# Table of Contents

**Department Contacts:** .................................................................................................................. 1
Dr. Molefi Kete Asante, Chair: 215-204 4322 ................................................................................. 1
Dr. Ama Mazama, Director of Graduate Programs: 215-204-1992 ................................................... 1
Ms. Belinda Wilson, M.Ed., Manager, 215-204 0472 ...................................................................... 1
Table of Contents ................................................................................................................................. 2
Mission Statement ................................................................................................................................. 4
Department of Africology of African American Studies........................................................................ 5
Faculty ................................................................................................................................................ 5
Welcome ............................................................................................................................................... 6
Graduate Admissions............................................................................................................................ 7
  The Graduate Bulletin ......................................................................................................................... 7
  The Department Administrator ......................................................................................................... 7
Admission Process ............................................................................................................................... 8
  Test of English as a Foreign Language (TOEFL) .......................................................... 8
  Graduate Record Examination (GRE) ....................................................................... 8
Transfer of Credit from Other Programs ........................................................................................... 8
Entry into the Ph.D. Program with a Master's Degree ......................................................................... 9
Classification of Graduate Students ................................................................................................. 9
**Enrollment Requirements** ............................................................................................................ 9
  Good Standing ............................................................................................................................... 11
  Grade Requirements ..................................................................................................................... 11
Leave of Absence ............................................................................................................................. 11
Extension of Time ............................................................................................................................... 12
Incompletes and NR's (No Grade Reported) ...................................................................................... 12
Independent Study (AAAS 9982) .................................................................................................. 13
**Advisement** .................................................................................................................................. 13
  Selecting an Advisor ....................................................................................................................... 13
  Functions of the Advisor ............................................................................................................... 13
Advising/Methods of Changing Advisors ......................................................................................... 15
Selecting Advisory Committees ....................................................................................................... 15
**The M.A. Degree** .......................................................................................................................... 15
  Admission Requirements .............................................................................................................. 16
Transfer of Credit from Other Programs .......................................................................................... 16
Core Course Requirements ............................................................................................................. 16
Degree Requirements ....................................................................................................................... 17
Leave of Absence ............................................................................................................................. 17
Extension of Time ............................................................................................................................... 17
M.A. Comprehensive Examination Option ......................................................................................... 17
  The M.A. Comprehensive Examination Committee ......................................................... 19
  Committee Constituency ............................................................................................................. 19
Scheduling the Examination .......................................................................................................... 19
M.A. Thesis Option ............................................................................................................................ 19
Notification of Examination/Thesis Results ...................................................................................... 20
Preparing to Graduate ....................................................................................................................... 20
**Doctor of Philosophy Ph.D. Degree** ............................................................................................. 20
Admission Requirements ........................................................................................................ 21
Advanced Standing and Transfer of Credit from Other Programs ...................................... 21
  Entry into the Ph.D. Program with a Master's Degree .......................................................... 21
Doctoral Process .................................................................................................................... 22
Course Requirements ............................................................................................................ 22
Minimum Requirements versus Sufficient Requirements ...................................................... 23
Finishing Coursework ......................................................................................................... 23
Doctoral Qualifying Examination Committee: ................................................................. 24
  Committee Constituency ................................................................................................... 24
The Doctoral Advisory Committee .................................................................................... 25
  Committee Constituency ................................................................................................... 25
The Dissertation Examining Committee: ......................................................................... 25
  Oral Defense Chair ......................................................................................................... 25
Doctoral Preliminary or Qualifying Examination ................................................................. 25
  Preliminary or Qualifying Examinations Five or More Years Old .................................... 26
  Preliminary or Qualifying Examining Committee ........................................................... 26
  Scheduling the Examination .......................................................................................... 26
  Notification of Examination Results ................................................................................. 27
The Dissertation Proposal .................................................................................................. 27
  Dissertation Proposal Format ........................................................................................ 28
Admission to Candidacy ...................................................................................................... 29
The Dissertation .................................................................................................................. 29
  Dissertation Research Credit: AAS 9999 ......................................................................... 29
  Writing the Dissertation .................................................................................................. 29
  Dissertation Format ........................................................................................................ 30
  Oral Defense of the Dissertation ...................................................................................... 30
  Dissertation Defense Announcement ............................................................................... 30
  Dissertation Defense Process .......................................................................................... 30
  The Committee may recommend: .................................................................................... 32
Preparing to Graduate ......................................................................................................... 32
Student Appeal/Grievance Process ...................................................................................... 32
  Justification for Appeals and Grievances ....................................................................... 32
  Process of Appeal and Grievances .................................................................................. 33
  Documentation ................................................................................................................ 33
  Process of Appeal and Grievance to the College of Liberal Arts Graduate Office ....... 34
Miscellaneous ...................................................................................................................... 34
Forms ................................................................................................................................. 34
  Graduate Assistantships, Awards, Scholarships & Fellowships .................................... 34
  Graduate Student Orientation .......................................................................................... 35
  AAAS Graduate Student Union ......................................................................................... 35
  Colloquia & Conferences ................................................................................................ 35
  PASCEP ............................................................................................................................ 36
Mission Statement

The Department of Africology and African American Studies provides an intellectual arena for students to explore a variety of academic experiences from the standpoint of African agency. Thus, the department encourages students to study, analyze and interpret the historical and contemporary African phenomena and traditions in a trans-generational and trans-continental context with the aim of human transformation. Understanding that the specific historical experiences of a people must be the central axis guiding and informing any effective analysis and interpretation of that people's past, present and future our faculty has committed itself to a dynamic interrogation of a variety of interests and themes of the African world.

Africology at Temple emerged from the student protests of 1969 and 1970 when an Afro-Asian Institute was established. The Institute became a department in 1972 and was renamed the Pan African Studies Department. In 1984 the department’s name was changed to the Department of Africology. The creation of the first doctoral program at Temple University in 1987 gave our department historical precedence as the first program to fully offer a Master’s degree and a Doctoral degree in Africology. A student’s selection of this program is therefore supported by rich traditions and an unflagging commitment to the Afrocentric study of African phenomena.

The faculty expects of our students, excellence, a spirit of inquiry, thoroughness, integrity, and creative will. We encourage our students to delve into the most complex discourses around resistance to oppression, elevation of women, the re-examination of mono-cultural lexicons of race, the critical analysis of classical cultures, the exploration of the vast network of comparative Africanity, the examination of the good and the beautiful in African culture and the exposure of Diasporic developments in identity and culture. Students participate in the profession by reading and writing for publication, conferences, and community sharing. It is the goal of the Department that students be prepared to engage in a diverse range of intellectual issues from aesthetic, sociological, political, economic, anthropological, historical and psychological perspectives that affect the lives of Africans on the continent and in the diaspora.

The most current Graduate Student Handbook provides students and faculty with all the pertinent information needed to assist the student in progressing through the degree program in Africology at Temple University.
Department of Africology of African American Studies

Faculty

Professors

Molefi Kete Asante, Ph.D. (University of California, Los Angeles), Chair
Afrocentric Theory, Diopian Analysis, African Civilizations, Kawaida

Nilgun Anadolu-Okur, Ph.D. (Hacettepe, Ankara, Turkey) Undergraduate Director
African American Drama, Underground Railroad, Protest Literature

Ama Mazama (aka Marie-Josee Cerol), Ph.D. (La Sorbonne, Paris) Graduate Director
Afrocentric Theory, African Language Policies, Caribbean Culture

Associate Professors

Kimani Nehusi, Ph.D. (University of London), (Instruction)
African civilizations, classical African languages, African politics

Sonja Peterson-Lewis, Ph.D. (University of Florida)
African American Psychology, Popular Culture

Assistant Professors

Nah Dove, Ph.D. (State University of New York, Buffalo) (Instruction)
African women, African aesthetics, African cultures

C. Amari Johnson, Ph.D. (University of Texas, Austin)
African-American Culture, Social Formations, Education

Aaron X. Smith, Ph.D. (Temple University)
African-American Social/Political Systems, Hip Hop Revolution, Sports and Leisure
Welcome

The Graduate Programs in Africology allow students to meet intellectual curiosity and theoretical innovation as scholars who encounter ideas and theories that support new ways of understanding phenomena related to all aspects of the African world.

Our aim as graduate faculty is to create places where students can engage in the joy of academic collegiality and intellectual discovery. We meet at the convergence of traditions and emerging realms of new thinking based on a broad appreciation of the classical African societies, philosophies, and histories as well as contemporary urban challenges. Thus, the work that we do reaches across interests to make the resources of the department available to students who want to understand the articulation of a discipline that challenges hegemonic structures of knowledge.

Since you are interested in our graduate programs in Africology at Temple University, I urge you to read this handbook closely, reflect on the seriousness of your purpose, and leap into the constantly changing dynamics of one of the most thrilling fields of study you can find at a university.

We are proud of our exceptional students, faculty, administrators, and alumni, who are so much a part of the Afrocentric spirit at Temple. Our doctoral program, the first in the world, started in 1988, and consequently has the longest such history in the United States. We urge you to make your own history as a positive presence in this international community of thinkers, activist-scholars, and researchers.

Ama Mazama, Ph.D. (la Sorbonne)
Director of Graduate Programs
MCerol@Temple.edu
Graduate Admissions

The Graduate Bulletin

The Graduate Bulletin is the source for the rules and regulations, which govern a student's tenure at Temple University. It is the student's responsibility to be familiar with the policies in the Bulletin and those of the College of Liberal Arts and the Department of Africology and African American Studies.

The Department Administrator

The Department’s Administrator is your immediate link to the rules and regulations of the University and the Department. Through reading the online Graduate Bulletin, Graduate Student Handbook, and consulting with the Department’s Administrator, the student should know what is required for completion of the program and graduation. Ms. Wilson, M.Ed., is the departmental administrator.

When approaching milestones, the student should schedule an appointment with the Department administrator/coordinator early in the preceding semester. The Department administrator will make sure that all requirements have been met for the milestone. However, it is the student’s responsibility to ensure that all requisites have been met. Milestones include taking the qualifying examination, applying for leave of absence, registering for thesis/dissertation credits, or defending the thesis/dissertation.

Students are assigned to advisors once they are accepted into the program but can change advisors after the first semester with the permission of the Graduate Director and the current major advisor.

Graduate Application Packet

The graduate application packet consists of the following:
1. Application from the Graduate School of Temple University
2. Three (3) letters of recommendation
3. Statement of personal objectives and goals as they relate to graduate study in AAS
4. Writing sample
5. A Curriculum Vitae
6. Application fee
7. Graduate Record Examination (GRE) Scores
8. TOEFL (Test of English as a Foreign Language) score, where applicable
9. Teaching Assistantship application (optional)
Admission Process

Admission into the Department of Africology graduate program is a two-part process. The Department reviews the applicant's records first, and then sends its recommendation to the Office of the Dean of Graduate Studies that informs the applicant of its decision.

**Test of English as a Foreign Language (TOEFL)**

Applicants whose first language is not English or whose official language is not English must take and score at least 600 on the standard TOEFL test.

**Graduate Record Examination (GRE)**

A combined score of 1000 is expected.

Transfer of Credit from Other Programs

The incoming graduate student, with the assistance and approval of his/her advisor, may apply to have graduate credits taken at other accredited institutions counted towards completion of the M.A. or Ph.D. in Africology. However, the M.A. student may satisfy only 10 credits of his or her AAAS 30-credit hour course requirements through transfer credits. A Ph.D. student may apply to have up to 18 credits from other advanced degree programs considered toward the 51 Ph.D. credit hours required in Africology and African-American Studies. The intended transfer credit courses cannot be more than five (5) years before matriculation in the Department of Africology graduate program. The application for these credits is to be made during the first semester of enrollment in the Department.

The student should first discuss the specific courses she or he wishes to transfer with his/her advisor, as the advisor's signature is required on the "Transfer of Credit" form. After consultation with and approval of the advisor, the student must then submit the form to the Graduate Director:

1. A letter specifying each course the student wish to have considered for credit toward the Temple Ph.D. and corresponding Temple courses related to the transfer course,

2. Supporting documents (e.g., syllabi, course descriptions from college catalogs, letter from transfer course instructor or department) showing the overlap, relevance, or similarity in content between the intended transfer course and a specific Temple course and,

3. a copy of an official transcript from the previous University.

Requests for transfer credit are subject to review by the Graduate Committee for pertinence and relevance to the curriculum and mission of this department. "Transfer of Credit" forms, available from the Graduate Administrator, must be
signed by the student and the advisor before submission to the Graduate Director. The final approval of transfer credit hours will rest with the Graduate Committee. In cases in which courses are not approved for transfer, a student may, in consultation with his/her advisor, submit a letter to the Graduate Committee supplying any new or additional information pertinent to reconsideration of the courses.

Entry into the Ph.D. Program with a Master's Degree

A student who enters the Ph.D. program with a M.A. degree in African-American Studies from one of the AAS M.A. degree granting programs (e.g., Berkeley, Cornell, Ohio-State, SUNY-Albany, Massachusetts-Amherst, Brown, Michigan State, Harvard, Eastern Michigan, Wisconsin-Milwaukee, Indiana, Penn, Northwestern, Louisville, Cincinnati, Yale, Texas-Austin, UCLA, etc.) may apply to have up to 18 semester hours of appropriate credit hours credited toward the 51-hour minimum requirement for the Ph.D.

A student, who enters the Ph.D. program with an M.A. degree in an area other than African-American Studies, may apply to have up to 10 semester hours considered for credit toward the 51 minimum hours for the Ph.D.

Classification of Graduate Students

Full standing: A graduate student in full standing is a matriculated student who has been accepted by both the Department and the Office of the Dean.

Non-matriculated: A student who enrolls in graduate courses as a post-baccalaureate non-degree student is considered non-matriculated. The student is not a graduate student with full standing in the department. However, up to nine (9) graduate credit hours earned as a non-matriculated student may be applied to the student's graduate program if and when the student is accepted as a matriculated student in full standing in the AAAS graduate program.

Full-time / Part-time: Normally, nine (9) credit hours are considered full-time for a graduate student. However, the student who holds a graduate teaching assistantship or graduate research assistantship is considered full-time with six (6) hours per semester. Otherwise, the student enrolled for fewer than 9 hours is considered part-time.

Enrollment Requirements

University regulations require continuous enrollment/ official registration of a student
for all semesters, unless, for substantial reasons, the student wishes to take a leave of absence for one or more semesters, or receive an extension of time to complete the degree. Other than the official leave of absence, there are very few exceptions to the continuous enrollment requirement; the student should consult the Graduate Bulletin for those exceptions. A student must be officially registered with the University in the semester in which he or she completes the important milestones of graduate study, for example, taking the Comprehensive or Qualifying examinations, defense of the dissertation, submission of dissertation to Graduate School, and graduation. Note that the Comprehensive or Qualifying examination is the same process.
**Good Standing**

To remain in good standing in the university a graduate student must be registered for at least one (1) credit hour every semester. A student who has finished course work, but who has not yet submitted a thesis, or taken the M.A. Comprehensive or the Ph.D. Qualifying Examination must register for AAAS 9996: Master’s Thesis Research and AAAS 9994: Preliminary Exam Preparation respectively for the semester prior to taking the examination. Once the Ph.D. student has passed the Qualifying Examination, he or she must register for AAAS 9998: Pre-Dissertation Research until the dissertation proposal is approved and the student is elevated to candidacy. The candidate must then register for AAAS 9999: Dissertation Research.

*A student who does not receive his/her doctoral degree within five years of passing the Qualifying Examination must retake and pass the Preliminary Examination to remain in good academic standing.* The retake examination must be administered under the same testing procedure as is currently employed in the Department of Africology for first-time examinees. Requests for exceptions must be in writing to the AAAS Graduate Chair, approved by the College of Liberal Arts Graduate Program Director and addressed to the Dean of the Graduate School.

**Grade Requirements**

University regulations require that the graduate student maintain a grade point average of 3.0 or better. *Receiving more than two grades below B- or more than one F constitutes grounds for academic dismissal.*

**Leave of Absence**

University regulations mandate that a student who is not registered and who does not hold an official leave of absence for two consecutive semesters will be administratively withdrawn from the University. Occasionally, however, a student may have substantial reasons to take leave from her or his studies. Only with an approved leave of absence is a student excused from being registered with the University.

The College of Liberal Arts has the authority to grant up to two leaves of absence (one year or two semesters) to M.A. students and up to four leaves of absence (two years or four semesters) to Ph.D. students, regardless of whether the leaves are consecutive or non-consecutive. Master's students requesting a third semester's leave of absence and doctoral students requesting a fifth semester's leave of absence must obtain the approval of the Graduate School. In order to request a leave of absence from the Graduate School, the student must provide, in writing, the following:

(a) An explanation as to why he/she needs a leave of absence;
(b) An anticipated return date; and
(c) A description of how he/she will complete his/her program in the time remaining.

Before submission to the Graduate School, the request must be approved by the student's advisor, the AAAS Graduate Director, and the College of Liberal Arts Dean of Graduate Studies. Leaves of absence do not extend the time limit of three (3) years for the M.A. or seven (7) years for the Ph.D.

Requests for leaves of absence must be submitted to the department chair before the start of the semester for which they are requested. Note that “Leave of Absence” forms and associated fees must be submitted on a semester-by-semester basis; thus a student who takes a leave of absence must take responsibility for submitting new forms each semester with the University. The Department only under extraordinary circumstances permits retroactive leaves of absence. A student who must take a leave is strongly advised to keep registration and any “Leave of Absence” forms up to date. In addition, a student must be registered with the University during the semester in which he or she defends the dissertation.

Extension of Time

An M.A. student is allowed one extension of time and a Ph.D. student is allowed three (3) such extensions by the College of Liberal Arts. Further extensions must be forwarded to the Graduate Board and must be endorsed by the student's advisor, the director of the student's graduate program, and the Dean or the Dean's designee of the student's school or college. Every request for an extension of time must include a detailed, realistic plan for completing the degree within the time period covered by the requested extension of time.

Incompletes and NR's (No Grade Reported)

A student receiving an Incomplete (I) must have completed at least 75% of the assigned or required work and must sign a departmental "Incomplete Contract" with the course instructor. These forms may be obtained from the Departmental Administrator. If the student fails to complete the work by the time specified on the contract, the instructor has the right to assign the student a grade of "F" for the course. No graduate student may register for courses with two (2) or more "I"s on her or his transcript. Note that University policy states "having two or more Incompletes that are more than two years old is presumptive evidence of failure to maintain reasonable academic progress and, therefore, grounds for dismissal."

It is the student's responsibility to assure that he or she is officially registered for all classes. If the student fails to register for the class, university policy requires that the student not expect to receive a grade. A student may not graduate from the university with an "NR" on his/her record.
Independent Study (AAAS 9982)

A graduate student in the Department of Africology is allowed only two Independent Study courses (AAAS 9982) during his or her tenure in the department. The student must complete an “Independent Study” form that requires the signatures of the instructor supervising the study and a detailed project proposal. The student may not register for AAAS 9982 over the phone or via the Internet.

Advisement

Selecting an Advisor

Upon entry into the program, a student may be assigned a temporary advisor. The student should schedule an appointment with the advisor as soon as the Graduate Director informs her or him of the faculty member's name.

After the first semester, the student should begin the process of selecting a permanent major advisor in the Department. The student is strongly advised to consider the particular strengths, interests and scholarly agendas of faculty in selecting a major advisor. At any time through mutual agreement with notification to the Graduate Director, a student may change advisors prior to the MA Comprehendsives and up to the time of the acceptance of the proposal for the dissertation in the doctoral case. The major advisor during the Qualifying Examination does not have to be the same professor guiding the dissertation, although in most cases this will be the case.

Many factors may make it impossible for any given faculty member to accept a student as an advisee. Generally, however, there should be no difficulty in finding a professor willing to work with a student.

When a faculty member accepts to serve as advisor, the advisee should obtain an “Advisor/Advisee Agreement” form from the Graduate Administrator for his or her signature.

A student should take courses with the major advisor. It is also a good idea for a student to take courses with prospective members of her or his advisory committees, as such study allows the student to become familiar with faculty, and it allows faculty to become familiar with the student's work. Reading the major works of your advisor is a good idea.

Functions of the Advisor

The student must have an advisor at all times. The advisor’s major function is to help the student toward his/her goals. S/he should neither be a “rubber stamp” nor an authoritarian prescriber of the student’s program. The major advisor gives advice; each student must
evaluate and use that advice wisely in terms of its relevance to his/her career objectives. Ultimately each student is responsible for his/her own education and behavior and is not necessarily bound to accept the advice of the advisor. However, a faculty member may decline to continue as a student's advisor if he or she believes that the student is repeatedly neglecting advice so much so that this neglect interferes with the student achieving the required or desired academic or intellectual progress and development. Under the best circumstances, the advisee/advisor relationship should be that of two scholars, one senior interacting with one junior with trust and respect. The major advisor will be of invaluable assistance to the advisee in many ways, but she or he is particularly charged with the following responsibilities:

1. To advise the student, particularly during registration, about course work and other experiences or activities needed to fulfill professional goals;

2. To assist the student in forming the advisory committees that will help to develop his or her program of study. These include the M.A. and the Ph.D. Comprehensive Examinations, the MA Thesis, and the Doctoral Advisory and Dissertation Committees. It is the student's responsibility to obtain the consent of the faculty members whom the student wishes to serve on his or her committee. The major advisor will confirm the appointment of a faculty member to an advisory committee through a letter to that faculty member with a copy to the Graduate Director;

3. To prepare and administer, with the help of the student's Examination Committee, the student's written and oral comprehensive examinations. The graduate advisor will make up half of the questions of Comprehensive and Preliminary/Qualifying Examinations. The M.A. student responds to a total of six (6) hours and the Ph.D. student to a total of twelve (12) hours;

4. To work in consultation with the Thesis/Dissertation Committee to assist the student in developing the proposal and dissertation for the Ph.D. student. Note that in some situations, the composition of the Doctoral Advisory Committee may change after the doctoral preliminary examination is completed; that is, the student's examination committee and dissertation committee do not have to be the same.

5. To chair, for the Ph.D. student, the public dissertation prospectus (proposal) hearing;

6. To appoint another committee member to chair the final oral defense of the dissertation;

7. To keep the Department and Graduate School informed of advisee's progress;

8. To consult with the advisee after the faculty completes the yearly review of each graduate student's progress.
**Advising/Methods of Changing Advisors**

A student must have an advisor at all times. However, it is possible that as the student's interests develop, s/he may find it desirable to change major advisors and/or advisory committees.

- The advisee/advisor relationship can be terminated by mutual consent with a note to the Graduate Director signed by both parties or by either party through negotiation with the Graduate Director, who must not at the time be serving as a member of the Committee;

- In cases in which the Graduate Director is also a member of the committee, then another member of the Graduate faculty appointed by the Chair of the Department should serve as the negotiator between the student and the committee member.

The student wishing to change his or her advisor must complete a “Change of Advisor” form that may be obtained from the Graduate Administrator. The completed form is to be returned to the Graduate Administrator. Once a defense date has been set, there can be no changes of committee members and/or major advisors except in extenuating circumstances.

**Selecting Advisory Committees**

A student, in consultation with her/his major advisor, must select advisory committees that will guide the student through the various steps in the degree programs. These include the M.A. Comprehensive Examination/Thesis Committee, the Doctoral Qualifying Examination Committee, the Doctoral Advisory Committee and the Dissertation Examination Committee. Faculty on all graduate committees must have graduate status.

**The M.A. Degree**

The Master’s program seeks to answer the personal and intellectual aspirations of the student and the particular needs of society that are not satisfied by a baccalaureate degree. Thus, the M.A. provides more specialized study in Africology than the B.A. or B.S. degree and often serves as the terminal degree. Many secondary school teachers, for example, desire to enhance their skills by obtaining an M.A. degree in Africology.

Note that the completion of the M.A. does not automatically admit the student to the Ph.D. program. The student wishing to move from the M.A. to the Ph.D. level must formally apply to the Ph.D. program, and go through the same process as external applicants. Admission is offered twice a year in the Fall and the Spring.
Admission Requirements

Applicants for the Master’s degree must hold the B.A. or B.S. degree from an accredited college or university with a grade point average (GPA) of 3.00 or better on a 4.00 scale or the equivalent. Other requirements include sample writing, GRE scores, Statement of Goals, TOEFL scores, and three letters of reference.

Transfer of Credit from Other Programs

The incoming graduate student, with the assistance and approval of his/her advisor, may apply to have graduate credits taken at other accredited institutions counted towards completion of the M.A. in Africology. The M.A. student may apply only 10-credits toward the AAAS 30-credit hour course requirements through transfer credits. The intended transfer credit courses cannot be more than five (5) years before matriculation in the Department of African American graduate program. The application for these credits is to be made during the first semester of enrollment in AAAS.

The student should first discuss the specific courses she or he wishes to transfer with his/her advisor, as the advisor's signature is required on "Transfer of Credit" form, available from the Graduate Administrator. After consultation with and approval of the advisor, the student must then submit to the Graduate Committee:

1. A letter specifying each course the student wished to have considered for credit toward the Temple Ph.D. and corresponding Temple courses related to the transfer course,

2. Supporting documents (e.g., syllabi, course descriptions from college catalogs, letter from transfer course instructor or department) showing the overlap, relevance, or similarity in content between the intended transfer course and a specific Temple course and

3. A copy of an official transcript from the previous University.

Requests for transfer credit are subject to review by the Graduate Committee for pertinence and relevance to the curriculum and mission of this department.

Core Course Requirements

The core course requirements for the Masters of Arts in Africology consist of the following:

- AAS 8001: Proseminar in Africology and African American Studies
- AAS 8002: African Civilizations
- AAS 8004 Afrocentric Theory and Methods of Research
Degree Requirements

Completion of the Master of Arts (M.A.) degree in Africology requires the fulfillment or the requirement of a minimum of thirty (30) credit hours. The time period for completing the M.A. is three (3) years that begins with the semester of matriculation. In addition, the student must pass a written comprehensive examination testing his/her mastery of critical aspects of the discipline, or submit and defend a thesis.

Leave of Absence

University regulations mandate that a student who is not registered and who does not hold an official leave of absence for two consecutive semesters will be administratively withdrawn from the University. Occasionally, however, a student may have substantial reasons to take leave from her or his studies. Only with an approved leave of absence is a student excused from being registered with the University. Requests for leaves of absence must be submitted to the department chair before the start of the semester for which they are requested. Note that the "Leave of Absence" forms and associated fees must be submitted on a semester-by-semester basis; thus, a student who takes a leave of absence must take responsibility for submitting new forms each semester with the University. The Department only under extraordinary circumstances permits retroactive leaves of absence. A student who must take a leave is strongly advised to keep registration and any "Leave of Absence" forms up to date. Note that a student must be registered with the University during the semester in which he or she defends the thesis. Also note that leaves of absence do not extend the time limit of three (3) years for the M.A.

Extension of Time

An M.A. student is allowed one extension of time by the College of Liberal Arts. Further extensions must be forwarded to the Graduate Board and must be endorsed by the student's advisor, the director of the student's graduate program, and the Dean or the Dean's designee of the student's school or college. Every request for an extension of time must include a detailed, realistic plan for completing the degree within the time period covered by the requested extension of time.

M.A. Comprehensive Examination Option

The M.A. student must take and pass a culminating examination that is intended to probe the student's knowledge of content, literature, theory/methodology, and methods in Africology and to test the student's ability to apply theoretical issues to praxis. The culminating examination for the M.A. student is called the Comprehensive Examination. It is a proctored, closed book, six (6) -hour written examination.

The student should note that committee members may have particular reading lists or specific recommendations for materials that the student should study or review for the
examination. A copy of the current departmental reading list can be obtained from the Graduate Coordinator. Thus, the student should plan his/her selection and notification of committee members in a manner that will allow the completion of any additional readings (or other work) that may be recommended.

The student is strongly advised to choose examining committees at the beginning of the semester that he or she takes his or her last course. The M.A. student should consult with her/his graduate advisor in selecting members of his or her examination committee and in setting the date for the Comprehensive Examination. The student should then write to prospective members requesting that they serve on the Examination Committee. In the letter, the student should mention the course(s) taken with the professor, and should also include a copy of his/her statement of research interests and career goals. The faculty member should notify the student's advisor in writing of his/her agreement to serve on the committee.
The M.A. Comprehensive Examination Committee

The function of this Committee is to prepare and administer the student's written M.A. comprehensive examination. The student's graduate advisor will make up half, or three (3) hours, of the questions for Comprehensive Examination.

Committee Constituency

The M.A. Comprehensive Examination Committee consists of two faculty members. Both persons should be graduate faculty with whom the student has taken courses, and generally, one of these persons should be the student's graduate advisor, who must be a member of the Department. Non-Presidential Faculty members approved by the Department and Graduate School may also write comprehensive examination items, and serve on committees.

Scheduling the Examination

The Comprehensive Examination is offered in the Fall, Spring, and Summer semesters. It may be written either on a Thursday or Friday. The hours of the exam are from 9:00 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m. The Department Coordinator will schedule exam dates in each semester and put a call out for declarations of intent to take the exam that semester, then confirms the planned date of the examination in writing to the candidate and committee members.

In order to arrange an examination date, the student must schedule an appointment with the Graduate Coordinator to be sure that her/his records are free of Incompletes, NR's, holds, and other encumbrances that would prevent him/her from meeting University requirements for taking the examination. Once the Comprehensive Examination process begins, the composition of the Comprehensive Examination Committee may not be changed.

Examiners will submit examination items directly to the Graduate Director. The Graduate Director will coordinate the administration of the examination on the designated day(s). Examination items will be read and evaluated by the student's Examination Committee and the results given to the student within five (5) weeks after the completion of the examination.

M.A. Thesis Option

Students who choose to complete a thesis are given the opportunity to demonstrate specialized knowledge and their ability to do original research in Africana studies. The student must have completed at least 27 hours of coursework, including the core. S/he
then sees the Graduate coordinator to complete a Master's Thesis Option form, and have it duly signed by the student and the designated advisor. The latter need not be the regular advisor of the student, but a graduate faculty member who has agreed to supervise the thesis. The course number for Master’s thesis is AAAS 9996, for which the student must register. The student must work with his/her committee (the thesis advisor and another faculty) to produce and successfully defend a thesis on an approved topic. The student then submits the thesis electronically to the Graduate school according to the instructions found on the Graduate School’s website in the Dissertation Handbook.

**Notification of Examination/Thesis Results**

The Graduate Director will notify the student of her/his Comprehensive Examination results no later than five (5) weeks after the completion of the examination. On the basis of the quality of the examination results, the Examination Committee may make one of the following determinations:

1. **Pass:** The M.A. student receives an M.A. degree when all other departmental and university requirements are met. Completion of the M.A. does not automatically admit the student to the Ph.D. program. A student wishing to move from the M.A. to the Ph.D. level must apply to the Ph.D. program. Though the internal applicant must compete with students nationally for acceptance into the Ph.D. program, he or she may pick up a "Change of Degree" form from the Graduate Administrator after applying for graduation.

2. **Fail:** The M.A. student is not awarded the M.A. degree. A student may retake the exam or re-submit the thesis once. If the student fails the examination the second time, his/her graduate student status will be terminated.

**Preparing to Graduate**

Note that graduation is not automatic; the M.A. student must apply to graduate as soon as she or he finishes his/her course work. An application for graduation must be completed by a specific date (announced in the University calendar in the Graduate Bulletin) of the semester in which the student plans to graduate. This usually occurs mid-October for January graduation, mid-February for May graduation and early June for August graduation. Before applying for graduation, the student must be sure that all bills and fees are paid, all incomplete and NR grades are completed, and the student must also be registered.

**Doctor of Philosophy Ph.D. Degree**

The doctorate degree is the highest earned academic degree in any discipline. The awarding of the Ph.D. is a testament by the student’s Doctoral Advisory Committee that the student has met the Committee’s highest standards. The academic requirements for
the Ph.D. include a language or equivalent requirement, a Doctoral Qualifying Examination, a dissertation proposal, a dissertation and an oral defense of the dissertation.

**Admission Requirements**

Applicants for admission to the Ph.D. program are required to hold the M.A. in Africology or be admitted from the BA directly into the Ph.D. program. However, those students with M.A.’s in related fields and content concentration areas in Africology may also apply.

Applicants for whom English is not the first or official language must take and score at least 600 on the standard TOEFL test.

All applicants must submit transcripts from all institutions attended, GRE scores, Statement of Goals and objective, a resume, sample writing, and three letters of reference. A combined score of 1000 is expected in the GRE. These scores are recorded but are not necessarily the only deciding factor in admission.

**Advanced Standing and Transfer of Credit from Other Programs**

The incoming graduate student, with the assistance and approval of his/her advisor, may apply to have graduate credits taken at other accredited institutions counted towards completion of the Ph.D. in Africology. A Ph.D. student may apply to have up to 18 credits from other advanced degree programs considered toward the 51 Ph.D. credit hours required in African-American Studies. The intended transfer credit courses cannot be more than five (5) years before matriculation in the Department of Africology' graduate program. The application for these credits is to be made during the first semester of enrollment in AAAS.

**Entry into the Ph.D. Program with a Master's Degree**

A student who enters the Ph.D. program with a M.A. degree in African-American Studies from one of the AAS M.A. degree granting programs (e.g., Berkeley, Cornell, Ohio-State, SUNY-Albany, Wisconsin-Milwaukee, Northwestern, Brown, Massachusetts-Amherst, Michigan State, Harvard, Indiana, Cincinnati, UCLA, Clark Atlanta, Louisville, Penn, Yale, etc.) may apply to have up to 18 semester hours of appropriate credit hours credited toward the 51-hour minimum requirement for the Ph.D.

A student who enters the Ph.D. program with an M.A. degree in an area other than Africology and African-American Studies may apply to have up to 10 semester hours considered for credit toward the 51 minimum hours for the Ph.D.
Doctoral Process

A sketch of the process by which a student receives the doctorate follows:

- Coursework
- Language Requirement
- Preliminary or Qualifying Examination
- Dissertation Proposal
- Oral Defense of Proposal
- Candidacy
- Dissertation
- Dissertation Defense
- Graduation

Course Requirements

For the completion of the Doctor of Philosophy (Ph.D.) in Africology a student must take a minimum of 45 didactic credits and 6 research credits for a total of 51 credit hours. There are five core requirements, all other courses are electives depending upon the student’s chosen interest area. Non-core courses cannot be chosen without the advice of the student’s advisor. These are the core courses for the Doctoral Program:

Core Courses (18 Credits)

- AAAS 8001 Proseminar in Graduate Work in African American Studies
- AAAS 8002 African Civilizations
- AAAS 8004 Theories and Methods in African American Studies
- AAAS 8008 Ethnographic Methods
- AAAS 8009 The Afrocentric Paradigm
- AAAS 9642 Seminar in African American Social Philosophical Thought

Electives: 30 Credits of Electives of which 24 must be in Africology.
Research Courses: (A minimum of 6 credits)
- AAAS 9994
- AAAS 9998
- AAAS 9999

Advisors may encourage a student to take up to two courses outside of the department related to the student’s doctoral research. A student must receive prior approval from the major advisor for any courses taken outside the Department of Africology that he or she wishes to use to fulfill AAAS degree requirements. However, for his or her own personal and intellectual enrichment, a student may take as many external courses as she or he
wishes with the approval of his or her advisor, although they are not necessarily counted toward the degree.

**Minimum Requirements versus Sufficient Requirements**

A graduate degree is recognition of superior attainment in a field of study; it is not simply the completion of a certain number of courses. In order for the student to achieve the kind of excellence that the world will demand, she or he must at all times be committed to the completion of above-minimum requirements and to superior performance in every component of his or her studies. Depending upon the student's specific career objectives, it is not only possible but probable that in consultation with his/her advisor, the student may find that she or he needs to complete additional courses either within or outside the Department in order to reach an acceptable level of expertise.

**Finishing Coursework**

A student who has finished course work, but who has not taken the Ph.D. Qualifying Examination must register for AAAS 9994 [Preliminary Exam Preparation] for the semester prior to taking the examination. Once the Ph.D. student has fulfilled the language requirement and passed the Qualifying Examination, he or she must register for AAS 9998 [Pre-Dissertation Research] until the dissertation proposal is approved and the student is elevated to candidacy. The candidate must then register for AAS 9999 [Dissertation Research].
Language Requirement

The language requirement in Africology and African American Studies is intended to ensure that students have a working familiarity with a language and culture other than English and/or their native language. *The Ph.D. student may take the exam at any time, but must pass it before taking the comprehensive examination.* The student who has English as a second language may use English to fulfill the language requirement. With the recommendation of the advisor, a student may demonstrate competency in Statistics to fulfill the language requirement or *successfully complete the course in ciKam, the classical language of Africa, taught by the department.* All other language examinations must be administered and graded by a college/university affiliated or certified instructor in the exam language. Results must be forwarded on letterhead to the department chair attesting to the examiner’s credentials. Temple University’s various language departments offer non-credit language courses and administer examinations for graduate students needing to fulfill the language requirements. With the advisor’s permission a student may also take any African language, not offered at Temple, for which the department can find an adequately trained or fluent speaker of the language.

Doctoral Qualifying Examination Committee:

The function of the Doctoral Preliminary or Qualifying Examination Committee is to create and evaluate the major milestone written examinations that shall be used to determine whether the Ph.D. student meets the knowledge requirements necessary to move forward in preparing and completing the dissertation.

Committee Constituency

The Preliminary/Qualifying Examination Committee for the Ph.D. student should consist of the advisor and at least two, but no more than four other graduate faculty. The Qualifying Examination committee may or may not be composed of the same persons as the dissertation committee. All full-time faculty approved by the Department and Graduate School may also write preliminary examination items and serve on dissertation committees.
The Doctoral Advisory Committee

The function of the Doctoral Advisory Committee is to guide the candidate's doctoral research. This committee offers regular advice and expertise as the student collects data, researches and writes the proposal and dissertation.

Committee Constituency

The Doctoral Advisory Committee must include at least three (3) graduate faculty members from Temple University; two of them, including the chair, must be from the Department of Africology. The committee may be expanded to include other Temple University faculty or reputable experts from outside the University once the proposal has been written, provided that a majority of the committee members are Temple faculty members.

The Dissertation Examining Committee:

The function of the Dissertation Examining Committee is to evaluate the dissertation and the candidate's oral defense of the dissertation. This committee decides whether the candidate passes or fails either the dissertation or the oral defense. All members of the Dissertation Examining Committee must be physically present for the oral defense. The Dean of the Graduate School must specifically approve exceptions in writing. Exceptions include allowing the absent member to participate in the defense through teleconferencing, videoconferencing or the submission of written comments and questions. No more than one member of the committee may be physically absent and in no case may the candidate or the Doctoral Advisory Committee Chair be absent.

Oral Defense Chair

The Chair of the oral defense must be a presidential faculty member of the Dissertation Examining Committee, but not the Chair of the student's Doctoral Advisory Committee. This person conducts the proceedings of the candidate's oral defense.

Doctoral Preliminary or Qualifying Examination

The Preliminary or Qualifying Examination is a culminating examination that is intended to probe the Ph.D. student's knowledge of content, literature, theory/methodology, and methods in African-American Studies and to test the student's ability to apply theoretical issues to praxis. It is a proctored, closed-book, 12-hour written examination administered by the student's Preliminary/Qualifying Examination Committee. The student's major advisor will compose 6 hours of the examination. The two other members of the
committee will prepare 3 hours each of the examination for a total of 6 hours. In order to
take the exam, the student must register for AAS 9994: Preliminary Exam Preparation.

The student should note that committee members may have particular reading lists or
specific recommendations for materials that the student should study or review for the
examination. Thus, the student should plan his/her selection and notification of
committee members in a manner that will allow the completion of any additional
readings (or other work) that may be recommended.

**Preliminary or Qualifying Examinations Five or More Years Old**

*A student who does not receive his/her doctoral degree within five years of passing the
Preliminary or Qualifying Examination must retake and pass the Preliminary
Examination to remain in good academic standing. The retake examination must be
administered under the same testing procedure as is currently employed in the
Department of Africology for first-time examinees. Requests for exceptions must be in
writing from the AAAS Graduate Chair, approved by the Department Chair, and
addressed to the Dean of the Graduate School.*

**Preliminary or Qualifying Examining Committee**

The student is strongly advised to choose examining committees at the beginning of the
semester that he or she takes his or her last course. The student should consult with
her/his graduate advisor in selecting members of his or her examination committee and in
setting the date for the Qualifying Examination. The student should then write to
prospective members requesting that they serve on the Examination Committee. In the
letter, the student should mention the course(s) taken with the professor, and should also
include a copy of his/her statement of research interests and career goals. The faculty
member should notify the student's advisor in writing of his/her agreement to serve on the
committee.

**Scheduling the Examination**

The doctoral Qualifying Examination is offered twice a year – in May and December.
The hours of the exam are from 9:00 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m. In
consultation with your advisor, you will declare your intention to take the exam when the
date is announced by the Graduate Coordinator.

In order to arrange an examination date, the student must schedule an appointment with
the Graduate Coordinator to be sure that her/his records are free of Incompletes, NR's,
holds, and other encumbrances that would prevent him/her from meeting University
requirements for taking the examination. Once the Comprehensive Examination process
begins, the composition of the Comprehensive or Qualifying Examination Committee
may not be changed. The Graduate Coordinator informs the student's committee of the planned date of the exam.

Examiners will submit examination items to the Coordinator who will assist in the administration of the examination on the designated day. Examination items will be read and evaluated by the student's Examination Committee and the results given to the student within five (5) weeks after the completion of the examination.

Notification of Examination Results

The Graduate Director or Coordinator will notify the student of her/his Qualifying Examination results no later than five (5) weeks after the completion of the examination.

On the basis of the quality of the examination results, the Examination Committee may make one of the following determinations:

1. **Pass:** The Ph.D. student passes the examination and may now write his/her dissertation proposal.

2. **Fail:** The Ph.D. student does not successfully pass the written and/or oral examination and is provided the opportunity to retake the examination, in part or all. Under no condition will the student be allowed to take the examination more than twice.

3. **Fail/Termination:** The Ph.D. student who does not successfully pass the written examination is not admitted to candidacy and is terminated from graduate status in the Department.

The Dissertation Proposal

After successfully completing the Qualifying Examination, the student must prepare a formal research proposal/prospectus for the planned dissertation research. The student may now register for AAAS 9998: Pre-Dissertation Research.

The Doctoral Proposal

When a student has completed coursework, passed the PhD examinations, taken the language or Statistics examinations or courses, she/he is ready to write the dissertation proposal. The student’s graduate advisor must be consulted on the topic, theoretical orientation, and writing of the proposal. Normally a proposal in the Department of Africology is between 20-35 pages. Some proposals have reached 75 pages although this is not necessary. The Graduate Coordinator will typically have examples of proposals. Most students, however, will consult their doctoral advisors for specific directions for the proposal. In most cases the student will write a succinct plan of action for the dissertation
that will usually include a rationale, statement of the problem, purpose of the research, significance and limits of the research, review of the literature on the subject, theories to be employed, methods to be utilized to obtain data, analysis of the information, outline of the rest of the dissertation, and conclusion. Once a proposal has been defended and accepted by a committee a student can only change advisors by changing a topic and proposal.

In designing the proposal, the student must be aware that he or she is proposing a way to contribute to the knowledge of one or more areas either by uncovering new information, providing an innovative synthesis of existing information, propounding a new Africological theory, fine-tuning an existing theory, or offering a new interpretation of a text, phenomenon, event, movement, or personality, substantiated by data.

The major advisor and committee members may make suggestions for changes in the proposal. Members will communicate any additions, revisions or changes to the major advisor/chair who will, in turn, communicate with the student. When the Chair and Committee members are essentially satisfied with the proposal draft, the student is ready to present and defend it before the Committee. Notice of the defense meeting should be posted on the Department’s notice boards. At the defense, Committee members may make further recommendations as deemed necessary to make the proposal a strong, definitive work.

In some cases, the student may be required to do research which involves human subjects. If so, he or she must obtain "Institutional Review Board" forms from the Office of the Vice Provost for Research and Graduate Studies, University Services Building, and satisfy the protocol requirements of that board.

**Dissertation Proposal Format**

The dissertation proposal is usually at least thirty (30) pages long and includes a detailed explanation of what the student seeks to discover. For example, the proposal might have the following format:

I. Introduction
   - Rationale
   - Statement of the Problem
   - Purpose of the Study
   - Significance of the Study
   - Limitations of the Study
   - Afrocentric Theory and Method
   - Methodology

II. Review of the Literature on the Subject

III. Summary of Completed Research

IV. Chapter Summaries

V. References
**Admission to Candidacy**

Once the proposal has been approved by the Committee, the student is elevated to candidacy. A student in the Ph.D. program is considered a candidate for the Ph.D. when he or she has completed every departmental and university requirement for the degree except the writing and defense of the dissertation. All required course work must be completed (no I or NR grades), the Qualifying Examination must be passed, the language requirement met, and the proposal approved before the student is elevated to Candidacy level. The Graduate School upon review of the student’s qualifications and the approval of a doctoral proposal may admit a student to candidacy. Upon receiving official notification from the Graduate School, the student may then begin research and writing for the dissertation.

**The Dissertation**

**Dissertation Research Credit: AAS 9999**

The University requires doctoral candidates to register for a minimum of two credits of Dissertation Research after meeting candidacy requirements, in order to be eligible to graduate. The course, AAS 9999 (Dissertation Research) allows the candidate to be continuously registered while writing the dissertation. *As such it can be spread over two semesters.*

**Writing the Dissertation**

The process of writing the dissertation for the Ph.D. is, perhaps, the most challenging time in the intellectual life of any graduate student. The student should remember that he or she is not only preparing a work that will represent himself/herself, but is also preparing a work that will become a part of the recorded history of the Department and the University. As this is the terminal degree for any program, the responsibility of the Dissertation Committee is to guide the student toward a level of scholarship that is exemplary of both the Committee and the student's highest capabilities. Therefore, the student should expect to submit numerous drafts of the dissertation.

Note that major theoretical or methodological changes in the dissertation, as opposed to the proposal, may be made only in consultation between student and Committee members. At all times, the dissertation chair should be a part of these consultations.

Much like the proposal stage, the student ordinarily submits drafts to his/her dissertation committee chair, who is to provide guidance and advice in shaping the work into an exemplary document. It is expected that each successive draft that the student submits
will take into consideration the advice of the chair and committee members, and will show substantive improvement over the previous draft.

Once the dissertation advisor approves the draft, he or she will advise the student to distribute it to other members of the committee, who will likewise offer advice. Once the student submits a draft that meets the general approval of the entire committee, the student and major advisor may then decide upon a dissertation defense date. All dissertations must be submitted at the beginning of the semester, prior to the drop/add date, in which the student expects to graduate. At no instance can the date for defense be set in less than two months before the actual defense. At Temple, a student who seeks to graduate in a particular semester must upload a fully approved copy of the dissertation to the Graduate School three to four weeks prior to the graduate date. This cannot be done until the committee has read and a defense of the dissertation has been held.

Dissertation Format

The student should see online the Temple University Dissertation and Thesis Handbook at http://www.temple.edu/dissertationhandbook/. A link can be found on the Graduate School’s Home Page. This handbook outlines the format, submission procedures and other information about completing the dissertation.

Oral Defense of the Dissertation

The Graduate School has several important regulations that apply to timelines and the process of the dissertation defense. The student is advised to study carefully the Graduate Bulletin for these regulations. Chief among these are the registration requirement the notification of the graduate school and posted announcements of the defense—both at least 10 days in advance of the defense. In addition, should a student have an outside reader who will be unable to attend the defense the student will have to petition the Graduate School to set up an electronic presence of the reader. Should the outside reader require transportation funding, this should be worked out between the student and the reader. Please consult the University’s Graduate Bulletin for its specific regulations regarding the Dissertation Defense.

Dissertation Defense Announcement

Every dissertation defense must be publicly announced in writing at least ten (10) days prior to the defense and must be open to the academic community. The Graduate Coordinator will send copies of the announcement to the Graduate School and AAAS Graduate faculty and post the announcement on public bulletin boards.

Dissertation Defense Process
At the Departmental level, the Dissertation defense proceeds as follows:

1. The Major Advisor introduces the Candidate
2. The Major Advisor introduces the Defense Chair
3. The Major Advisor introduces Committee Members
4. The Candidate is asked to present the research and conclusions
5. Committee members ask questions of the candidate
6. If time permits, the audience is asked for questions
7. The audience is asked to leave the room along with the candidate
8. The Committee deliberates
9. The Candidates is asked to return and the judgment of the committee is given.
The Committee may recommend:

(1) Pass: The committee congratulates the student for defending an intellectually and methodologically sound dissertation.

After the student passes the dissertation defense, the advisor will secure signatures from committee members for the two signature pages provided by the Graduate School. The Graduate School accepts only original pages. The advisor must also sign the certification page that verifies the student's status.

(2) Fail: The committee decides that the student must still make substantive changes that are of such magnitude that the student needs to re-defend the dissertation.

Preparing to Graduate

Note that graduation is not automatic; the Ph.D. student must apply to graduate as soon as she or he passes his/her dissertation defense. An application for graduation must be completed by a specific date (announced in the University calendar in the Graduate Bulletin) of the semester in which the student plans to graduate. This usually occurs mid-October for January graduation, mid-February for May graduation and early June for August graduation. Before applying for graduation, the student must be sure that all bills and fees are paid, all incomplete and NR grades are completed, and the student must also be registered. Graduation is applied for online on the TU Portal in Self Service Banner.

Student Appeal/Grievance Process

A student with an issue he/she wishes to resolve should first attempt to discuss the matter with the faculty or staff concerned. If the issue is still unresolved, the student may wish to consult with the Graduate Director who will serve as a confidential intermediary between the parties involved. If, after consulting with the Graduate Director, the issue remains unresolved, the following process is to be followed:

Justification for Appeals and Grievances

1. A student may appeal for procedural irregularity or extenuating circumstances caused by his/her personal issues or by some professorial or departmental irreconcilable conflict.

A procedural irregularity is defined as documented error in or divergence from the prescribed process of evaluating and grading students according to the professor's syllabus or departmental written policies.
An *extenuating circumstance* is defined as a severe and documented situation which is beyond the student's control and which prevents the student from fulfilling degree requirements in a manner consistent with university guidelines.

2. A student may appeal a departmental or college decision that he/she can demonstrate is inconsistent with university policy.

**Process of Appeal and Grievances**

1. An appeal must be made in writing and must be submitted to the AAAS Graduate Director no later than thirty (30) days after written notice that an action has been taken against the student by a professor, the department or college. The basis of the appeal must be clearly stated and documented.

2. After receiving written notice, the Graduate Director *shall appoint a committee to hear* the appeal in a timely fashion. The Committee may choose to make a decision based on written documents or should the Committee find it necessary to meet with the student, she/he will be given written notification at least five (5) days prior to the day of the hearing. In either case, the grieving student will be notified of the committee's decision no later than one month following the date of the student's appeal. The student may also make a request for a formal hearing.

3. The Committee's final decision will be submitted to the Chair of the department and to the student in writing.

4. If the grieving student is not satisfied with the recommendation of the DAAS Committee, the student may then refer her/his case to the College of Liberal Arts.

5. Under extraordinary circumstances, the graduate student may appeal a CLA level decision with the **Graduate School Dean**.

**Documentation**

1. The grieving student is responsible for providing the DAAS Graduate or Undergraduate Committee with relevant documentation that supports his/her case.

2. Anyone may submit written documentation to the Committee, provided that these documents pertain specifically to the student's case at hand. These communications must accompany the student's letter of appeal.

3. In any appeal process all information in departmental files may be used by the Committee.
Process of Appeal and Grievance to the College of Liberal Arts Graduate Office

1. No later than ten (10) working days after receiving the DAAS Committee's decision, the grieving student must communicate to the Dean of the College of Liberal Arts in writing the fact that he/she is appealing the department's decision and must detail the basis for the appeal.

3. The Dean's Office may resolve an appeal solely on the basis of the student's letter, or after meeting with the student, or after referring the matter back to the DAAS Committee. The Dean's Office will overrule the decision of the DAAS Committee only in cases in which the department was found to have followed improper procedures in handling the student's appeal.

NOTE: A graduate student who is terminated because of failing twice to pass comprehensive examinations or who is terminated because of substandard grades or other examples of a lack of academic progress, may file an appeal for reinstatement with the Student Appeals Committee of the Graduate School in the Office of the Dean of the Graduate School.

Miscellaneous

Forms

Often, transmittal forms are required for culminating experiences, exams and defenses. Please acquaint yourself with the Forms pages on both the Africology Website and on the Graduate School’s website to assist you in preparing for these experiences.

Graduate Assistantships, Awards, Scholarships & Fellowships

The department offers a limited number of graduate assistantships on a highly competitive basis. These awards usually involve some aspect of teaching. The usual applicant must have a grade point average of 3.6 or better and strong letters of recommendation. Awards will generally go to doctoral students. International students will have a portfolio of scholarly papers to accompany their applications. A current student wishing to apply should obtain an "Internal Teaching Assistantship" application form from the Graduate Coordinator.

The College of Liberal Arts and the University offer some scholarships and fellowships. Interested students should investigate possible financial awards in the Office of the Dean of the College of Liberal Arts on the 12th floor of Anderson Hall and the Graduate School and the Office of Financial Aid in Conwell/Carnell Halls.

Of particular interest is the Dissertation and Project Completion Grant offered, usually in October, by the Graduate School for students who have completed all other requirements for the Ph.D. except the dissertation. Other awards include Presidential, Russell Conwell
and University Fellowships and the Future Faculty Fellows Program which are available to newly matriculated graduate students. The Department nominates students for these awards or is asked by the Graduate School for nominations but interested students should contact the Graduate Director to express an interest in particular awards.

Outside funding, such as Ford Foundation grants, the Spencer Foundation Dissertation Fellowships and the Social Science Research Council Fellowships and Grants in Training and Research should also be investigated. Interested students should contact the Office of Financial Aid as well as the organizations.

Graduate Student Orientation

There is a mandatory orientation for new and returning graduate students during the week before classes begin for the fall semester. In addition to promoting camaraderie with fellow students and allowing advisees to meet with their advisors, the meeting communicates important information about the department and the graduate program.

AAAS Graduate Student Union

The Graduate Student Union is the organization that represents the department's graduate students. The association organizes conferences, readings, debates, journals, and colloquia at local and national levels.

Colloquia & Conferences

The Department of Africology sponsors several colloquia, speakers and conferences annually. Graduate students are encouraged to participate in these activities by attending as well as presenting papers and research. These colloquia introduce and support student and faculty research as well as individuals and issues important to the discipline of Africology.

In addition, chapters of the leading Africology organizations exist on campus and in the area. There are, for example, the Diopian Institute for Scholarly Advancement, Afrocentricity International, Association for the Study of Classical African Civilizations, the Association for the Study of African American Life and History, the African Heritage Studies Association, and the National Council of Black Studies (NCBS.) Students are invited to create organizations that support the academic and intellectual interest of the graduate program.
The Department of Africology founded the Pan African Studies Community Education Program (PASCEP) program as a laboratory for its undergraduate and graduate students in 1977. It was the brainchild of Annie Hyman, a community leader and organizer, and our departmental professors, Dr. Tran Van Dinh and Dr. Odeyo Ayaga. They united to bring into existence this unique program. Dr. Joyce Joyce, as chair of the department, removed PASCEP from the department in 1997. Nevertheless, although the program no longer reports to the department, some students and professors continue association with the Pan African Studies Community Education Program as part of its ongoing commitment to the local community. Individuals interested in personal development may take a variety of non-credit courses, including the General Education Diploma (GED), African American history, African languages, African American music, and Basic Adult Literacy. AAAS graduate students will find ample opportunities to volunteer and hone teaching and other skills in PASCEP.