesis or non-thesis topic in conjunction with their faculty advisor during the third semester in the program. During their final semester, students who select the thesis option must enroll in AAAS 899: Thesis. It is the responsibility of the student to confer with the committee chair to determine the process and establish a timeline for the completion of the thesis or non-thesis.

The thesis or non-thesis defense is held during the student's final semester in the program. A student must be enrolled during the semester in which they complete the defense. It should be held when the thesis or non-thesis research papers have been substantially completed and have been given approval by the committee. Committee approval of the thesis or non-thesis research papers will be documented through the completion of the [Thesis or Non-Thesis Checklist](#). The [Graduate Academic Advisor](#) will assist the student with the scheduling of the defense as soon as the Thesis or Non-Thesis Checklist is turned in.

At least two calendar weeks prior to the defense date, the student will submit the final draft of the thesis or non-thesis research papers to all committee members and inform the Graduate Director. **Failure to meet this deadline, without prior approval from the committee chair and Graduate Director, will necessitate rescheduling the defense.**

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

A non-thesis defense includes both questions about the research paper topics, argument, methodology, as

well as questions that discuss the thesis within large contexts of the field.

After the defense, the committee will deliberate regarding the outcome (satisfactory or unsatisfactory).

Graduation Procedures

A student who wishes to complete a master's degree at the University of Kansas must complete all requirements toward the degree within seven 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 review the graduation requirements on the College Office of Graduate Affairs' [Master's Degree Checklist](#). Graduation requirements differ for thesis and non-thesis students.

Non-Thesis Option Graduation Requirements

- Apply for Graduation (AFG) through Enroll & Pay. [AFG Instructions](#)
- Consult with the Graduate Academic Advisor and Graduate Director to ensure all program requirements have been met
 - You will be expected to email copies of your non-thesis research papers to the Graduate Academic Advisor to be kept in your student file

Thesis Option Graduation Requirements

- Apply for Graduation (AFG) through Enroll & Pay. [AFG Instructions](#)
- Submit a PDF version of your thesis to the [UMI/ProQuest submission site](#). Be sure to comply with all [thesis formatting requirements](#). The final version of your thesis must be submitted to UMI/ProQuest **within six months** of your defense date. Students who fail to meet the six month deadline must schedule a second defense and enroll in additional hours of AAAS 899.
- Email copies of your title page and acceptance page with the appropriate signatures to cogadocs@ku.edu.
- Complete the [ETD Release Form](#) and email it to cogadocs@ku.edu
- Consult with the Graduate Academic Advisor and Graduate Director to ensure all program requirements have been met
 - You will be expected to email a copy of your thesis to the Graduate Academic Advisor to be kept in your student file

Graduating students may choose to take part in the College's [Master's Hooding Ceremony](#). Students must complete a registration form and purchase regalia by the suggested date posted on the College's website. A faculty mentor or advisor should be chosen to hood the student at the ceremony.

African Studies Graduate Certificate Program Requirements

AAAS and KASC's central objective in the African Studies Certificate Program is to formally recognize the expertise students in a range of disciplines already obtain in African Studies, in a manner that enhances students' career opportunities. The Certificate in African Studies enables graduate students to formally claim expertise in an area of the field of African Studies through completion of twelve hours of graduate course work.

Course Sequence

Twelve credit hours are required. This includes the core introductory seminar course, AAAS 802: Introduction to African Studies (Africa). Students are then required to take an additional three courses (9 hours). All courses, including language course work, must be at the 500-level or above. At least one of these courses (3 hours) must be taken at the 700-level or above. Only courses with an Africa focus may count toward the required hours. No more than three hours of directed readings or independent study may be counted. Any students who utilize directed readings or independent studies courses are required to submit a paragraph summary of the course of study signed by the professor directing the project, so that AAAS can know how the course counts toward fulfillment of the cluster requirements.

All approvals of course sequences are at the discretion of AAAS. Be sure to fill out the [Graduate Certificate Checklist](#) and turn it in to the Graduate Director and Graduate Academic Advisor within the first half of the term in which you plan to complete the certificate.

For a list of the available course options with an Africa focus, please view the [Certificate Courses](#) page on the department's website.

University Offices

The Graduate Director or Graduate Academic Advisor should be your first stop for any questions related to graduate study or program requirements. If you would like to research an issue in advance of speaking with your department or if you still have questions, the following offices can provide assistance:

College Office of Graduate Affairs (COGA)

COGA oversees graduate affairs and administers University policy for programs within the College of Liberal Arts and Sciences. The COGA website contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding [enrollment changes or forms](#), University policies regarding [exams](#) and committee requirements, and University [graduation requirements](#). The College of Liberal Arts & Sciences' [Master's Hooding Ceremony](#) is coordinated by COGA.

COGA reviews all [student petitions](#) of University and College policy, [issuing decisions on behalf of the College](#) or referring as required to a faculty committee and/or the Office of Graduate Studies. The more common student petitions relate to [Enrollment](#), [Graduate Credit](#), [Leave of Absence](#), and [Time Limit Extensions](#).

COGA is a resource if you have questions about petitions or graduation requirements that your department is unable to answer. Refer to the COGA website for current staff contact information.

Office of Graduate Studies

Graduate Studies is the office of the Dean of Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study, and offers various programs for graduate students throughout the year. While COGA should be your first stop for any questions your department cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#). The University's [Doctoral Hooding Ceremony](#) is coordinated by Graduate Studies.

Graduate Admissions (Within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding, KU Online Application for Graduate Study, ADMIT system / Prospect, English proficiency requirements, and official transcripts.

Office of the Registrar (OUR)

Contact OUR for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided above under COGA), tuition, campus fees, the Academic Calendar, and fee petitions.

Financial Aid

Contact Financial Aid for questions related to the disbursement of scholarships, fellowship award, loans, and FAFSA.

[International Student Services \(ISS\)](#)

Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the AEC, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

[Center for Teaching Excellence \(CTE\)](#)

The Center for Teaching Excellence (CTE) is a University office dedicated to assisting instructors, including GTAs, to develop effective instructional techniques. The expert staff of CTE can introduce instructors to the pedagogical technology available at the University and help instructors develop new approaches to teaching. CTE specialists work with instructors individually, and also offer a diverse array of workshops and discussions. They also can guide instructors to useful scholarly literature on the subject of college teaching and learning.

University Policies and Degree Requirements

This section contains information on requirements and policies of the Office of Graduate Studies and the College of Liberal Arts & Sciences, both hereafter referred to as “the University”. It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

GENERAL POLICIES

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

Admission

Degree or non-degree seeking applicants must have a bachelor’s degree (as evidence by an official transcript from the institution the degree was obtained) and a minimum GPA of 3.0 in the most recent degree that was obtained.

Students* not meeting these requirements *may* be admitted provisionally upon recommendation by the department; however, restrictions on certain type of funding, including GTA/GRA/GA funding, apply to students on provisional admission status. Students should consult the program admissions advisor or Director of Graduate Study (DGS) on their eligibility for funding with admission.

*By Federal regulation, International students seeking F-1 status must meet the standards of Regular Admission. Provisional admission is not sufficient to issue the Form I-20.

Related Policies and Forms:

- [Admission to Graduate Study](#)

English Proficiency Requirements

The University requires all applicants, international or domestic, to demonstrate English proficiency for admission to any graduate program at KU. There are three ways to prove English proficiency:

- Declaration of native speaker status on the online application for graduate study.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university or a college or university in the United Kingdom, Australia, New Zealand, Ireland, English-speaking province of Canada, or an English-speaking Caribbean country, with instruction conducted in English. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.

- Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old.

Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission and petition processes based on exceptional circumstances

Applicants should submit their scores directly to the Office of Graduate Studies:

Office of Graduate Studies
213 Strong Hall
1450 Jayhawk Blvd.
Lawrence KS 66045-7535

Related Policies and Forms:

- [English Proficiency Requirements for Admission to Graduate Study](#)
- [Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy](#)
- [Graduate Credit](#)

[Enrollment](#)

For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may define full-time enrollment more stringently, the University defines it as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

Graduate students are not normally permitted to enroll for more than 16 hours per semester or more than 8 hours in summer session.

While these are KU’s definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment

decisions.

Student not enrolled by 11:59pm the day before the first day of classes will be assessed a late enrollment fee. The University Registrar then deactivates the KU ID of any non-enrolled students by the last Friday in October (for Fall) or last Friday in April (for Spring). Students who wish to enroll after that must pay a fee to be reactivated.

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf.

Deadlines for adding, changing, dropping, or withdrawing from courses entirely, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

The College Office of Graduate Affairs' (COGA) website has a very useful [Enrollment Changes Guide](#), which provides comprehensive guidance on the forms and endorsements required for different enrollment situations, including late enrollment changes after the published deadlines.

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

Related Policies:

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Enrollment Regulations](#) (CLAS)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Enrollment Requirements](#)

[Graduate Credit \(Including Transfer Credit\)](#)

The Office of Graduate Studies [policy](#) on Graduate Credit defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

Transfer Credit

The transfer credit option allows master's students to add graduate-level coursework completed at another institution to their KU transcript to count toward their KU degree. Upper level coursework taken as an undergraduate, even courses numbered at the graduate level, is not eligible for transfer in any case. Additional restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should

consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution or relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

Reduced Credit Hour Degree

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree Master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. A reduction in hours is distinct from a transfer of credit and is reserved for those students in that they may in some cases be based on coursework that was already used to fulfill requirements towards a completed degree, some non-coursework (e.g. internships, study abroad), and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS. Students must also provide documentation of the coursework or experience being used to justify the reduced hours (e.g. transcripts, program descriptions).

Because there is no minimum number of required hours for the Ph.D., reduction of required hours based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

Count Toward Degree

The [Count Toward Degree form](#) is an Office of the Registrar Form that allows graduate credit hours taken at KU as a non-degree seeking student to count towards a later degree at KU.

As with transfer credit and reduced hour degrees, restrictions apply, so students should carefully review the information in the link above and the related policies below, and consult with their DGS.

Related Policies:

- [Graduate Credit](#)
- [Count Toward Degree Form](#)
- [Co-enrollment](#)
- [MA and MS Degrees](#) (on Reduced Hour Master's Degree)

[Credit/No Credit](#)

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No

Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their overall graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement. This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

Students make the CR/NC election via the Registrar's CR/NC [online request](#) form. Elections and changes to elections can only be made during the specific CR/NC period. For regular semester courses, this period begins after the last day to add a class and extends for approximately two weeks. Exact dates may be found on the current KU [Academic Calendar](#). Please keep in mind, short courses may have [alternate dates](#).

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling; however, in cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information. Additional restrictions apply. Students should carefully review the information in the link above.

Related Policies and Forms:

- [University Senate Rules and Regulations \(USRR\), Section 2.2.7](#)

[Probation & Dismissal](#)

Probation is an academic status that can be assigned to a graduate student that is not making [satisfactory progress](#) toward completing their degree. The department initiates the probation process and will inform the student of why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

Students are most commonly placed on probation due to their graduate cumulative [GPA](#) dropping below a B average (3.0 on a 4.0 scale). In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's cumulative GPA is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to; failure to make adequate progress on a thesis or dissertation, unacceptable academic performance on program components outside of coursework (e.g. exams), an unsatisfactory result in their department's annual evaluation, or as a result of going beyond their official time to degree. Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook and with their program advisor for more information.

If a student is unable to raise their cumulative GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, the department will reconsider their continuation in the program, in most cases will recommend the student for dismissal, or that the student voluntarily withdraw from the program.. Once dismissed, a student is no longer able to be enrolled in coursework and cannot complete their degree. Students dismissed from any graduate program may not be admitted to any other graduate program at the University of Kansas.

A student on probation or facing dismissal should discuss their status with their advisor.

Related Policies:

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Probation and Dismissal \(CLAS\)](#)
- [Good Academic Standing policy](#)

[Grading](#)

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies. Students should review the [College-specific grading information](#) and consult their adviser and the departmental section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

Additional information pertaining to graduate grading can be found on COGA's pages for [Retroactive Withdrawal](#), [Incomplete Grades](#), and [Graduate GPA](#). The Registrar's Office's also offers information on the [Credit/No Credit](#) option.

Related Policies:

- [University Senate Rules & Regulations](#)
- [Grading](#)
- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Probation and Dismissal \(CLAS\)](#)

[Time limits](#)

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree

completion. In order to support this process, COGA offers departments and students a [Mentoring Agreement Template](#) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program's expected time limits, or simply as an advising tool for all their students. It is especially useful for students in the dissertation or thesis phase.

Related Policies and Forms:

- [Master's Degree Program Time Constraints](#)
- [Doctoral Program Time Constraints](#)
- [Doctoral Comprehensive Exam Time Constraints](#)
- [Doctoral Program Profiles with Time To Degree Information](#)
- [Graduate Degree Completion Agreement](#) (PDF)
- [Mentoring Agreement Template](#) (Doc)

[Leave of Absence](#)

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while "stopping the clock" on their time to degree.

Requesting a Leave of Absence is done via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence; however, the only document that the College requires for the petition is the Leave of Absence form, linked below.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU [Academic Calendar](#) for exact dates that enrollment begins.

If at any time plans change and a student wishes to return and enroll before leave was supposed to end they may contact their department to be reactivated early.

Related Policies and Forms:

- [Leaves of Absence](#)
- [CLAS Leave of Absence Petition Form](#) (PDF)

[Oral Exams](#)

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the University has several policies pertaining to the Master's Exam/Thesis Defense for Master's degree.

Before a student is allowed to sit for the master's exam, pre-approval from the College is required in advance of the exam date. The College verifies that the student has fulfilled University requirements. The full list of these requirements may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion

and to ensure that all University policies relating to oral exams are being followed.

In many cases, programs may have additional exams, such as a written pre-qualifying exam. Exam pre-approval by the College applies ONLY to the oral portions of the master's exam.

The following are University policies pertaining to oral exams:

Oral Exam Committee Composition

For all oral exams, the committee members must be appointed members of the Graduate Faculty of KU. In addition, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty or, in the case of doctoral committees, dissertation faculty status in the candidate's department/program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee.

Oral Exam Attendance (Physical Presence)

The Oral Exam Attendance policy describes rules for physical versus mediated attendance (e.g. Skype or phone) at oral exams.

In all cases, a majority of committee members must be physically present with the student for an exam to commence. Both the chair and outside member (for doctoral exams) must form part of this majority. **In all cases where the student prefers that all committee members are physically present, the student's preference shall be honored.**

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

Related Policies and Forms:

- [Master's Student Oral Exam Committee Composition](#)
- [Oral Exam Attendance](#)
- [Graduate Faculty Appointments](#)

GRADUATE CERTIFICATE REQUIREMENTS

The University offers a variety of [Approved Graduate Certificate Programs](#) to encourage current graduate students to pursue interdisciplinary study. Certificate programs also provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. There are certain restrictions on the timing of admissions to a Graduate Certificate program and the granting of credit for courses completed. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

Related Policies and Forms:

- [Graduate Certificate Programs: Eligibility and Admission Criteria](#)
- [Policies & Procedures for Graduate Certificate Programs](#)

GRADUATION REQUIREMENTS

In addition to all program requirements, students [planning to graduate](#) must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA's graduation checklists contain a comprehensive list of all University requirements for graduation and should be used by every graduating master's student in the College:

[M.A. DEGREE GRADUATION CHECKLIST](#)

Submission of the final draft of the thesis is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis. There is no University requirement that students provide a bound or printed copy of the draft.

Students who have concerns or questions about fulfillment of graduation requirements may arrange for a Graduation Appointment with the [College Office of Graduate Affairs](#) (COGA) following the defense or final exam and in advance of the applicable Application for Graduation deadline. While this appointment is not a requirement, it can be useful to review all degree requirements with a COGA staff member, verify that the Application for Graduation and Thesis/Dissertation submissions have been completed, and receive guidance on any pending items.

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	Professor
Giselle Anatol	English	African-American & Caribbean Literature	Assoc. Professor
Elizabeth Asiedu	Economics	International Economics	Professor
Tamara Baker	Psychology	African-American Health	Professor
Hannah Britton	Political Science & WGSS	African Politics, Gender, Human Trafficking, Migration	Assoc. Professor
Chris Brown	Environmental Studies	African Geography	Professor
Marie Brown	History	North Africa, Middle East	Asst. Professor
Byron Santangelo	English	African Literature	Professor
Marta Caminero-Santangelo	English	Caribbean/Latin American Literature	Professor
Darren Canady	English	Playwriting, African-American Theatre	Assoc. Professor
Jerry Crawford	Journalism	Media	Assoc. Professor
Deborah Dandridge	Spencer Research Library	History	Assoc. Librarian
Charles Epp	Public Affairs & Admin	Race & Public Policy	Dist. Professor
Elizabeth Esch	American Studies	Race & Racism	Assoc. Professor
Ayesha Hardison	English & WGSS	African-American Literature, Critical Race Theory	Assoc. Professor
Nicole Hodges-Persley	Theatre	Hip/Hop/Theatre	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
Yo Jackson	Applied Behavioral Science, Psychology	African-American Family Life	Professor
Timothy Miller	Religious Studies	African-American Religion	Professor
Joan Nagel	Sociology	African/African-American Soc.	Dist. Professor
Mehrangiz Najafizadeh	Sociology	Social Inequality, Third World	Assoc. Professor

David Roediger	American Studies	Race & Class in the US	Foundation Distinguished Professor
Anton Rosenthal	History	African Labor History	Assoc. Professor
John Rury	Educ. Leadership & Policy Studies	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 & Ethnicity	Professor
Kevin Willmott	Film & Media Studies	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 Academic Advisor

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 Academic Advisor

Spring Semester 2: Year 2

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

*Complete "Graduate Requirement Checklist" and submit form to Graduate Academic Advisor

*Complete Application for Degree through Enroll & Pay

*Submit thesis, signed title page, & Electronic Thesis & Dissertation (ETD) Release Form to cogadocs@ku.edu by graduation 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 Academic Advisor

Fall Semester 2: Year 2

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

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

*Inform Graduate Director and Graduate Academic Advisor

Spring Semester 2: Year 2

AAAS 804 (3)
Elective Course (3)

*Complete "Graduate Requirement Checklist" and submit form to Graduate Academic Advisor

*Complete Application for Degree through Enroll & Pay

African and African-American Studies
M.A. Thesis Option Checklist

Student: _____

First Term Enrolled (e.g. Fall 2018): _____

Within the first half of the semester in which you plan to receive your degree, complete this form, obtain the required signatures, and submit the completed form to the [Graduate Academic Advisor](#). They will then assist you with the oral defense scheduling process by polling your committee members for their availability during your preferred defense week. If you have questions regarding committee composition requirements or the defense process, please reach out to the Graduate Academic Advisor.

Coursework Requirements:

Course Number	Course Title	Term
AAAS 801	Introduction to Africana Studies: African American	_____
AAAS 802	Introduction to Africana Studies: African	_____
AAAS 803	Research Methods in Africana Studies	_____
AAAS 804	Seminar in Africana Studies	_____
15 hours (5 classes) of electives:		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
AAAS 899	Thesis (6 hours)	_____

Oral Thesis Defense Information:

Preferred week for defense (5-7 days): _____

Preferred room for defense: _____

Title of thesis: _____

Names of committee members: _____

Student Signature: _____ Date: _____

Committee Chair Signature: _____ Date: _____

Graduate Director Signature: _____ Date: _____

African and African-American Studies

M.A. Non-Thesis Option Checklist

Student: _____

Within the first half of the semester in which you plan to receive your degree, complete this form, obtain the required signatures, and submit the completed form to the [Graduate Academic Advisor](#). They will then assist you with the oral defense scheduling process by polling your committee members for their availability during your preferred defense week. If you have questions regarding committee composition requirements or the defense process, please reach out to the Graduate Academic Advisor.

Coursework Requirements:

Course Number	Course Title	Term
AAAS 801	Introduction to Africana Studies: African American	_____
AAAS 802	Introduction to Africana Studies: African	_____
AAAS 803	Research Methods in Africana Studies	_____
AAAS 804	Seminar in Africana Studies	_____

21 hours (7 classes) of electives:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Oral Non-Thesis Defense Information:

Preferred week for defense (5-7 days): _____

Preferred room for defense: _____

Names of committee members: _____

Student Signature: _____ Date: _____

Committee Chair Signature: _____ Date: _____

Graduate Director Signature: _____ Date: _____

African and African-American Studies M.A. Program
Declaration of Thesis/Non-Thesis Advisor

Student: _____

First Term Enrolled (e.g. Fall 2018): _____

Please select a concentration:

____ African American Studies Concentration

____ African Studies Concentration

Name of Committee Chair: _____

Name of Committee Co-Chair (if applicable): _____

Student Signature: _____ Date: _____

Committee Chair Signature: _____ Date: _____

Co-Chair Signature (if applicable): _____ Date: _____

Graduate Director Signature: _____ Date: _____

This section reserved for changes only

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

Change Concentration to: _____

Change Chairperson(s) to: _____

New Committee Chair Signature: _____ Date: _____

Graduate Director Signature: _____ Date: _____

African Studies Graduate Certificate Checklist

Student: _____

Home Master's or Ph.D. Program (if applicable): _____

Within the first half of the semester in which you plan to complete your certificate, complete this form, obtain the required signatures, and submit the completed form to the [Graduate Academic Advisor](#).

Coursework Requirements:

<u>Course Number</u>	<u>Course Title</u>	<u>Term</u>
AAAS 802	Introduction to Africana Studies: African	_____
Three Course Sequence with an Africa focus (9 hours)		
_____	_____	_____
_____	_____	_____
_____	_____	_____

*All courses, including language coursework, must be at the 500-level or above. At least one of the courses in the three course sequence (3 credit hours) must be taken at the 700-level or above. Only courses with an Africa focus may count toward the required hours. No more than three hours of directed readings or independent study may be counted.

Notes:

Student Signature: _____ Date: _____

Committee Chair Signature: _____ Date: _____

AAAS Grad. Director Signature: _____ Date: _____

Requirement Checklist (to be filled out by the AAAS Graduate Director):

- ___ 12 credit hours
- ___ Graduate GPA 3.0 or above
- ___ At least one course at 700-level or above
- ___ Graduate Certificate Application submitted to Graduate Studies