

University of Texas at Austin  
African & African Diaspora Studies



Graduate Student Handbook for the AADS  
Master's, Doctoral and Doctoral Portfolio Programs  
2025-2026

## Table of Contents

|  |    |
|--|----|
| 1. <i>Admission to the Program</i> .....   | 5  |
| 1.1. Minimum Requirements for Admission .....  | 5  |
| 1.2. Application Process.....  | 5  |
| 1.3. Application Deadline.....   | 6  |
| 1.4. Statement of Academic Purpose .....   | 6  |
| 1.5. Writing Sample .....  | 6  |
| 1.6. Application Instructions for Current UT Students .....                                | 7  |
| 2. <i>Program Overview</i> .....   | 7  |
| 2.1. Description of AADS Graduate Program.....   | 7  |
| 2.2. Graduate Studies Committee .....  | 7  |
| 2.3. Graduate Program Committee .....  | 7  |
| 2.4. Graduate Studies & Graduate Program Committee Chair Duties and Responsibilities ..... | 7  |
| 2.5. Graduate Admissions Committee Duties and Responsibilities .....                       | 8  |
| 2.6. Graduate Admissions Committee Chair Duties and Responsibilities .....                 | 8  |
| 2.7. Graduate Advisor Duties and Responsibilities.....                                     | 8  |
| 2.8. Faculty Advisor/Dissertation Chair .....  | 8  |
| 2.9. Graduate Coordinator Duties and Responsibilities .....                                | 10 |
| 3. <i>Student Administration</i> .....   | 10 |
| 3.1. The Graduate Catalog and the Graduate School Website .....                            | 10 |
| 3.2. Initial and Ongoing Advising .....  | 10 |
| 3.3. Course Registration.....  | 10 |
| 3.4. Adding/Dropping Courses.....  | 10 |
| 3.5. Continuous Registration .....   | 11 |
| 3.6. Full-Time Course Loads .....  | 11 |
| 3.7. Timely Completion of Degree .....   | 11 |
| 3.8. The 99 Hour Rule .....  | 11 |
| 3.9. Grading Policies .....  | 11 |
| 3.10. Annual Review of Student Progress .....  | 12 |
| 4. <i>Master's Portion of the Graduate Program</i> .....                                   | 12 |
| 4.1. Coursework.....   | 12 |
| 4.2. Master of Arts in African and African Diaspora Studies Program of Work .....          | 13 |
| 4.3. The Master's Report .....   | 13 |

|  |           |
|--|-----------|
| Content of Report.....   | 13        |
| Readers.....   | 13        |
| Document Requirements (Literature Review and Publishable Essay).....   | 13        |
| Master’s Report Submission .....   | 14        |
| Program Continuation following the M.A. ....   | 14        |
| <b>5. Ph.D. Program and Requirements.....</b>  | <b>14</b> |
| 5.1. Ph.D. Coursework .....  | 14        |
| 5.2. Sample AADS Ph.D. Program of Work: Entering without a Master’s degree.....  | 16        |
| 5.3. Sample AADS PhD Program of Work: Entering with a Master’s degree .....  | 16        |
| 5.4. Advancing to Candidacy.....   | 17        |
| Qualifying Exam Timeline.....  | 18        |
| Dissertation Prospectus.....   | 18        |
| Foreign Language Requirement .....   | 19        |
| 5.5. Applying to the Graduate School for Candidacy .....   | 19        |
| 5.6. Dissertation Committee Composition .....  | 19        |
| 5.7. Dissertation.....   | 20        |
| 5.8. Doctoral Milestones.....  | 20        |
| OGS Doctoral Milestones (mandated for all UT doctoral programs).....   | 21        |
| AADS Doctoral Milestones .....   | 21        |
| 5.9. Doctoral Portfolio Program (for doctoral students outside of AADS).....   | 21        |
| 5.10. Table of Courses .....   | 22        |
| Core Courses.....  | 22        |
| AADS Area Courses.....   | 22        |
| <b>6. AADS Graduate Student Responsibilities .....</b>   | <b>24</b> |
| 6.1. Professional Development Activities.....  | 24        |
| 6.2. Student Conduct and Academic Integrity.....   | 24        |
| 6.3. Teaching Assistant Expectations.....  | 24        |
| 6.4. Title IX .....  | 25        |
| 6.5. Student Responsibility for Department and University Requirements.....  | 25        |
| <b>7. Scholastic Performance .....</b>   | <b>26</b> |
| 7.1 Grades of Incomplete .....   | 26        |
| 7.2. Sources of Information for Academic Performance Criteria .....  | 27        |
| 7.3. Performance that may result in a review, academic probation, and/or possible dismissal from the AADS Program..... | 27        |
| 7.4. Corrective Action .....   | 28        |
| 7.5. Policies and Procedures for Review of Academic Performance.....   | 28        |
| 7.6. Accommodations for Students with Disabilities.....  | 29        |

|   |    |
|---|----|
| 8. Department Funding .....   | 29 |
| 9. Graduate Student Grievance Procedures .....                            | 29 |
| 10. Leaves of Absence .....   | 30 |
| Masters and Doctoral Students (not yet in candidacy) .....                | 30 |
| Doctoral Candidates .....   | 30 |
| Additional Information on Leaves of Absence: .....                        | 30 |
| Withdrawal .....  | 30 |
| <i>Appendix A</i> .....   | 32 |
| AADS Guidelines for Developing a Dissertation Proposal (Prospectus) ..... | 32 |
| Purpose of the Prospectus .....   | 32 |
| Goals of the Prospectus.....  | 32 |
| Structure of the Prospectus .....   | 32 |
| <i>Appendix B</i> .....   | 33 |
| Policies and Procedures for Review of Academic Performance.....           | 33 |
| Three Levels of Review .....  | 33 |
| Level 1.....  | 33 |
| Level 2.....  | 33 |
| Level 3.....  | 34 |

# 1. Admission to the Program

The AADS Admissions Committee is dedicated to recruiting and admitting exceptional PhD students committed to the study of black life. We do not offer a terminal master's program. The Department is particularly strong in the fields of critical race theory, black queer theory, black political theory, black arts and performance studies, black diaspora history and anthropology, and black feminism. We are particularly interested in working with students who want to critically engage these areas.

The AADS Admissions Committee considers the applicant's statement of purpose, an academic writing sample, three letters of recommendation from professors who can attest to the applicant's scholarly potential, grade point average, and GRE scores. The Committee's approach to admissions is holistic and considers the totality of the application. No one element of the application will guarantee admission or denial to the program. There is no separate application for financial aid. All applicants are automatically considered for financial aid and most admitted students are awarded generous financial aid packages and in many cases full funding (i.e. tuition assistance, health care insurance, and a living stipend).

Application for graduate admission is a multi-step process. After you apply, keep up with it all by monitoring "My Status," <https://utdirect.utexas.edu/apps/adm/mystatus/>.

## 1.1. Minimum Requirements for Admission

- Bachelor's degree from an accredited university
- A 3.0 or higher GPA in upper-division coursework
- Official GRE score(s)
- Official TOEFL or IELTS score(s), if applicable

In addition to the Graduate School's requirements, AADS also requires the following additional items:

- statement of academic purpose
- curriculum vitae or resume
- writing sample
- three letters of recommendation

All required documents, including letters of recommendation, must be submitted via *ApplyTexas* by the application deadline. Incomplete or late applications are not considered.

## 1.2. Application Process

**Step 1:** Complete the appropriate online Graduate Application. The online application is located on the graduate admissions office website, <https://www.applytexas.org/>.

Complete a U.S. Graduate Application if you are a:

- U.S. citizen
- Permanent resident (green card holder)
- Former student of UT Austin

Complete an International Graduate Application if you are a:

- Non-U.S. citizen

- Non-permanent resident of the United States (not a green card holder)

**Step 2:** Pay the application fee.

- U.S. Graduate: \$65
- International Graduate: \$90

**Step 3:** Provide an official transcript from every senior college you have attended. Even if courses taken at one institution are recorded on another college's transcript, transcripts must be submitted from the institution at which the courses were taken. Failure to list all colleges on the application and provide those transcripts may lead to the cancellation of your application for admission or withdrawal of your offer of admission. Additional information about transcripts is available at <https://gradschool.utexas.edu/admissions/apply>

**Step 4:** Ask the appropriate testing agency to send your official test scores to the university. UT-Austin's institution code for the GRE and TOEFL is 6882. AADS does not require a minimum GRE score for admission to the department; however, the minimum TOEFL and IELTS scores considered acceptable for admission to the university by the Graduate School are:

- TOEFL: 79 on the Internet-based test (iBT)
- IELTS: An overall band of 6.5 on the Academic Examination

**Step 5:** Provide the name, position, organization and email address for your three recommenders. After you submit your application, emails will be sent to your recommenders directing them to a website where they may upload their letters.

**Step 6:** Upload your Statement of Academic Purpose and your Writing Sample.

**Step 7:** Submit your application and track its status through "My Status."

### 1.3. Application Deadline

Students are admitted once per year into the fall term. Applications are accepted between September 1<sup>st</sup> and December 1<sup>st</sup>.

### 1.4. Statement of Academic Purpose

Describe your intellectual interests, goals, research agenda, and reasons for pursuing a doctoral degree in African and African Diaspora Studies. Identify AADS faculty members with whom you would like to work.

### 1.5. Writing Sample

The required writing sample is a piece of analytical writing, no longer than 30 pages. The writing sample should demonstrate the applicant's analytical writing skills and an ability to construct rigorous and original arguments. If applicants do not have an academic background in black studies, they should use both the statement of purpose and writing sample to demonstrate knowledge of black studies scholarship.

## 1.6. Application Instructions for Current UT Students

Students who are currently enrolled in other UT graduate programs are required to submit the same documents requested from external candidates. All required documents, including letters of recommendation from UT faculty, must be submitted via ApplyTexas by the deadline.

## 2. Program Overview

### 2.1. Description of AADS Graduate Program

The graduate program in African and African Diaspora Studies (AADS) at UT Austin is designed to provide students with the skills and perspectives necessary to engage in an interdisciplinary scholarly approach to examining the lives of people of African descent throughout Africa and the African Diaspora, to publish scholarly work, to engage in public and scholarly discourse on race and issues pertinent to the African Diaspora, and to gain academic employment. Students will explore the political, cultural, social, economic, artistic, and intellectual processes of people of African descent, and the personal and public forces that impinge on their experiences. The curriculum offered is methodologically pluralistic, with a thematic and comparative approach that allows for a multi-layered understanding of Black experiences.

The program's objective is to provide students with the specialized knowledge in African and African Diaspora Studies (also commonly known as Africana, Black, African and African American, African and/or Black Diaspora Studies) necessary to pursue an academic career, conduct and publish scholarly research in this area or related fields outside of the academy, or gain employment in higher education administration and other related professional careers.

### 2.2. Graduate Studies Committee

The AADS Graduate Studies Committee (GSC) is responsible for oversight and implementation of the AADS graduate program. The GSC also serves as a court of appeals for decisions regarding individual students. The GSC comprises all tenured, tenure-track, and affiliated Black Studies faculty who hold 100% or 50% appointments in AADS, advise graduate students, and teach AADS graduate courses.

### 2.3. Graduate Program Committee

The AADS Graduate Program Committee (GPC) is a subset of the Graduate Studies Committee (GSC). It comprises three faculty members, the Director or Graduate Studies/Graduate Advisor and a committee chair. The GPC is responsible for making specific recommendations regarding the implementation and administration of the AADS graduate program, including degree requirements and departmental policies/procedures.

### 2.4. Graduate Studies & Graduate Program Committee Chair Duties and Responsibilities

The AADS GSC committee chair also serves as the chair of the GPC. The GPC Chair is appointed by the Department Chair and serves a term of up to 3 years. The GPC Chair relays recommendations to the Department Chair, the GSC, and subsequently, the Vice Provost and Dean of Graduate Studies.

Duties include:

- Presiding over GSC meetings and proceedings
- Recommending members for GPC
- Creating new graduate courses and changes to graduate course inventory
- Defining annual admissions and enrollment goals
- Defining degree plan (program of work) requirements
- Recommending students for admission to candidacy
- Designing comprehensive examination and graduation requirements

## 2.5. Graduate Admissions Committee Duties and Responsibilities

The Graduate Admissions Committee (GAC) is responsible for the admission of new students to the AADS graduate program. The GAC consists of a chair appointed by the Department Chair, the Graduate Advisor, and three faculty members.

## 2.6. Graduate Admissions Committee Chair Duties and Responsibilities

The Graduate Admissions Committee Chair is appointed by the AADS Department Chair and provides leadership to the Graduate Admissions Committee (GAC).

## 2.7. Graduate Advisor Duties and Responsibilities

The Graduate Advisor serves as the Director of Graduate Studies, is a member of the Graduate Studies Committee (GSC) and Graduate Admission Committee, and is the faculty member designated to administer the graduate program and ensure its success. The Graduate Advisor advises students in matters pertaining to graduate study including:

- Course registration, including adds and drops
- Admission and degree requirements
- Fellowships, teaching assistantships, and research assistantships
- Degree progress

The Graduate Advisor is also responsible for certifying degree requirements for graduation, and serving as a liaison and principal point of contact to the Graduate School.

## 2.8. Faculty Advisor/Dissertation Chair

Upon entering the graduate program all students are appointed an initial advisor. At the end of their first year the advisor and student should discuss whether to continue together. With the support of the Graduate Advisor, it is the responsibility of the student to identify a primary advisor beyond the first year. The Faculty Advisor chosen after the first year will serve as the student's advisor while the student is working towards candidacy and the dissertation committee chair when the student is in the dissertation phase of the program. The faculty advisor/dissertation chair advises the student on selecting their candidacy committee and their dissertation committee. They also complete all paperwork required for admission to candidacy, the dissertation defense, and graduation from the department.

All AADS faculty are expected to help towards the maintenance of a vibrant academic community that supports and develops AADS graduate students. Faculty advisors perform additional duties to directly support specific MA and/or Ph.D. students assigned to them.

All AADS faculty are expected to:

1. Make themselves available to graduate students by holding regular office hours each semester. This is defined in the AADS department as at least two hours per week plus hours by appointment. Faculty who are on leave are not required to meet this expectation.
2. Respond to student emails within a professional timeframe.
3. Make a reasonable effort to support students in grant-writing and basic academic inquiries about the faculty member's field of study.
4. Attend faculty/student social events (these are offered at least once every semester).

In addition to these shared tasks of all faculty, the Faculty Advisor/Dissertation Chair is expected to:

5. Meet with their students regularly throughout the semester.
6. Respond to their students' emails within a professional timeframe, including those regarding students' academic projects or exams.
7. Become familiar with the funding package of their students.
8. Become familiar with the basic tenets of academic advising, including course selection and registration processes. (Degree plan information is available from the AADS Graduate Coordinator and on the AADS website).
9. Be able to reference program deadlines and procedures for successful completion of the MA and/or Ph.D.
10. Be aware of their students' performance in their classes and as teaching or research assistants.
11. Contribute to the professionalization of their students, including reviewing and suggesting grant and/or fellowship opportunities and processes.
12. Guide their student through the production of their Master's Report (if applicable.)
13. Chair their student's Ph.D. committee. This role includes guiding students through the steps leading up to their exams and dissertation, including but not limited to:
  - Consulting on their student's initial project topic.
  - Directing the development of their student's Master's Report by giving feedback and suggestions throughout the process.
  - Preparing their student for qualifying exams., which includes guiding them through the development of their three areas of specialization and their three corresponding bibliographies.
  - Directing the development of their student's dissertation by giving feedback and suggestions throughout the process.
  - Consulting and helping to coordinate the candidacy committee and dissertation committee.
  - Preparing their student for dissertation defense.
  - Guiding their student to extra-departmental resources.

## 2.9. Graduate Coordinator Duties and Responsibilities

The Graduate Coordinator is a staff member who assists the Graduate Advisor, Graduate Studies Committee (including the Graduate Program Committee Chair), and Graduate Admissions Committee in the daily operations of the graduate program. The Graduate Coordinator also serves as a point of contact for graduate students, the Graduate School, other university departments, and external stakeholders.

# 3. Student Administration

## 3.1. The Graduate Catalog and the Graduate School Website

Program rules are located in the Graduate Catalog, on the Graduate School website. The Graduate Catalog is published every two years and contains university-wide policies and procedures. The Catalog is available on-line at <https://registrar.utexas.edu/catalogs/graduate>.

The Graduate School website contains the most current information regarding graduate study at UT. AADS students should always reference this site for assistance with administrative matters: <https://gradschool.utexas.edu/navigating>.

## 3.2. Initial and Ongoing Advising

The AADS Graduate Advisor works with students (in consultation with their faculty advisors) to ensure registration in the appropriate courses and timely completion of doctoral milestones. The Graduate Advisor must be consulted for registration issues such as late registration, adding and dropping outside of the established add/drop period, leaves of absences, and course load reductions. For more information regarding the Graduate School's policies and procedures for these issues please see the Graduate Catalog and Graduate School website, <https://gradschool.utexas.edu/navigating/policies/academic>.

## 3.3. Course Registration

After consultation with their faculty advisor, students register each semester through the Registrar's online system, <https://onestop.utexas.edu/registration-and-degree-planning/registering-for-classes/>.

Students must register during designated access periods, indicated in a student's Registration Information Sheet (RIS). Students who register outside of these designated periods are held to the policies associated with late registration. For more information see <https://gradschool.utexas.edu/navigating/policies/registration/late>.

The AADS Graduate Coordinator is available to assist students with special registration needs or problems. Students should include their UT EID in all correspondences concerning registration.

## 3.4. Adding/Dropping Courses

Students may add/drop courses via the Registrar's on-line system through the first four class days of the long semester or the first two class days of the summer semester.

Beyond the 5<sup>th</sup> class day and up until the 12<sup>th</sup> class day, students may add courses with the permission of the course's instructor and home academic department and/or drop courses. Any changes to registration should be done in consultation with the Graduate Advisor.

### 3.5. Continuous Registration

All graduate students must maintain continuous registration during the fall and spring semesters, including during the dissertation phase. For regulations requiring continuous registration, see <https://gradschool.utexas.edu/navigating/phd/candidacy/continuous-reg>.

### 3.6. Full-Time Course Loads

Unless prior approval has been granted, AADS students are required to maintain full-time student status during long semesters (registration in at least nine hours). This requirement is necessary for eligibility to receive fellowships, student employment, and international student visas and to reside in university housing. For more information see <https://gradschool.utexas.edu/navigating/policies/academic/full-time>.

Conference Courses: Students are allowed to take one 3-credit conference course in lieu of an elective during their time in the Ph.D. program. Unofficial conference courses with advisors or other faculty are permissible and encouraged, but will not count as credits toward a degree. Students enrolling in conference courses must complete the Graduate Conference Course Agreement Form available from the Graduate Coordinator.

### 3.7. Timely Completion of Degree

All AADS doctoral students are expected to complete the doctorate in a timely fashion. Students must enter candidacy in their third or fourth year of enrollment and complete their coursework no later than the sixth year. For more information regarding this policy, please see <https://utexas.app.box.com/v/AFR990--D20712>.

### 3.8. The 99 Hour Rule

In addition to time limits, students are penalized for accumulating more than 99 doctoral hours and may be required to pay non-resident tuition for hours taken above the maximum of 99. For more information regarding the 99 Hour Rule see <https://gradschool.utexas.edu/navigating/phd/candidacy/99-rule>.

### 3.9. Grading Policies

Graduate students should not receive a grade lower than a B. Grades of C or lower are considered failing grades at the graduate level. Courses with grades of C+, C, or C- will not count towards a student's degree completion. Courses with a grade of B- may only count towards degree completion with an approved petition to the GPC. The petition to the GPC must be received before the end to the next long semester after the grade was received.

Additionally, students are expected to maintain a GPA of at least 3.5. If a student's GPA falls below 3.5, the student and their adviser will meet with the GPC to determine the best strategies for moving forward.

Students may only have one grade of Incomplete per year. Two incompletes in the same academic year will not be permitted. In the event a student receives an incomplete, the student must complete all incomplete course requirements by the last class day in his or her next long-session semester of enrollment. If this deadline is not met, the “X” is automatically converted to an “I”—permanent incomplete. The period for completion of course requirements may be extended only under unusual circumstances beyond the student’s control and only upon the recommendation of the instructor and the approval of the Dean of Graduate Studies.

More information regarding grading policies is located on the Graduate School website, <https://gradschool.utexas.edu/navigating/policies/academic/grades>.

### 3.10. Annual Review of Student Progress

All students will receive a formal assessment of their academic progress after the completion of the first academic year, and periodic assessments (typically annually) thereafter. The assessments will include evaluations of the student’s academic ability, class participation, professional development, performance as a TA if appropriate, and general acclimatization into graduate study. The GPC Chair, the student’s advisor, and the Graduate Advisor will address identifiable concerns revealed or discussed during the assessment review. Students may also receive an assessment at the end of subsequent academic years.

## 4. Master’s Portion of the Graduate Program

Students who enter the AADS graduate program without a Master’s Degree will complete a Master’s Degree as part of their path to the doctorate. Students who enter the program with a Master’s Degree in a complementary field have the option of completing a Master’s Degree in AADS as part of their path to the doctorate and, at the recommendation of the graduate advisor or primary advisor, may be required to do so. Students who enter the program with a Master’s degree outside of Black Studies and not in a complementary field, will be required to obtain a Masters in Black Studies on the way to the PhD.

### 4.1. Coursework

The Master of Arts in African and African Diaspora Studies is a 36-hour program consisting of the following:

- 9 hours – Core Coursework (Black Studies Theory, Black Studies Methods, and Professionalization in Black Studies)
- 9 hours – AADS Area Coursework (one class each in three of the four following areas: Humanities, Social Sciences, Fine Arts, and the African Diaspora)
- 12 hours – Electives
- 6 hours – Master’s Report courses (AFR 397R and AFR 398R, taken in consecutive semesters). You must be registered for AFR 398R in the semester you graduate.

#### 4.2. Master of Arts in African and African Diaspora Studies Program of Work

| Year in Program | Fall Semester   | Spring Semester   |
|-----------------|---|---|
| 1               | <ul style="list-style-type: none"> <li>- AFR 390 Black Studies Theory</li> <li>- AADS area course</li> <li>- AFR 395P Professionalization in Black Studies</li> </ul> | <ul style="list-style-type: none"> <li>- AFR 391 Black Studies Methods</li> <li>- elective or AADS area course</li> <li>- elective or AADS area course</li> </ul> |
| 2               | <ul style="list-style-type: none"> <li>- AADS area course</li> <li>- elective or AADS area course</li> <li>- AFR397R Literature Review</li> </ul>                     | <ul style="list-style-type: none"> <li>- elective or AADS area course</li> <li>- elective or AADS area course</li> <li>- AFR 398R Master's Report</li> </ul>      |

#### 4.3. The Master's Report

The Master's report consists of an article-length essay, eventually to be submitted to a journal in the student's field for publication. This work should represent the interdisciplinary nature of Black Studies and demonstrate how the field has helped shape the student's theoretical and methodological development.

#### Content of Report

Students choose their report topic in consultation with their advisor. Students will complete the following thematically-linked courses and assignments:

- AFR 397R: Content of this course, typically taken in the fall semester, consists of work that ensures that the student is making adequate progress towards the submission of the Master's Report at the end of the subsequent semester.
- AFR 398R: Master's Report, typically completed at the end of the spring semester.

The Master's Report is submitted to the Graduate School in accordance with the deadlines and instructions for report submission published on the Graduate School website, <https://gradschool.utexas.edu/navigating/graduation/deadlines>.

#### Readers

Students will need to identify two readers for their Master's Report: their advisor and a second reader chosen in consultation with the advisor. Both readers need to be members of the AADS GSC.

#### Document Requirements (Literature Review and Publishable Essay)

AFR 397R: Literature Review.

Students and their advisors will determine the appropriate assignment(s) (i.e. detailed outline, literature review, research notes/transcriptions, etc.) required for a passing grade in this course.

AFR 398R: Publishable Essay.

Students must register for AFR 398R: Master's Report, Pass/Fail for the semester they plan to complete the report and receive the Master's Degree. Although discouraged, AFR 398R may be repeated, if necessary.

AFR 398R must always be taken the final semester of enrollment in the Master's program. A grade for this course is only counted the final semester of enrollment – if repeated, previous iterations of the course will be recorded as a permanent incomplete.

In consultation with the student's advisor, the student will identify an appropriate peer-reviewed journal for the submission of the publishable essay. The student will prepare their essay in accordance with the guidelines set forth by the chosen journal. Students will produce an article of at least 30 pages with the intention of submitting the work to a peer-reviewed journal.

The student's advisor will determine whether or not the essay is ready for submission to the journal or whether it requires additional revision. If the essay is passable as part of the Master's Report but not ready for submission to the journal, the student will continue to revise the essay in preparation for submission. As part of the AADS doctoral milestones, students must submit one article for publication.

### Master's Report Submission

Through an online system, students will submit the Publishable Essay as their Master's Report. The deadline is published each semester on the Graduate School website. This submission is overseen by the Graduate School.

In addition to filling out an online application to graduate, students must also upload a PDF file of their report to the Texas Digital Library (TDL) by a set date and time. The report will be made available to the public through this database. The student must also submit a paper version of certain pages in their report (outlined at the link below) to the grad school by the submission deadline. Students will follow all submission guidelines and deadlines stipulated by the Graduate School, found on the Graduate School website: <https://gradschool.utexas.edu/navigating/graduation>.

### Program Continuation following the M.A.

Upon completion of the Master's Report, the student's advisor will recommend either that: (1) the student continue in the program and begin completing doctoral degree requirements; or (2) that the student exit the program. The advisor's recommendation will come before the GPC, which will make the final decision.

## 5. Ph.D. Program and Requirements

### 5.1. Ph.D. Coursework

Students must take a minimum of 45 hours of coursework and dissertation hours, but a student's plan of study varies based on their advisor's guidance and preparation in Black Studies upon entry to the program.

Students without a master's degree from another institution must complete the master's core curriculum, the interdisciplinary coursework, the master's report courses (described in Section 3, above), and language requirements (as determined by the student's advisor) before taking qualifying exams.

Students with a master's degree from another institution must fulfill these same requirements, with the exception of the master's report, before taking the qualifying exams. Up to 12 hours of substantially similar

graduate level courses from another institution may be counted towards fulfilment of AADS area or elective course requirements.

All African and African Diaspora Studies doctoral students are required to enroll in three required core courses that explore the theoretical and methodological foundations of Black Studies. Core courses may not be substituted.

Core Courses (12 hours):

- AFR 390 Black Studies Theory
- AFR 391 Black Studies Methods
- AFR 395P: Subjects in Professionalization in AFR
- AFR 389: Academic Writing for Grads

Area courses\* (9 hours): Because of the interdisciplinary nature of AADS, students must take at least 3 area courses. The three area courses may not be counted as both area courses and electives. The area requirement includes:

- one course on the African Diaspora, featuring a broad spectrum of scholarship for which the United States is not an exclusive focus of analysis.
- one course from two of the following three supporting areas (two courses total):
  - Fine Arts: create and/or analyze art such as, but not limited to: performance, film, music, visual art.
  - Humanities: primarily concerned with critical theory, cultural analysis, historical research, and the analysis of political and judicial systems.
  - Social Sciences: interrogate or employ quantitative and/or qualitative methods as a primary frame of analysis.

Elective Courses\* (12 hours):

At least five additional graduate level elective courses with the AFR designation.

Master's Report (For students receiving a Masters' Degree on the Way to the Ph.D. (6 hours):

- AFR 397R Literature Review
- AFR 398R Master's Report

Supervised Teaching (3 hours):

- AFR398T (May be taken as MAS 398T)

Dissertation specific courses (9 hours):

- AFR395Q Qualifying Exam (3 credit hours). To enroll, students must complete an informal degree audit with the Graduate Coordinator to ensure that all required coursework up to that stage has been completed. This course requires the permission of the Graduate Advisor.
- AFR 399W/699W/999W Dissertation (6 credit hours required to graduate; 9 hours required to be considered a full-time student for financial aid purposes).

*\*AADS students who are requesting changes to the degree sequence, or who are requesting exceptions to course or department requirements must successfully petition the AADS Graduate Advisor.*

### 5.2. Sample AADS Ph.D. Program of Work: Entering without a Master’s degree

Students without a master’s degree must complete an AADS MA on the way to the Ph.D.

Students on RA/GRA/Al appointments are required to register as full-time students each semester they are on appointment including their dissertation semesters; however, only 6 dissertation credits are required to graduate.

| Year in Program | Fall  | Spring  | Summer                             |
|-----------------|---|---|------------------------------------|
| 1               | - AFR 390 Black Studies Theory<br>- AFR 395P Subjects in Professionalization<br>- AADS area course, or approved transfer course*                            | - AFR 391 Black Studies Methods<br>- Elective or AADS area course, or approved transfer course*<br>- Elective or AADS area course, or approved transfer course* | AFR 389 Academic Writing for Grads |
| 2               | - AFR397R Literature Review<br>- Elective or AADS area course, or approved transfer course*<br>- Elective or AADS area course, or approved transfer course* | - AFR 398R Master’s Report<br>- Elective or AADS area course, or approved transfer course*<br>- Elective or AADS area course, or approved transfer course*      | Preparation for Qualifying Exams   |
| 3               | - AFR 395Q Qualifying Exam<br>- AFR 398T or MAS 398T Supervised Teaching<br>- Elective or approved transfer course*   | - AFR 396 Conference Course (Prospectus) (up to 9 credits)<br>- Elective or approved transfer course*   | Research for dissertation          |
| 4               | AFR 399W/699W/999W Dissertation   | AFR 399W/699W/999W Dissertation   | Research for dissertation          |
| 5               | AFR 399W/699W/999W Dissertation (Research/Write)  | AFR 399W/699W/999W Dissertation (Research/Write)  |                                    |

### 5.3. Sample AADS PhD Program of Work: Entering with a Master’s degree

Students must complete all of the required AADS courses before the prospectus is written and approved. Students who have not completed the required curriculum requirements will not be allowed to advance to candidacy until all required coursework has been completed. With an approved petition, up to 12 hours of substantially similar graduate level courses from another institution may be counted towards fulfillment of AADS area or elective requirements.

| Year in Program | Fall   | Spring  | Summer                                      |
|-----------------|--|---|---|
| 1               | - AFR 390 Black Studies Theory<br>- AFR 395P Subjects in Professionalization<br>- AADS Elective or area course | - AFR 391 Black Studies Methods<br>- Elective or AADS area course, or approved transfer course*<br>- AADS Elective or area course | AFR 389 Academic Writing for Grads          |
| 2               | - AFR 395Q Qualifying Exam<br>- AFR 398T or MAS 398T Supervised Teaching<br>- AADS Elective or area course     | - AFR 396 Conference Course (Prospectus) (up to 9 credits)<br>AADS Elective or area course  | Research for dissertation                   |
| 3               | - Remaining elective or AADS area coursework OR<br>- AFR 399W/699W/999W Dissertation (Research/Write)          | - Remaining elective or AADS area coursework OR<br>- AFR 399W/699W/999W Dissertation (Research/Write)                             | Complete Coursework/begin dissertation work |
| 4               | - Remaining elective or AADS area coursework OR<br>- AFR 399W/699W/999W Dissertation (Research/Write)          | - Remaining elective or AADS area coursework OR<br>- AFR 399W/699W/999W Dissertation (Research/Write)                             | Complete Coursework/begin dissertation work |
| 5               | - AFR 399W/699W/999W Dissertation (Research/Write)   | - AFR 399W/699W/999W Dissertation (Research/Write)  |   |

Any variations to the degree plan must be submitted in writing to the Graduate Advisor for approval.

#### 5.4. Advancing to Candidacy

A student who has completed all of their coursework, passed their qualifying exams, and written an approved dissertation prospectus, is a doctoral candidate. The qualifying exam is typically taken in the fall of a student's 2<sup>nd</sup> or 3<sup>rd</sup> year of enrollment (depending on whether they are attaining a Master's degree on their path to the doctorate). The prospectus is written and approved in the following spring semester.

---

\*Students who desire to transfer their credits from another institution should consult the relevant section of the graduate school website for the requirements. Please also note that such students will need to specify the courses they want to substitute. Their graduate advisor will compare the syllabi (of the courses to be transferred and the ones student want to switch up) to determine the compatibility of both. The final decision is at the discretion of the graduate advisor.

### Candidacy Committee

A student's Candidacy committee oversees their Qualifying Exam in a fall semester and approves their prospectus in the following spring semester. The Candidacy Committee must consist of three University of Texas at Austin GSC faculty members, at least two of which must be members of the AADS GSC.

### Qualifying Exam

After coursework and before writing a dissertation prospectus, a student must successfully complete a qualifying exam (QE). To determine the depth and breadth of a student's knowledge in three complementary areas of study, students will be examined on three reading lists. Each committee member will work with the student to develop one of the lists, with each list consisting of 60-80 secondary and/or primary texts. The three lists should be well-conceived to reflect complementary areas of thought that contribute to the intellectual foundation of the dissertation, and yet are broad enough to stand alone as areas of teaching and research. *For each list*, the student must be prepared to provide an overview of the topic area as well as a discussion of how the topic area, and its key texts, relate to the dissertation topic. The texts can be articles, books, performances, or other artistic expressions. Texts can appear in multiple lists; however, there must be at least 60 unique titles in each list.

### Written and Oral Component

The QE consists of a written component and an oral component. The written component consists of:

1. The three 60-80 text reading lists;
2. Three 3000 to 6000-word essays (one for each list) providing a framework for and engaging the texts in the list, and discussing the relevance of the list and its key texts to the dissertation project;



Upon submitting the written portion of the QE, the student will sit for a two-hour oral examination during which the committee will pose questions about the written materials and the student's overall comprehension of the three reading lists.

### Qualifying Exam Timeline

For students who obtain a Master's Degree on the way to a Ph.D. (5-year plan), the deadline to complete the QE is the last day of classes in the Fall of their 3<sup>rd</sup> year in the program.

For students who enter the program with a Master's Degree (3-year plan), the deadline to complete the QE is the last day of classes in the Fall of their 2<sup>nd</sup> year in the program.

### Dissertation Prospectus

In the semester following successful completion of their Qualifying Exam, the student will produce a dissertation prospectus according to AADS guidelines (Appendix A). This includes orally presenting the prospectus to the candidacy committee. The student's advisor will decide if the prospectus presentation is public (open audience) or private (closed to just members of the committee). If the latter, the student will make a separate public presentation as part of their advancement to candidacy.

Students should use their prospectus to outline the research and writing of their dissertation. The student's committee must accept the proposal before the student advances to candidacy and begins their extensive dissertation research and writing.

The dissertation prospectus is divided into five parts (title page, introduction, literature review, methodology, and bibliography), the proposal should be between 25-40 pages in length. The student will present their prospectus to their committee who will give the student feedback.

### Foreign Language Requirement

If it is necessary for their scholarly research, Ph.D. students must demonstrate proficiency in a non-English language before advancing to candidacy. The language will be determined by the student and their advisor, and should reflect the student's research interests.

The language requirement will be fulfilled with a translation exam administered and evaluated by AADS faculty members. The student's advisor will determine whether or not the student should also demonstrate speaking proficiency in the chosen language.

### 5.5. Applying to the Graduate School for Candidacy

Students will apply to the Graduate School to advance to candidacy after they have:

- Completed all required Ph.D. coursework;
- Completed an informal program of work audit with the Graduate Coordinator;
- Successfully completed their qualifying exams;
- Received candidacy committee approval for their prospectus.

Students must maintain continuous registration once admitted to candidacy. Students who fail to maintain continuous registration are automatically withdrawn by the university and must reapply to the department.

The Degree Candidacy Application must be completed and submitted to the Graduate School electronically. This form will list the proposed chair and committee members of the student's dissertation committee, outlined in section 5.6 (1) below, along with the title and a brief description of the proposed dissertation. For more information on candidacy policies and access to the application, see <https://gradschool.utexas.edu/navigating/phd/candidacy>.

### 5.6. Dissertation Committee Composition

Doctoral candidates, in consultation with their committee chair(s), must secure the agreement of at least five and no more than seven people total to serve on their dissertation committee.

- The chair (or at least one co-chair in the case of a co-chaired committee) must be a member of the department's Graduate Studies Committee.
- The committee (including the chair or chairs) is the recommended dissertation committee.
- Students may have up to seven members on their dissertation committees.
- In exceptional circumstances, a student may have a four-member committee, with a majority of members being members of the Graduate School's Graduate Studies/Graduate Advisor Committee.
- The majority of dissertation committee members must be members of the AADS GSC.

- At least one committee member must be from outside the AADS GSC. All potential members outside of UT faculty must submit a CV to the Graduate School and be approved for committee inclusion.
- Changes to the dissertation committee made earlier than 30 days before a student's final defense require the signatures of the supervisor (and co-supervisor, if any) and the Graduate Advisor. Changes to the dissertation committee after admission to candidacy made within 30 days of the final defense require the approval of the student, current and new committee members who are affected by the change, and the Graduate Adviser, with final approval by the Graduate Dean. Exceptions to this process may be granted by petition to the Graduate Dean.
- Retired faculty with emeritus status who have been granted continuing GSC membership may serve on dissertation committees as a GSC member.
- Retired faculty with emeritus status who have been granted continuing GSC membership may serve as dissertation committee co-chair, but may not serve as a sole supervisor.
- A committee member who joined the committee as an AADS GSC member, but subsequently terminated employment with The University may continue on the committee, but only as an outside member. The committee may have to be revised to ensure that the committee composition continues to fall with AADS graduate program guidelines.
- More information about committee composition is available on the Graduate School website, <https://gradschool.utexas.edu/navigating/phd/candidacy>.

### 5.7. Dissertation

Upon successful admission to candidacy, students may register for dissertation hours (AFR 399W/699W/999W). The dissertation serves as a culminating original body of scholarly, independent research demonstrating the candidate's expertise in their selected area of concentration.

When the candidate has completed the research and writing phase of their dissertation, the candidate presents their oral defense before faculty and other interested members of the department. The Request for Final Oral Examination form must be signed by all committee members and submitted to the Graduate Dean's Office at least two weeks before the examination is to be held. The defense consists of an oral examination of the dissertation and the student's future research plans. At least four members of the committee must participate. For more details on the oral defense process see <https://gradschool.utexas.edu/navigating/phd/oral-exams>.

Candidates are encouraged to complete the Ph.D. in a timely manner. Candidacy is automatically subject to review three years after admission to candidacy, and annually thereafter. This review is conducted by the supervisory committee for the dissertation, which makes specific recommendations to the Graduate Advisor and the Graduate Studies Committee Chair, who, in turn, makes a recommendation to the Graduate School Dean.

For more information on doctoral dissertation requirements, guidelines and timelines, see <https://gradschool.utexas.edu/navigating/phd>.

### 5.8. Doctoral Milestones

All doctoral students at the University of Texas at Austin are required to adhere to university-wide and departmental milestones. These milestones serve as benchmarks for progression through programs of study at a satisfactory rate for timely degree completion.

The Graduate School has adopted ten (10) general milestones to be completed during various phases of doctoral study. AADS has adopted five (5) supplementary milestones. The AADS Graduate Advisor and AADS Graduate Coordinator will assist students with completion and documentation of both sets of milestones.

#### OGS Doctoral Milestones (mandated for all UT doctoral programs)

1. Review degree requirements, milestones form with adviser.
2. Complete exams needed to advance to candidacy.
3. Complete all required organized coursework.
4. Advancement to candidacy.
5. Human research (IRB) form submitted (if needed).
6. IACUC (animal) approvals (if needed).
7. Dissertation/treatise/equivalent completed, defended, approved committee.
8. Student completes, files all paperwork required for graduation.
9. Dissertation/treatise/equivalent accepted by Graduate School.
10. Exit interview completed and submitted to SED if submitted.
11. Other program-specific requirements.

Additional information about doctoral milestones is available on the Graduate School website, <https://gradschool.utexas.edu/navigating/phd/milestones>.

#### AADS Doctoral Milestones

The following must be completed before degree completion:

1. Complete foreign language requirement, if applicable
2. Submit one article for publication
3. Attend two job talks
4. Present at two conferences
5. Submit two fellowship and/or grant applications

#### 5.9. Doctoral Portfolio Program (for doctoral students outside of AADS)

The objectives of the AADS Doctoral Portfolio program are to engage doctoral students in an advanced approach to interdisciplinary studies and to provide tools for mapping the intellectual, political, and creative breadth of African and African Diaspora Studies. Students in the program participate in rigorous dialogue; expand the university's resources through the development of interdisciplinary methodologies; become familiar with the diverse faculty specialties within African and African Diaspora Studies; foster UT-Austin's national and international reputation as a recognized leader in African and African Diaspora Studies; and are instructed in the application of theoretical and conceptual tools of analysis and research on African-descended peoples.

Although students can enter the African and African Diaspora Studies Portfolio Program at any point in their doctoral work, it is recommended that they apply for the portfolio as soon as possible. It is advised that students complete the portfolio coursework requirements before being admitted to candidacy. Courses used to satisfy portfolio requirements may be included in the student's main Doctoral Program of Work.

## Portfolio Requirements

Students must:

- Be in good standing in an approved UT-Austin doctoral program
- Receive approval to join the portfolio program from their faculty advisor, their department's Graduate Advisor, and the African and African Diaspora Studies department.
- Maintain a grade point average of 3.3 or better.
- Apply and be accepted to the doctoral portfolio program and submit a research statement.
- Complete 12 hours of graduate-level AFR coursework that includes the following courses:
  - AFR 390: Black Studies Theory (Fall)
  - AFR 391: Black Studies Methods (Spring)
- Present their research to an open audience in the spring semester before they graduate. (Fall graduates are required to present during the spring semester before they graduate)
- Attend at least one AADS Doctoral Portfolio presentation prior to conducting their own. AADS Doctoral Symposium's are offered during the spring semester.

### 5.10. Table of Courses

#### Core Courses

|  |
|--|
| AFR 390: Black Studies Theory                              |
| AFR 391: Black Studies Methods                             |
| AFR 395P: Subjects in Professionalization in Black Studies |

#### AADS Area Courses

| Humanities   |
|--|
| AFR 381: Tpcs in Theorizing Diaspora - Black Radical Traditions                  |
| AFR 381: Tpcs in Theorizing Diaspora - Carnival in Brazilian Lit/Cul             |
| AFR 381: Tpcs in Theorizing Diaspora - Conversion/Colonization in Africa         |
| AFR 381: Tpcs in Theorizing Diaspora - Haiti, Hist & Amer Imaginatn              |
| AFR 381: Tpcs in Theorizing Diaspora - History and Memory                        |
| AFR 381: Tpcs in Theorizing Diaspora - Research Seminar in Afr Am History        |
| AFR 381: Tpcs in Theorizing Diaspora - Subaltern Epistemologies                  |
| AFR 385: Tpcs in Race & Politicl Econ - Race, Empire and Modernity               |
| AFR 387D: Tpcs In Black Expressive Cul - Black Atlantic Modernisms               |
| AFR 388: Tpcs Black Feminism/Queer Thry - Feminist Theories                      |
| AFR 388: Tpcs Black Feminism/Queer Thry - Postcolonial Feminism/Wrk Img          |
| AFR 388: Tpcs Black Feminism/Queer Thry - Violence & Vice: Black Women's History |
| HIS 381: Material Culture in Africa  |
| R S 383C: Violence/Sovereignty/Religion  |

| Social Sciences  |
|--|
| AFR 380D: Race/Ethnicity/Gender Policies                                 |
| AFR 380P: Tpcs In Race, Gender, & Policy - Ethnic Race Relation Latin AM |
| AFR 380P: Tpcs In Race, Gender, & Policy - Meths for Soc Sci in Lat Am   |

|   |
|---|
| AFR 380P: Tpcs In Race, Gender, & Policy - Quant Lit in Black Studies       |
| AFR 380P: Tpcs In Race, Gender, & Policy - Race/Ethnicity Latin Amer        |
| AFR 381: Tpcs in Theorizing Diaspora - Black Political Thought              |
| AFR 380P: Race and Medicine   |
| AFR 381: Tpcs in Theorizing Diaspora - Material Culture in Africa           |
| AFR 381: Tpcs in Theorizing Diaspora - Polit/Cul/Memory                     |
| AFR 381: Tpcs in Theorizing Diaspora - Race and the Body                    |
| AFR 385: Tpcs In Race & Politicl Econ - Afro Latin American Pol Thought     |
| AFR 385: Tpcs In Race & Politicl Econ - Race and Equity in Brazil           |
| AFR 385: Tpcs In Race & Politicl Econ - Solidarity Econ in Latin America    |
| AFR 385: Tpcs In Race & Politicl Econ - Violence/Sovereignty                |
| AFR 388: Tpcs in Black Feminism/Queer Theory - Black Queer Diaspora         |
| AFR 388: Tpcs in Black Feminism/Queer Theory - Feminist Geopol: Race/Empire |

|   |
|---|
| Fine Arts   |
| AFR 387D: Tpcs In Black Expressive Cul - Black Cultural Trauma              |
| AFR 387D: Tpcs In Black Expressive Cul - Community & Social Dev-Ghana       |
| AFR 387D: Tpcs In Black Expressive Cul - Performance/Race/Violence/the Body |
| AFR 387D: Tpcs In Black Expressive Cul - Performing Blackness               |
| AFR 387D: Tpcs In Black Expressive Cul - Performing Race Am Art/Cul         |
| AFR 387D: Tpcs In Black Expressive Cul - Theories of Art Identity           |
| AFR 387D: Tpcs In Black Expressive Cul - Visualizing Slavery                |
| AFR 388: Tpcs in Black Feminism/Queer Theory - Staging Black Feminism       |

|  |
|--|
| Diaspora   |
| AFR 380P: Tpcs In Race, Gender, & Policy - Race/Ethnicity Latin Amer         |
| AFR 381: Tpcs in Theorizing Diaspora - Alienation & Freedom                  |
| AFR 381: Tpcs in Theorizing Diaspora - Black Political Thought               |
| AFR 381: Tpcs in Theorizing Diaspora - Black Women's Intellectual His        |
| AFR 381: Tpcs in Theorizing Diaspora - Carnival in Brazilian Lit/Cul         |
| AFR 381: Tpcs In Theorizing Diaspora - Gender, Slavery & Sexuality           |
| AFR 381: Tpcs In Theorizing Diaspora - Gender, Slavery & Sexuality           |
| AFR 381: Tpcs in Theorizing Diaspora - Haiti, Hist & Amer Imaginatn          |
| AFR 381: Tpcs In Theorizing Diaspora - Identities                            |
| AFR 381: Tpcs In Theorizing Diaspora - New Approaches: Atlantic Worlds       |
| AFR 381: Tpcs in Theorizing Diaspora - Polit/Cul/Memory                      |
| AFR 381: Tpcs In Theorizing Diaspora - Pop Culture in the African Diaspora   |
| AFR 381: Tpcs in Theorizing Diaspora - Theories of Race/Ethnicity            |
| AFR 385: Tpcs In Race & Politicl Econ - Colonialism/Imperialism              |
| AFR 385: Tpcs In Race & Politicl Econ - Race and Equity in Brazil            |
| AFR 385: Tpcs in Race & Politicl Econ - Afro Latins: Politics/Culture/Memory |
| AFR 385: Tpcs in Race & Politicl Econ - Solidarity Econ in Latin America     |
| AFR 387D: Tpcs In Black Expressive Cul - Black Atlantic Modernisms           |
| HIS 381: Material Culture in Africa  |

## 6. AADS Graduate Student Responsibilities

In addition to completion of designated degree plans, AADS graduate students are responsible for the following benchmarks and information:

### 6.1. Professional Development Activities

AADS doctoral students are required to participate in professional development activities including the following:

- Submission of an article to a scholarly journal
- Attendance at two job talks
- Participation in a minimum of two AADS/WCAAAS/IUPRA activities in each year they are enrolled in the AADS graduate program
- Presentation of a paper at a minimum of two professional conferences while enrolled in the AADS graduate program
- Submission of two fellowship applications prior to graduation.
- Completion of all university required trainings for graduate students during students' time of enrollment

### 6.2. Student Conduct and Academic Integrity

AADS expects that all students will adhere to UT's honor code but promotes ideals that are higher than merely enforceable standards.

The honor code states that "'Academic dishonesty' or 'scholastic dishonesty' includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two classes without the prior permission of the instructor), or the attempt to commit such an act." Each year, the university reviews and updates the Institutional Rules on Student Services and Activities.

The examples of academic dishonesty listed above are defined at length in chapter 11 of the Institutional Rules (<https://law.utexas.edu/students/policies-and-procedures/honor-code/>). Students are expected to review this section of the document carefully, as ignorance will not be accepted as a defense. Please note that, in language courses, having a native speaker revise work done in the target language, without the instructor's permission, and before submission of the assignment, is considered an act of collusion.

### 6.3. Teaching Assistant Expectations

Teaching Assistants are expected to complete the Teaching Assistant Job Duties form with their assigned instructor. TAs and the instructor should agree on the expectations for the TA appointment prior to the start of the course. Further discussion, follow-up, and feedback should take place throughout the

semester. TA workload should not exceed an average of 20 hours per week. TAs are not responsible for assisting with the instructor's research, errands, or personal tasks. They should not give primary course lectures more than 2-3 times during the semester. TAs and faculty are not responsible for communication outside of normal business hours. For the Handbook of Operating Procedures section on TA duties, see <https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=9-2020>.

#### 6.4. Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The university is committed to providing an educational and working environment for its students, faculty, and staff that is free from sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. The university encourages individuals to promptly report incidents to the university Title IX Coordinator or Deputy Title IX Coordinators.

The university considers graduate students hired to work as Teaching Assistants and Assistant Instructors to be mandatory reporters. It is imperative that graduate students serving in these roles familiarize themselves with Title IX. Title IX related incidents include many types of behaviors that are defined and governed by university policies.

The full list of detailed definitions can be found in the General Information Catalog, Appendix D: Policy on Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking or the Handbook of Operating Procedures and 3-3031 Policy on Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking. Additional information is available on the Title IX website, <https://titleix.utexas.edu>.

#### 6.5. Student Responsibility for Department and University Requirements

Students are expected to take responsibility for their education and personal development. Successful completion of the degree is ultimately the responsibility of the student, not the faculty and staff advisors or university administrators. Requirements for graduate degrees may be altered in successive University of Texas Graduate Catalogs and AADS Graduate Student Handbooks and rules and requirements may be changed from one year to the next.

A student is typically bound by the requirements of the handbook in force at the time of their first registration in the program; the student may choose, however, to fulfill the requirements of a subsequent handbook. If the student does not fulfill handbook requirements within six years of their first enrollment in the program, they are then bound by the requirements of a subsequent handbook. Students may choose the handbook in effect in any year in which they are enrolled in the program, within the six-year limit. Students choosing to use a subsequent handbook are expected to fulfill all handbook requirements; they cannot pick and choose requirements from different handbooks. Students are expected to learn and abide by the academic and disciplinary policies set forth in this handbook, and by the Graduate School and university. This includes rules governing quantity of work, the standard of work required to continue in the university, warning statuses and scholastic dismissals, and enforced withdrawals from the program.

Students must also know and meet the requirements of their degree program; must enroll in courses appropriate to the degree program; meet programmatic, course, project, and/or university deadlines; meet prerequisites and take courses in the proper sequence to ensure orderly and timely progress; and must seek advice from faculty and staff advisors about degree requirements and other university policies.

The student must give correct local and permanent postal addresses, telephone numbers, and email addresses to the Office of the Registrar and must keep contact information current via UT Direct. Official correspondence is sent to the postal or email address last given to the Registrar; if the student has failed to provide a correct address, they will not be relieved of responsibility on the grounds that the correspondence was not delivered. The university considers email to be an official means of communication. Most correspondence from faculty, the Graduate Advisor, and Graduate Coordinator will be sent via email.

Students should be familiar with the following sources of information:

- General Information Catalog (<https://registrar.utexas.edu/catalogs/general-information>). Gives important information about academic policies and procedures that apply to all students. It includes the official academic calendar, admission procedures, residence requirements, information about tuition and fees, policies on quantity of work, grades and the grade point average, adding and dropping courses, and withdrawal from the university.
- Graduate Catalog (<https://registrar.utexas.edu/catalogs/graduate>). The Graduate Catalog contains degree requirements for all graduate programs, rules that affect graduate students, descriptions of graduate courses, and a list of Graduate Studies Committee(s) members. Students are expected to be familiar with the protective and academic policies contained within and to use it as a resource throughout their time at UT.
- Course Schedules (<https://registrar.utexas.edu/schedules>). Course Schedules are published by the Office of the Registrar and are available online before registration for each semester and summer session. Course Schedules include information about registration procedures; times, locations, instructors, prerequisites, and special fees of classes offered, if applicable.
- University Directory (<https://directory.utexas.edu/>). The University Directory gives physical and email addresses and telephone numbers of university offices and of students, faculty and staff. Please note: it is possible to restrict one's personal information from appearing in the directory.

## 7. Scholastic Performance

### 7.1 Grades of Incomplete

A student is expected to complete each of their courses, including self-paced courses (AFR 396: Conference Course; AFR 398R: Master's Report; AFR 395Q: Qualifying Exam) in a single semester, summer term, or summer session. If the course is not completed as expected, the student normally will not be given additional time to complete it, or to do additional work to achieve a better grade. In rare instances, for nonacademic reasons and at the discretion of the instructor, a temporary delay of the final course grade,

symbol X, may be recorded. Grades of incomplete (“X”) may be assigned when one of the following conditions apply.

1. Due to illness or other imperative nonacademic reasons, a student must miss their final exam. In cases of illness, a medical excuse may be required by the instructor.
2. An X may also be given when the student has not been able to complete all the required assignments for reasons other than lack of diligence, and only if the student has a passing grade on the work completed.
3. An X may be assigned if the student qualifies for a reexamination and the instructor chooses to give a reexamination.

When a grade of incomplete is issued, the instructor will inform the student, in writing, of the exact procedures by which the make up the work will be completed, e.g., what the student is expected to do to complete the course, including due dates. The assignment of an X constitutes a contract between the student and the instructor.

Students have one long semester to make up an X and extensions are rare. After one long semester, the X converts to an F if no other grade is reported.

Grades of X are not assigned to allow the student an opportunity to repeat the entire course. The only assignments or exams that should be completed to resolve the X are those that were missed for any of the above reasons during the semester.

## 7.2. Sources of Information for Academic Performance Criteria

Information about a student’s academic performance criteria in the AADS program may include, but is not limited to, the following:

- Annual review of students by GSC
- Feedback or reference letters from faculty
- Observation of classroom, volunteer, or field behaviors
- Performance in oral and written assignments, examinations, or other appropriate coursework
- Student personal statements or self-assessments
- Interviews with faculty or other professionals
- Feedback from faculty in other programs that students may have attended

Each spring, the Graduate Advisor and GPC chair collects feedback from the above-sources. A student’s academic performance is then assessed based on the following criteria:

- Academics (performance in classes for credit),
- Professional Commitment (e.g. attendance at department events), and
- Collegiality (relationships with faculty and students)

Each of these areas is considered for each student. The program standard is excellence and the starting assumption is that students will routinely live up to this standard. For more information about student satisfactory progress, see <https://gradschool.utexas.edu/navigating/policies/academic/warning-dismissal>.

## 7.3. Performance that may result in a review, academic probation, and/or possible dismissal from the AADS Program

Student reviews (other than the annual student review) can occur under any of the following circumstances:

- Failure to meet or maintain academic requirements as stated under this section;
- Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair academic advantage to the student. Faculty will adhere to university guidelines. For complete university policy and procedures, see <https://catalog.utexas.edu/general-information/appendices/appendix-c/student-conduct-and-academic-integrity/>;
- Behavior judged to be in violation of the current codes of ethics;
- Any threat or attempt to harm oneself or someone else;
- Commission of a criminal act that is contrary to professional practice, occurring during the course of study or occurring prior to admission to the program and becoming known after admission;
- Consistent pattern of unprofessional behavior.

#### 7.4. Corrective Action

Whenever indications of concerns or need for improved performance are encountered, students will be given corrective feedback. Initial feedback will be delivered orally. If concerns are unresolved, students will receive a letter of Instruction. Additional action may include academic probation and eventual program dismissal.

Corrective action will be automatically taken under the following conditions:

- A student received fewer than 4 out of 6 possible “A” grades (i.e., 3 or more grades of “B” or lower), or “no credit,” in any class that is part of the program of work. Probation for a “no credit” grade is automatic only in the case of organized classes. In the case of “no credit” grades given in individual instruction courses, the program faculty will place a student on probation if the “no credit” grade resulted from unsatisfactory performance by the student.
- A qualifying process or dissertation supervisor has serious concerns about the student’s lack of progress or ability to complete the qualifying procedure or dissertation.

#### 7.5. Policies and Procedures for Review of Academic Performance

Students considered for academic probation will be given feedback via Three Levels of Review. The level of review depends upon the potential severity of the concern. Information disclosed during student meetings with faculty or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow university procedures related to student performance issues.

Three Levels of Review. The AADS program is committed to providing feedback, guidance, and corrective action as is necessary for students. Therefore, at times a review process is implemented outside of, or as a component of, the annual review of students. Three Levels of Review can occur in reviewing a student’s academic performance. The level of review depends upon the potential severity of the concern. Full procedures regarding the three levels of review are described in detail in Appendix B of this Graduate Handbook.

## 7.6. Accommodations for Students with Disabilities

No student shall be subjected to discrimination or excluded from participation in the program on the basis of disability. Any student with a protected disability who requests a reasonable accommodation must notify the Disability and Access (D&A) office and provide documentation as needed. Please review your accommodations in order to assess the necessary coordination with individual professors.

In the event that dropping a class for non-academic (disability-related) reasons is necessary, students must complete the university's *Medical Withdrawal/Course Load Reduction Application* located at <https://healthyhorns.utexas.edu/medicalwithdrawals.html>. D&A coordinators are available for consultation regarding this process.

For additional information about disability services, see [Disability and Access - Making UT Austin Inclusive, Accessible and Welcoming \(utexas.edu\)](#).

## 8. Department Funding

PhD applicants are automatically considered for funding during the admission process. A typical funding package may include fellowships, and/or Teaching and Graduate Research Assistantships and will provide tuition assistance, and health insurance and living stipends. Funding is contingent on maintaining full-time enrollment (9 credit hours), the student making satisfactory progress toward their degree, and the availability of funds. In the unlikely event of a funding shortfall within the department or the university, the student is expected to self-fund.

Students are expected to seek outside funding. If outside funding is awarded or outside employment is taken up, students must inform the department as soon as possible. In case of award, students must submit a copy of the award letter to the department that includes the terms and conditions of the award. In some cases, the department may provide supplemental funding assistance to students with outside fellowships, e.g. an amount up to 3 credits of non-resident tuition. Failure to notify the department of outside funding sources, may result in forfeiture of the student's funding package.

Students with a Teaching or Graduate Research Assistantship are expected to work on the Austin campus for professors or for the department. Students who are residing out of the immediate area are ineligible for Teaching or Graduate Research Assistantships. If any employee is requesting to work remotely outside of Texas, they **must** have prior approval before they can be appointed. Contact the Graduate Coordinator immediately if you will not be in Texas prior to the semester you will have any type of academic appointment.

## 9. Graduate Student Grievance Procedures

AADS graduate students are encouraged to follow the grievances procedures established by the University of Texas at Austin, Handbook of Operating Procedures 9-1240 and The Graduate School, found at <https://gradschool.utexas.edu/navigating/policies/academic/grievances>. Questions regarding this policy should be directed to the Office of the Executive Vice President and Provost at 512-471-4363 or to their web site <https://provost.utexas.edu/>.

## 10. Leaves of Absence

Masters and Doctoral Students (not yet in candidacy)

- An Authorization for Leave of Absence form must be completed and approved by the Graduate Advisor in advance of the semester to be missed.
- Granting leaves of absence for students not in candidacy is left to the discretion of the graduate adviser and GSC.

Doctoral Candidates

- A Petition for Leave of Absence form must be completed and petitioned in advance by the Graduate Advisor to the Graduate Dean. Approved is granted only in rare and unusual circumstances.
- The form must be accompanied by a letter from the graduate advisor to the Dean of the Graduate School specifying the reasons for the request.

Additional Information on Leaves of Absence:

Graduate students may apply for a leave of absence of no more than two semesters.

- A student on an approved leave may re-enter the graduate program by filing an Application for Readmission with the GIAC. No readmission fee is required.
- Failure to secure a leave of absence in advance of the semester for which a student will be on leave means (1) the student will not be guaranteed readmission; and (2) the student will be assessed an application fee.
- A student on leave may not use any university facilities.
- A leave of absence does not alter the time limits for degrees or coursework.

For more information, see, <https://gradschool.utexas.edu/navigating/policies/academic/leave-absence>.

Withdrawal

Dropping an entire course load constitutes a withdrawal from the university for that semester. To withdraw from the Graduate School, the student must file a Withdrawal and Refund Request form with the graduate dean. This form can be obtained from the Graduate School in Main Building 101. When a student is unable to complete a withdrawal form on campus, a signed request to withdraw may be faxed to the Graduate School at 512-475-8851. All requests for withdrawal must be accompanied by an acknowledgement from the AADS Graduate Advisor. The student may withdraw through the last class day of the semester.

Students in a warning status because of failure to maintain a grade point average of at least 3.0 may not withdraw without a petition from the Graduate Advisor and the approval of the graduate dean.

Withdrawals for international students also require the consent of the International Office. Withdrawals for students receiving federal financial aid require the consent of the Office of Student Financial Services. Academic appointments may not extend beyond the effective date of a student's withdrawal.

Medical withdrawals are initiated through University Health Services. Specific information about the medical withdrawal process can be found at <https://healthyhorns.utexas.edu/medicalwithdrawals.html>.



## Appendix A

### AADS Guidelines for Developing a Dissertation Proposal (Prospectus)

As the second part of their qualifying exam, AADS doctoral students create a prospectus, or dissertation proposal. This proposal should outline the research and writing of the student's future dissertation. The exercise in creating a proposal is an important part of professionalization in the doctoral program, and the student's committee must accept the proposal prior to extensive dissertation research and writing.

In consultation with the student's PhD advisor, the proposal is divided into five parts, including a title page, and depending on the topic, should be between 20-40 pages in length.

### Purpose of the Prospectus

- To describe and outline the dissertation you intend to complete
- To think about the issues and themes addressed in your study
- To discuss the primary arguments/questions to be addressed in the dissertation
- To identify preliminary research methods
- To locate available archival sources/ethnographic sites needed to support the argument

### Goals of the Prospectus

- To create an outline for the research and writing agenda
- To identify areas of strength and weakness in the proposed study
- To receive feedback from committee members prior to dissertation research and writing

### Structure of the Prospectus

#### 1. Title Page

- Title of Dissertation.
- Student's Name.
- Name of supervisor and committee members.

#### 2. Introduction

- Explain and describe the proposed study.
- Outline the preliminary thesis, proposed hypothesis, and major research questions.
- Define significant terms.

#### 3. Literature Review

- Review of the literature published on the proposed topic.
- Place the dissertation in conversation with the published literature.
- Identify the primary documents and sources that frame the study.
- Explain the contribution of this study as it relates to the current literature.

#### 4. Methodology

- Identify the methods you intend to use in your study.
- Explain why the methods you have chosen are suitable for your study.

#### 5. Bibliography

## Appendix B

### Policies and Procedures for Review of Academic Performance

Three Levels of Review can occur in reviewing a student's academic performance. The level of review depends upon the potential severity of the concern. Information disclosed during student meetings with faculty or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow university procedures related to student performance issues. For more information see <https://gradschool.utexas.edu/navigating/policies/academic/warning-dismissal>.

#### Three Levels of Review

The AADS program is committed to providing feedback, guidance, and corrective action as is necessary for students. Therefore, at times a review process is implemented outside of, or as a component of, the annual review of students.

#### Level 1

A Level 1 review involves a faculty member and a student. When a faculty member has concerns about whether a student enrolled in the AADS graduate program is meeting any of the academic criteria, whether related to professional behavior or scholastic performance, the concerned faculty member will:

1. Discuss those concerns directly with the student and seek to work with the student to resolve the difficulties.
2. Apprise the Graduate Advisor of the concerns in order to identify potential patterns and issues related to the student.
3. Document dates and content of meetings with students. This documentation will usually include a letter of instruction to the student detailing the nature of the concern and actions necessary to correct the situation.

In many instances, meetings between faculty and students resolve the concerns and do not necessarily lead to further reviews. As noted, typically a Level 1 review will result in corrective feedback to the student, documentation is typically in written form, e.g. a letter of instruction. Academic probation is not usually a consequence of a Level 1 review. The letter of instruction must be submitted to the Graduate Advisor and Graduate Coordinator and maintained on file.

#### Level 2

A Level 2 review involves the faculty member, student, and the Graduate Advisor. The faculty member(s) and Graduate Advisor will call a meeting when the student is not meeting or following program or university standards, policies, and procedures or when concerns have not been resolved at Level 1.

The Graduate Advisor will work with the faculty member to determine the nature of the concern and gather sufficient information to develop a plan to address that concern, if one is needed. No further action may be required, or the student may be asked, in writing, to modify their behavior and/or seek appropriate help. This process is designed to assist students in dealing with concerns that have an impact on their performance.

A Level 2 review may result in a student being placed on academic probation by the AADS faculty, particularly in the case of problems as described above in *Section 7: Scholastic Performance* (e.g., receiving 3 or more grades of B or lower, significant problems in developing a qualifying procedure or dissertation document). When a student is placed on academic probation, he or she will receive written feedback about the reasons for being placed on probation, the length of the probation, and the criteria for lifting probation.

Whether or not a Level 2 review results in a student being placed on academic probation, the Graduate Advisor will assess the nature of these concerns with appropriate faculty, consult with the Department Chair as necessary, maintain documentation, and decide if it is necessary to conduct a more comprehensive Level 3 review.

### Level 3

Generally, this level of review is called when significant and/or persistent problematic patterns are identified with students. These issues often require formal consultation with faculty, other appropriate parties, and the student. A Level 3 review is usually conducted when: 1) concerns have not been resolved in prior reviews; 2) issues are related to a student not meeting the criteria for academic performance (often involving professional or ethical behaviors); 3) the student has not met the conditions of academic probation; or 4) the student is being considered for withdrawal or discontinuance in the program. In most instances, a Level 3 review is sufficient to deal with student performance and is the last decision-making step in the review process.

When a Level 3 review is called, the Graduate Advisor will convene a meeting with appropriate faculty members, and with the student, to gather information, determine the nature of the problem (if one is confirmed to exist), and identify alternatives for its remediation. Appropriate faculty to be involved in a review may include, but are not limited to, those who have direct knowledge of and experience with the student. The student will be notified in writing of the concerns and meeting date, with sufficient time to prepare for and attend the meeting.

After the review meeting has occurred, the Graduate Advisor will consult with the AADS Chair to discuss the matter and make recommendations regarding the student. Based on this review and conference, and after an objective assessment of all information provided, the student is of the decision, which may include one or more of the following actions:

- Continue the student in the program with no conditions. In these situations, the concern has been addressed and no further action by the student or program is required.
- Establish formal conditions for the student's continuance in the program. In these situations, specific conditions must be met in order for the student to remain in the program. Action may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load or delay entry to the field practicum; or requiring the student to withdraw from the program with the option of reapplying.
- Consult with and/or refer the matter to the Dean of Students. In some instances, depending on the nature of the problem, the Office of the Dean of Students may be consulted. If a referral is made to that Office after consultation, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Examples of situations that may result in

referral to the Office of the Dean of Students include scholastic dishonesty, hazing, racial or sexual harassment, illegal possession or use of firearms or other weapons on university property, damage or destruction of university property, and conduct that endangers the health or safety of any university student, employee, or campus visitor.

- Counsel the student that they must either voluntarily change majors or degree programs or be discontinued from the program. In the event of dismissal from the program, the student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if any, under which they may re-apply.