



EMORY
UNIVERSITY

*African American Studies Graduate
Handbook, 2026-27*

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PROGRAM OVERVIEW

Since the founding of the undergraduate major in 1971, the Department of African American Studies (AAS) has provided national leadership in the development of this interdisciplinary field, and in the process, has brought great distinction to Emory University. As the first degree-granting African American Studies program in the South, we have built a distinguished record of teaching, research, and service to the University, and an extensive history of service and leadership to the profession, to the City of Atlanta, and to the academic and lay public. The AAS Ph.D. program is an extension of this long history of success. As both the first doctoral program in African American Studies in the U.S. Southeast and the first AAS Ph.D. at a private university in the South, the AAS Ph.D. is a highly selective course of study organized around the “four pillars” upon which African American Studies—as a field—rests: interdisciplinarity, intersectionality, community engagement, and transnationalism.

As an innovative graduate curriculum, the AAS Ph.D. program draws upon a growing and dynamic group of scholars with research specializations in a broad range of disciplinary and interdisciplinary approaches, including American Studies, Anthropology, Art History, Comparative Literature, Creative Writing, English, History, Latin American & Caribbean Studies, Music, Political Science, Religion, Sociology, and Women’s, Gender, and Sexuality Studies. The AAS graduate faculty includes 18 core members. Across Emory College, the AAS Ph.D. program also draws upon the collective talents of 28+ graduate faculty affiliates—all with expertise in fields directly related to AAS—who offer cross-listed, graduate-level courses and serve as secondary and tertiary readers on qualifying examination, prospectus, and dissertation committees. Furthermore, another 10+ faculty at schools and colleges throughout Emory University, including the Candler School of Theology, the Business School, the School of Nursing, Oxford College, and the Rollins School of Public Health, can serve as secondary or tertiary readers on examination and dissertation committees. This combined group of more than 55 core and affiliated graduate faculty is the largest group of scholars—actively engaged in teaching, research, and academic and community service related to African American Studies—to participate in an African American Studies or Africana Studies Ph.D. program in North America.

PROGRAM INFORMATION

*Please note that the AAS Graduate Handbook supplements the [LGS Handbook](#), the AAS Graduate Program Website: <https://aas.emory.edu/graduate/index.html>, and the AAS Graduate Program Canvas Site: <https://canvas.emory.edu/courses/108479>.

Main Program Location

Department of African American Studies
214 Candler Library

Department Chair

Erica Armstrong-Dunbar

Director of Graduate Studies

Bettina Judd

The Director of Graduate Studies (DGS) works with the Graduate Program Coordinator (GPC) to facilitate the day-to-day management of the program and the graduate admissions process. In general, the DGS sustains a climate conducive to intellectual engagement and excitement in the AAS Ph.D. program by organizing lectures, seminars, and symposia and facilitating professionalization workshops for the benefit of Ph.D. students. Also, the DGS maintains quality control and standards across the Ph.D. program in the admissions process and the annual monitoring of student progress; the review of course work, course syllabi, and the graduate curriculum; the monitoring of student research; the discretionary power—in conjunction with the AAS Department Chair—to assign faculty members to graduate teaching and to the Graduate Studies Committee (GSC).

Placement Officer

Crystal Sanders

The Placement Officer helps the program focus on professionalization and successful job placements. This faculty member will organize and direct mock job interviews and annual graduate program workshops on career planning and pathways, grant and fellowship writing, conferencing, and scholarly publishing. The Placement Officer will also maintain a One Drive folder containing job advertisements and sample application letters, research and teaching statements, diversity statements, successful grant and fellowship applications, conference abstracts, and related materials. In conjunction with the GPC, the Placement Officer will maintain a contact list of Ph.D. alumni and will update the Ph.D. alumni profile list with new postdoctoral fellowship appointments or job placements on the AAS graduate program's website. The Placement Officer will be the program coordinator for the Laney Graduate School (LGS) Mellon Humanities Ph.D. Interventions Project, TATTO, and professional development and career planning workshops hosted by LGS.

Graduate Program Coordinator

Charles Jackson

The Graduate Program Coordinator (GPC) handles all of the day-to-day functions of the graduate program including maintaining all programmatic protocols, procedures, and processes; facilitating course registration; keeping graduate student records; and serving as the point person for any student concerns, problems, or questions. The GPC also registers new graduates for courses no later than the week before the mandatory AAS Ph.D. Program New Student Orientation in August. In subsequent semesters, graduate students will complete a course enrollment form to be signed by a member of their advising committee; submit the form to the GPC for approval; and register online for courses in the OPUS system.

Graduate Studies Committee (GSC)

The Graduate Studies Committee (GSC), chaired by the DGS, includes a maximum of five voting members of the AAS core graduate faculty. Committee membership will be the purview of the Department Chair and there will be disciplinary representation from the social sciences and the humanities as well as each of the cognate fields on the Committee. Membership terms will be four years in length and will be staggered so that the Committee maintains continuity and institutional memory year after year. In addition to the DGS and the five voting members, the AAS Department Chair will serve as a non-voting, *ex officio* member of the GSC to ensure continuity and the proper functioning of this body. The GSC will include 1-2 student representatives selected by the doctoral students as a means of maintaining communication between student cohorts and the graduate faculty at large and receiving feedback about program-related initiatives. During discussions about student evaluation or assessment, grievances, or other sensitive matters involving individual students, the student representatives on the Committee will be excused from the meeting by the DGS.

The GSC will meet monthly during the academic year to provide programmatic oversight. In April of each year, the Committee will conduct a formal review of pre- and post-candidacy doctoral students to track progress and the completion of benchmarks and milestones required by the Ph.D. program and LGS. The GSC will also conduct the graduate recruitment and admissions process beginning with its January meeting to assess graduate admissions applications through the annual March recruitment visit.

Graduate Faculty Designations

Core Graduate Faculty

AAS core graduate faculty are tenured/tenure-track faculty who also serve as core faculty in the AAS Department. They can serve on advising committees as advisors/co-advisors and instructors of record for AAS graduate courses—in addition to serving as secondary or tertiary examiners and prospectus and/or dissertation readers. Pre-tenure assistant professors will not advise/mentor AAS Ph.D. students alone, though they can serve on advising committees along with tenured members of the AAS graduate faculty. Faculty on the lecture-track in Emory College of Arts & Sciences (ECAS) who have been promoted to the rank of Professor of Pedagogy, upon nomination, and in consultation with the ECAS Dean, the AAS Department Chair, and the AAS DGS, may be reviewed by the GSC to determine whether their research productivity warrants full membership in the AAS core graduate faculty.

For an updated listing of AAS core graduate faculty, please consult the program website:

<https://aas.emory.edu/graduate/core-graduate-faculty.html>.

Affiliated Graduate Faculty

AAS affiliated graduate faculty are graduate faculty who are core faculty in other departments and programs throughout Emory University. They can serve on advising committees as members and any graduate courses originating in their home programs will be cross listed in AAS as appropriate. They can also serve as secondary or tertiary examiners and can serve as members or co-chairs of prospectus and dissertation committees. AAS affiliated graduate faculty cannot serve as primary advisors, mentors, or sole chairs of any qualifying examination, prospectus, or dissertation committee.

For an updated listing of AAS core graduate faculty, please consult the program website:

<https://aas.emory.edu/graduate/affiliated-graduate-faculty.html>.

STATUS OF THIS HANDBOOK

This Handbook provides an official statement of the academic policies and processes associated with the AAS PhD program. Students in the program are also subject to the policies and procedures of the Laney Graduate School Student Handbook. When there is a conflict between the AAS Handbook and the LGS Handbook, the LGS policy will prevail, unless it is clear that the LGS Handbook allows for an exception at the level of the AAS program. In addition, AAS students are subject to Emory University policies that apply to all Emory University students or to all Emory University community members (e.g., the Open Expression Policy). Should there be a conflict between the AAS Handbook or the LGS Handbook and a University policy, the University policy will prevail unless it is clear that the University policy provides an exception at the level of the Laney Graduate School or the program.

Consistent with the Collective Bargaining Agreement (CBA) between Emory University and SEIU/EmoryUnite!, AAS program students are generally members of the bargaining unit when they are enrolled in LGS. As members of the bargaining unit, and consistent with all other provisions of the CBA, AAS students are available to be assigned to bargaining unit positions. These positions involve work in the form of teaching or research service. Bargaining unit members are also eligible for all benefits provided to them by the CBA, limited by any exceptions provided in the CBA itself.

Should there be a conflict between this Handbook and the CBA regarding the terms and conditions of work, the CBA shall prevail. The CBA itself is the authoritative source for relevant terms and conditions of employment. A non-inclusive list of the employment topics covered by the CBA include: stipend amounts and conditions; all benefits including health insurance, hardship and other funds, professional development fund, and vacation and leave policies; the process for appointment a bargaining unit member to a bargaining unit position; workload and

work hour rules; workplace safety and workspace provisions; and the grievance and arbitration procedure, again among other issues.

If you have any questions about which policy applies, please contact Senior Associate Dean Jeffrey Staton at jeffrey.staton@emory.edu.

STUDENT TIMELINE: PRE-CANDIDACY

YEAR 1

ALL YEAR	• Attend AAS Ph.D. Program Professional Development Workshops • Participate in mock and actual job talks, lecture series, symposia, or conferences hosted by AAS
AUGUST	• Start residence at Emory no later than the end of the second week in August • Participate in mandatory JPE training, LGS orientation, and AAS Ph.D. Program New Student Orientation
SEPTEMBER	• Participate in “Learning about Laney” recruitment visit LGS or AAS Ph.D. Program panel • Add/Drop period closes at end of second week of classes
OCTOBER	• Schedule mid-semester check-in with advising committee
NOVEMBER	• Meet with advising committee chair to complete Spring Course Registration form (to be sent to GPC)
JANUARY	• Add/Drop period ends at end of second week of classes
FEBRUARY	• Complete summer 599R course contract with advising committee chair; each student should identify 3 tangible goals to be completed and assessed by the advising committee at the end of Summer • Attend annual AAS Ph.D. Program Town Hall Meeting
MARCH	• Schedule mid-semester check-in with advising committee • Submit a 250-word self-assessment and progress narrative to the advising committee • Participate in the AAS Ph.D. Graduate Recruitment Visit (usually held on the Thursday-Friday after Emory’s Spring Break) • Check LGS PDS calendar for summer funding deadlines • Meet with advising committee chair to complete Fall Course Registration form (to be sent to GPC)
APRIL	• Advising committee submits one-page assessment report to the GSC for each pre-candidacy student by the first business day in April • Attend AAS Ph.D. Program Professional Development Workshop on “Pedagogy and the TA Experience”
MAY	• Provide GPC with summer address and phone number

YEAR 2

ALL YEAR	• Attend AAS Ph.D. Program Professional Development Workshops • Participate in mock and actual job talks, lecture series, symposia, or conferences hosted by AAS • Prepare and submit external fellowship applications
AUGUST	• Enroll in TATT 600 whose asynchronous content will become available in early August. • Provide updated CV, website profile, local address, and phone number to GPC
SEPTEMBER	• Participate in “Learning about Laney” recruitment visit LGS or AAS Ph.D. Program panel • Add/Drop period closes at end of second week of classes
OCTOBER	• Schedule mid-semester check-in with advising committee
NOVEMBER	• Meet with advising committee chair to complete Spring Course Registration form (to be sent to GPC)
JANUARY	• Add/Drop period ends at end of second week of classes
FEBRUARY	• Complete summer 599R course contract with advising committee chair; each student should identify 3 tangible goals to be completed and assessed by the advising committee at the end of Summer • Attend annual AAS Ph.D. Program Town Hall Meeting • Attend cohort meeting about the qualifying examination process with DGS and GPC
MARCH	• Schedule mid-semester check-in with advising committee • Submit a 250-word self-assessment and progress narrative to the advising committee • Participate in the AAS Ph.D. Graduate Recruitment Visit (usually held on the Thursday-Friday after Emory’s Spring Break) • Check LGS PDS calendar for summer funding deadlines • Meet with advising committee chair to complete Fall Course Registration form (to be sent to GPC) • Finalize qualifying examination committee for Fall exams
APRIL	• Advising committee submits one-page assessment report to the GSC for each pre-candidacy student by the first business day in April
MAY	• Provide GPC with summer address and phone number

YEAR 3

ALL YEAR	• Attend AAS Ph.D. Program Professional Development Workshops • Participate in mock and actual job talks, lecture series, symposia, or conferences hosted by AAS • Prepare and submit external fellowship applications
AUGUST	• Provide updated CV, website profile, local address, and phone number to GPC
SEPTEMBER	• Participate in “Learning about Laney” recruitment visit LGS or AAS Ph.D. Program panel • Add/Drop period closes at end of second week of classes • Attend cohort meeting about the qualifying examination process with DGS and GPC
OCTOBER	• Schedule mid-semester check-in with advising committee
NOVEMBER	• Meet with advising committee chair to complete Spring Course Registration form (to be sent to GPC) • Complete qualifying examination by Thanksgiving Break
JANUARY	• Add/Drop period ends at end of second week of classes
FEBRUARY	• Attend annual AAS Ph.D. Program Town Hall Meeting • Attend cohort meeting about the qualifying examination process with DGS and GPC • Fall TATTO 610: Teaching Associateship request due to DGS by mid-February (for Year 4 Fall teaching assignments)
MARCH	• Schedule mid-semester check-in with advising committee • Submit a 250-word self-assessment and progress narrative to the advising committee • Participate in the AAS Ph.D. Graduate Recruitment Visit (usually held on the Thursday-Friday after Emory’s Spring Break) • Check LGS PDS calendar for summer funding deadlines • Meet with advising committee chair to complete Fall Course Registration form (to be sent to GPC)
APRIL	• Present dissertation prospectus during “Dissertation Colloquium” graduate student conference in the last week of April • Submit application for Ph.D. Candidacy to GPC for approval • Apply for interim MA by submitting application to GPC for approval • Advising committee submits one-page assessment report to the GSC for each pre-candidacy student by the first business day in April

STUDENT TIMELINE: POST-CANDIDACY

YEAR 4

ALL YEAR	• Maintain contact with dissertation chair/co-chairs • Inform GPC of any changes to contact information • Apply for LGS funding to present at conferences • Submit applications for internal and external dissertation research or dissertation completion fellowships • Participate, as a panelist, in a Professional Development Workshop • Participate in mock and actual job talks, lecture series, symposia, or conferences hosted by AAS
FALL OR SPRING	• Complete TATTO 610: Teaching Associateship Requirement
AUGUST	• Provide updated CV, website profile, local address, and phone number to GPC
SEPTEMBER	• Spring TATTO 610: Teaching Associateship request due to DGS by mid-September (for Year 4 Spring teaching assignments)
FEBRUARY	• Fall TATTO 610: Teaching Associateship request due to DGS by mid-February (for Year 5 Fall teaching assignments)
MARCH	• Submit a 250-word self-assessment and progress narrative to the dissertation chair/co-chair
APRIL	• Dissertation chair/co-chairs submits one-page update report to the GSC for each post-candidacy student by the first business day in April

YEAR 5+

ALL YEAR	• Maintain contact with dissertation chair/co-chairs • Inform GPC of any changes to contact information • Apply for LGS funding to present at conferences • Submit applications for internal and external dissertation research or dissertation completion fellowships • Participate, as a panelist, in a Professional Development Workshop • Participate in mock and actual job talks, lecture series, symposia, or conferences hosted by AAS
FALL OR SPRING	• Complete TATTO 610: Teaching Associateship Requirement
AUGUST	• Provide updated CV, website profile, local address, and phone number to GPC
SEPTEMBER	• Spring TATTO 610: Teaching Associateship request due to DGS by mid-September (for Year 5 Spring teaching assignments)
DECEMBER	• LGS dissertation completion fellowships due mid-December
FEBRUARY	• Ph.D. Degree applications due during the first week of February for May conferral and graduation
MARCH	• Submit a 250-word self-assessment and progress narrative to the dissertation chair/co-chair
APRIL	• Submit dissertation and all required forms by mid-April for a Spring graduation • Dissertation chair/co-chairs submits one-page update report to the GSC for each post-candidacy student by the first business day in April
SUMMER	• Ph.D. Degree applications due during the first week of July for August conferral and graduation • Submit dissertation and all required forms by mid-July for a Summer graduation

PROGRAM LEARNING OUTCOMES

By the completion of the AAS Ph.D. Program, graduates will be able to:

- demonstrate broad knowledge of the cultures, histories, and politics of peoples of African descent in the Western Hemisphere—with a specific focus on African Americans in the United States.
- assess and evaluate scholarly work
- formulate and pose a significant research question and frame it as a publishable scholarly research project
- conduct independent research for an original scholarly project
- communicate orally and in writing the significance of research findings, results, or new interpretive interventions to both scholarly audiences and the general public
- deploy research to further advance public policy and social justice initiatives central to African American communities
- design and teach undergraduate courses in African American Studies and write an effective statement of pedagogical philosophy
- prepare and submit effective grant and fellowship applications

DEGREE REQUIREMENTS

Whether entering with a B.A. or an M.A., all incoming AAS Ph.D. students will take two years of full-time course work consisting of at least 9 credit hours per term—fall, spring, and summer. A total of 54 credit hours at the 500-level or above is required to advance to candidacy. Of the 54 credit hours, at least 30 credit hours—or 10 courses—must be in coursework other than TATTO 600, 605, or 610; Directed Study (797R); Research (599R); African American Studies Pedagogy Workshop (798R); Examination Preparation (791); or Dissertation Prospectus Preparation (792).

Though there is no program-wide language requirement, individual Ph.D. students may require language training based on their research interests. In this case, students—in consultation with their advising committee and the DGS—will complete any necessary language training before the end of Year 2.

The course requirements for the AAS Ph.D. include the following:

- Four (4) core courses: AAS 701: “Proseminar in African American Studies,” AAS 702: “Readings & Methods in African American Studies,” AAS 703: “Theorizing Blackness,” and AAS 598R: “Dissertation Colloquium”
- At least three (3) cognate field topics courses (or external course equivalents as approved by the Director of Graduate Studies); at least one (1) of the cognate field topics courses must be a research and writing course.

- At least one (1) and no more than three (3) external methods or theory courses.
- One (1) pedagogy course (AAS 786R: “African American Studies Pedagogy Workshop”; 1 credit hour)
- One (1) qualifying exam prep course (AAS 791: “Examination Preparation”; 3–9 credit hours) and one (1) dissertation prospectus prep course (AAS 792: “Prospectus Preparation”; 3–9 credit hours)

During Year 3, each student will complete a qualifying exam by the end of Fall term. By Spring of Year 3, each student will submit a dissertation prospectus and will present the revised prospectus at an AAS graduate student conference organized as part of the AAS 598R: “Dissertation Colloquium” capstone course.

RESIDENCY

In most cases, the residency requirement is three academic years—encompassing required coursework and the teaching assistantship requirement of TATTO. In general, students are expected to be in residence at Emory until they have advanced to candidacy by submitting and presenting a dissertation prospectus.

PROGRAM EXPECTATIONS

In addition to meeting all curricular and program requirements and benchmarks, all AAS Ph.D. students are expected to:

1. Attend all professional development workshops and research seminars and lectures sponsored by the AAS Ph.D. Program
2. Participate in all public prospectus and dissertation presentations, mock job talks (given by fellow graduate students), and actual job talks (given by candidates for AAS faculty appointments)
3. Submit applications and proposals for external fellowship support each year beginning Fall of Year 2
4. Maintain a student membership in at least one professional association beginning Spring of Year 2
5. Participate in the annual “Learning about Laney” visit in September and the graduate recruitment visit in March
6. Provide updated CVs and website profile narratives on an annual basis or upon request of the GPC, the DGS, or their advising committee
7. Submit a 250-word self-assessment and progress narrative to the advising committee in early March each year

GRADING CRITERIA & SATISFACTORY PROGRESS

The grading scale, as established by LGS, ranges from A (4.0) to C (2.0) and F (0.0); there is no D grade available for graduate courses. Some courses, namely “Examination Preparation,” “Prospectus Preparation,” “Research,” and “Dissertation Research,” can be taken on a Satisfactory/Unsatisfactory (S/U) basis. The grade of “Incomplete” may be assigned at the discretion of an instructor who believes that an extension of time is warranted for a student whose work is incomplete at the end of the term. A student may complete unfinished work, and the instructor may issue a change of grade, within any period agreed upon by the instructor and the student not exceeding twelve months, or the Registrar will change the grade to an “IF” (e.g., “incomplete failing”). Students with two or more incompletes will be placed on academic probation until the incompletes are reconciled to the satisfaction of the instructor(s) of record.

The DGS and the GSC counsel AAS Ph.D. students to avoid incompletes at all costs, since an accumulation of incompletes is evidence that a graduate student is not progressing satisfactorily toward completion of the Ph.D. degree. Students applying for internal funding or external fellowships, moreover, may be competitively disadvantaged if they have one or more incompletes in their academic record. Thus, graduate faculty in the AAS Ph.D. program may opt not to grant incompletes but may require students to submit all work for an enrolled course in a timely manner or suffer a reduced or even failing final course grade.

Students in the AAS Ph.D. program will be expected to maintain a B+ average (3.3) or better. Any student with a GPA of 3.2 and below or who earned a C+, C, F, IF, IU, or U for any graduate course will be placed on academic probation for a term. No more than one course grade of C+ or below may be used to meet the pre-candidacy course work requirement of 54 credit hours.

ADVISING & EVALUATION PROCEDURES

Upon entering the program, each AAS Ph.D. student is assigned an advising committee consisting of at least two core graduate faculty. With approval from the DGS, the composition of the advising committee can change over time, but it should have a stable group of two to three members before Ph.D. students begin the qualifying examination preparation process. Two members of the advising committee, in addition to an at-large graduate faculty member, will compose the examination committee for each Ph.D. student.

As part of the regular process of student evaluation, the advising committee for each student will write a one-page report to be submitted to the GSC in March of each academic year until the student advances to candidacy. This one-page report will assess a range of information provided by the student and the GPC, including:

1. An updated CV listing external grants and fellowships, awards and recognitions, conference presentations, publications, and community engagement activities
2. Teaching evaluations for students with teaching assistantships
3. Assessment narratives completed by core graduate faculty for courses in which the student enrolled during the previous Spring, Summer, and Fall terms—if applicable
4. A listing of earned grades for the previous Spring, Summer, and Fall terms—if applicable
5. External fellowship proposals and application materials (beginning Spring term of Year 2)
6. The 250-word self-assessment and progress narrative composed in early March by each pre-candidacy student. Each self-assessment and progress narrative should include details about progress in the program—including planned or completed benchmarks and milestones, external grant and fellowship applications, conference participation, community engagement activities, and other professional development experiences in the past year.

After the annual graduate student review meeting of the GSC in May, the DGS will draft a progress letter, with a listing of completed program benchmarks and suggestions for improvement, for each pre-candidacy student. Both the annual progress letter from the DGS and the one-page report summary drafted by the advising committee will be provided to each student and both documents will become a permanent portion of each student's graduate program academic record. Students failing to make satisfactory progress may be dismissed from the program.

TEACHING REQUIREMENTS

THE TATTO PROGRAM

AAS Ph.D. students will participate in all four stages of the LGS TATTO program. This is an academic training program, which provides graduate students with credible training and optimal teaching experience, while ensuring that they are not overtaxed with teaching responsibilities. The TATTO program involves didactic training as well as experiential training. Experiential training involves enrollment in courses in which students serve in one of several teaching roles. The AAS implementation of TATTO envisions that students will enroll in TATT 605 (Teaching Assistantship) and TATT 610 (Teaching Associateship) no more than four times. The first three of the four stages of the TATTO program must be completed before advancing to candidacy.

1. The first stage of TATTO is a short summer workshop to be taken before the fall semester of Year 2. Faculty for this course are drawn from among the best teachers across the University. The syllabus covers general topics of importance to all students, including syllabus writing and grading, lecturing and leading discussions, the use of writing as a pedagogical tool, the conduct of lab sessions, and the use of new technologies. Because

the summer course is offered between semesters, it is credited to a student's transcript the following fall when students register for TATTO 600.

2. In the second stage, the AAS Ph.D. program will facilitate an annual professionalization workshop organized by the Placement Officer each Spring. In addition to the professionalization workshop, students will also enroll in AAS 786R: "African American Studies Pedagogy Workshop" which is a course dedicated to the training of AAS teaching assistants ahead of their transitions to teaching associates. Both the annual workshop and the course will focus on general pedagogical questions (e.g., drafting a teaching philosophy statement, developing syllabi, structuring class lectures or discussions, managing the classroom, and grading) and the specific challenges faced by instructors teaching courses on race, gender, and sexuality.
3. The teaching assistantship, the third stage of TATTO, is a controlled, carefully monitored initial teaching opportunity. The teaching assistant is closely supervised by a faculty member who provides continuing guidance and evaluation. During the semester of the teaching assistantship, the student registers for TATTO 605. In the AAS Ph.D. program, all doctoral students will serve as teaching assistants during Year 2.
4. The teaching associateship, the fourth stage of the TATTO program, advances the graduate student to a teaching opportunity with greater responsibilities. The Laney Graduate School favors a co-teaching model for this stage, one in which the graduate student and a faculty member collaborate in all aspects of a course. In the AAS Ph.D. program, graduate teaching associates will be responsible for teaching a course of their own design. In all cases, teaching associates can expect attentive mentoring and evaluation. During the semester of the teaching associateship, students register for TATTO 610. In the AAS Ph.D. program, all doctoral students will serve as teaching associates—either co-teaching or teaching a course of their own design during either Year 4 or 5, depending on the nature of dissertation research to be conducted, the successful receipt of external fellowship funding, and other factors.

TEACHING SERVICE UNDER THE CBA

The CBA regulates teaching service that AAS program students provide to Emory University. The TATTO program is academic, and for this reason, the AAS TATTO program requirements are limited to TATTO course enrollments. That said, when you are taking experimental learning courses in TATTO, you may also be providing teaching service. Further, you may be assigned to other teaching duties consistent with the terms of the CBA. You may not be assigned to a teaching position without the approval of the AAS DGS.

Per the CBA's Appointment Letters article, your first enrollment in TATTO 605 (or in TATTO 610 should you enroll in TATTO 610 before you enroll in TATTO 605) is not considered teaching service. It is a purely an academic activity. Beyond this first enrollment in TATTO 605, you will be appointed to a bargaining unit teaching position whenever you enroll in either TATTO 605 or 610. You may also hold such an appointment without a corresponding TATTO

enrollment (e.g., you teach a course and yet you have completed your TATTO requirements). You may be assigned to a bargaining unit teaching position up to four times (again not including your first enrollment in either TATT 605 or 610). After you have been assigned to four teaching appointments, should you be asked to teach again, you may choose to consent or decline the assignment. In addition, you will be compensated for this work at the rate described in CBA article on Stipend and Compensation.

THE JONES PROGRAM IN ETHICS (JPE)

All AAS Ph.D. students will participate in all three elements of the JPE program as follows:

1. **JPE 600:** This six-hour summer workshop, which introduces graduate students to the foundations of ethical reflection, will be taken during the Summer term before graduate students enter the AAS Ph.D. program.
2. **Program-Based Instruction:** The six-hour minimum, program-based ethics material requirement will be covered in a core course—AAS 701: “Proseminar in African American Studies.” In AAS 701, a course designed as an introductory seminar emphasizing professional development and research methods, two of the first four weeks and one of the final four weeks will incorporate common readings and facilitated discussions about research ethics; scholarly integrity; ethical research protocols and special or vulnerable populations (e.g., children, incarcerated persons, parolees, etc.); and academic fraud, plagiarism, and intellectual property.
3. **JPE 610:** A minimum of four workshops will be completed by AAS Ph.D. students within the first two years of coursework at the pace of one workshop per semester. Sponsored by LGS and the Center for Ethics, these workshops will include a range of relevant lectures or workshops. Though students register for the workshops individually, the DGS and GPC will ensure that each student enrolls in one JPE 610 workshop each term for the first two years in the Ph.D. program. Participation in the workshops will be recorded on the student’s transcript.

QUALIFYING EXAMS

***Please note that students who require reasonable accommodations to complete qualifying exams should register and complete the intake process with the Department of Accessibility Services (DAS) as soon as possible. The AAS Ph.D. program will honor accommodations required by DAS.**

All students will complete a written and an oral qualifying examination before the end of Fall term of Year 3. Building upon all of the required course work, the qualifying exam allows students the opportunity to demonstrate mastery of two areas of knowledge. The written qualifying exam will address both the discipline of African American Studies and each student’s chosen cognate field: Gender & Sexuality, Social Justice & Social Movements, or Expressive Arts & Cultures. **The first area of examination** will address foundational or canonical texts in

the discipline of African American Studies as embodied by the AAS Ph.D. Program General Reading List of 100-125 books.

The second area of examination will address a list of no more than 50 works compiled by the student and their advising committee to reflect salient texts from the student's chosen cognate field. The examination committee, consisting of two of each student's advising committee members and one at-large member chosen from among the core or affiliated graduate faculty by the DGS, will devise two questions for each of the two sections of the written exam and will assess the results. Students will answer one question per section of the written exam for a total of two answers for the qualifying examination. Each student will have 72 hours to complete the written examination.

Students who fail the written examination will be allowed to take another exam within three months. At the discretion of the examination committee, a student may be allowed to rewrite a failing question response in lieu of sitting for a qualifying examination retake. This rewrite will be due within one month of the written examination and will need to be submitted before the committee can schedule an oral examination. For the rewrite, students will have 36 hours to complete the response to the question. If the student fails the question response rewrite, they will be required to sit for a qualifying examination retake within three months. As with the original examination, students will have 72 hours to complete the written examination retake. Any student failing the written exam twice will not be allowed to continue in the AAS Ph.D. program.

Following a successful written exam, the oral qualifying examination will address answers to the written exam as well as additional questions the examination committee may have relative to the two areas of examination or the student's intended area of dissertation research. This examination will be an opportunity for the student to expand upon or clarify answers provided during the written exam. Committee members may examine students on their knowledge of works from the AAS general reading list and the cognate field reading list not discussed or assessed in the written examination. The oral exam will be approximately two hours in length and should take place no more than a month after completion of the written examination. Both the written and oral examinations should be completed no later than December 1 of Year 3. Any student failing the qualifying oral examination will be allowed one retake to be completed within three months and no later than the end of Spring term of Year 3 for an exam failed the previous Fall. Students not earning at least a "pass" after the retake will not be allowed to proceed further toward the Ph.D.

DISSERTATION PROSPECTUS

Following the successful completion of the requirements for the qualifying examination, Ph.D. students will submit and present their dissertation prospectus by the end of Spring term of Year 3. In consultation with the advising committee and DGS, students will assemble a prospectus committee that may also serve as the dissertation committee. The composition of the dissertation

prospectus committee may or may not resemble the qualifying examination committee though both can be chaired by a senior member of the student's advising committee.

All Ph.D. students will complete a dissertation prospectus as a course requirement for AAS 598R: "Dissertation Colloquium" which culminates in an annual AAS graduate student conference. The dissertation colloquium is an opportunity to workshop ideas, suppositions, and arguments shaping each student's dissertation prospectus. As a seminar directed by a member of the AAS graduate faculty, the colloquium serves the vital function of quality control for the development of the dissertation prospectus. The annual graduate student conference, as an integral part of the "Dissertation Colloquium" capstone, will serve as a public venue where Ph.D. students present the prospectus to an audience that will include members of their dissertation committee and other AAS Ph.D. program graduate faculty and graduate students.

After the successful submission of the prospectus, students will be advanced to candidacy no later than **September 15 of Year 4**. At this point in their program of study, graduate students have just under two years of fellowship funding remaining to fulfill the final requirement of the AAS Ph.D. program—the completion of the dissertation.

For the dissertation prospectus, students should:

- Write a 20–25-page research proposal, excluding frontmatter and the bibliography
- Introduce the project and explain the preparation for conducting research on the topic
- Include a discursive chapter outline
- Provide a timeline for completion of the research and writing phases of the dissertation
- Complete the research proposal before the end of AAS 598R "Dissertation Colloquium"
- Present the research proposal during the annual AAS graduate student conference

ADVANCEMENT TO CANDIDACY & THE INTERIM M.A. DEGREE

All AAS Ph.D. students should advance to candidacy no later than **September 15 of Year 4**. To be eligible for candidacy and to earn an interim M.A. degree, AAS Ph.D. students must meet the following requirements:

1. Complete all AAS Ph.D. program requirements for candidacy, including required coursework and program-required JPE training
2. Earn at least 54 credit hours at the 500-level or above, with a minimum cumulative GPA of 3.30 and no more than one earned grade of C+ or lower in the courses used to make up the requisite hours
3. Resolve any Incomplete (I) or In Progress (IP) grades

4. Complete TATTO 600, TATTO 605, and JPE 600
5. Complete the qualifying exam at the level of pass or above
6. Write, submit, and present the dissertation prospectus

Students will enter candidacy and earn the interim M.A. as soon as all requirements have been met. Students who do not meet the **September 15 of Year 4** deadline to advance to candidacy will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.

DISSERTATION

After advancing to candidacy, Ph.D. students must prepare a dissertation based on original investigation, under the direction of their dissertation chair or co-chairs and a committee of at least two additional graduate faculty members. Including the time in which the dissertation prospectus is written, submitted, presented, and approved, AAS Ph.D. students will have just under two years of stipend support remaining to complete their dissertations.

During the post-candidacy period, Ph.D. students will enroll in AAS 799R “Dissertation Research” and, where applicable, TATTO 610, for a maximum of 9 credit hours per term to maintain full-time enrollment status. Normally, the dissertation committee chair/co-chairs will read the dissertation as it is being prepared and will consult with the student along the way. However, all members of the committee must have an opportunity to read and assess the dissertation before the final draft is prepared. Students are responsible for remaining in contact with their chairs/co-chairs and dissertation committees and making arrangements for the final dissertation defense.

The defense of the completed dissertation is conducted by the Ph.D. student’s full dissertation committee. During the defense, Ph.D. students must exhibit mastery of their field of specialization. The dissertation defense will include a 45-minute presentation of the research that is open to the public and a closed session defense with members of the dissertation committee. Ph.D. students are responsible for arranging the exam and obtaining all required forms.

Ph.D. students pass or fail the defense based on the decision of the dissertation committee. In this, as in other matters, students may appeal to the DGS and the GSC.

If a student has not completed the degree at the end of Year 7, the AAS Ph.D. program may grant a one-year extension by submitting a notice of extension to the LGS Dean no later than August 1 of Year 7. The notice must contain a completion timeline signed by both the student and the dissertation committee chair or co-chairs. If a student has not completed the degree at the end of Year 8, the student may continue work for, at most, one additional academic year and only with approval from the LGS Dean. Without exception, all students must complete the requirements for the Ph.D. before the end of Year 9.

PROBATION

While LGS sets the minimum standards a student must meet for satisfactory academic performance, the AAS Ph.D. program has a more stringent set of standards and expectations. The AAS Ph.D. program defines unsatisfactory academic performance as follows:

- A GPA in any term of less than 3.29
- Receipt of more B's than A's in any term
- Receipt of a grade of C, C+, F, U, IF, or IU in any course
- Receipt of two or more incompletes in a term
- Receipt of an incomplete in one 9 credit hour course

Any student whose academic performance is deemed unsatisfactory will be placed on probation for one term. During the probationary term, the student:

- Will not be allowed to take incompletes in any course without permission from LGS
- Must earn passing/satisfactory grades
- Must receive no failing grades
- Must reduce the number of incompletes on their record to one
- Must attain a cumulative GPA of at least 3.30

Students failing to meet the above conditions will be placed on probation for a second term. LGS will terminate a student who merits a third consecutive probationary term unless the program provides written justification for the student's continuation, and LGS approves.

TERMINAL M.A.

Though the program does not accept applicants for M.A. degree study, the terminal M.A. option is available to students leaving the program before completing the requirements for the AAS Ph.D.—either of their own choice or as the result of program action. Under these unusual circumstances, students may elect to earn an M.A. in African American Studies. However, all LGS requirements for the M.A. degree must be satisfied—including the completion of an M.A. thesis. The requirements for the M.A. degree are specified in the LGS Handbook. Additionally, 30 credit hours of course work at the 500-level or above must be completed with a grade of B- or better. The GSC must review and approve all requests for consideration of a terminal M.A. degree prior to the submission of the request to LGS.

ACADEMIC GRIEVANCE PROCEDURE

Students who have a grievance related to some aspect of the program (e.g., appealing a grade, the evaluation of the qualifying exams, or the results of the dissertation defense) may submit any concerns in writing to the DGS. The nature of the grievance and any relevant details should be documented in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the DGS will appoint a committee of three graduate faculty members (or including graduate faculty affiliates or faculty associates external to AAS if the situation warrants) to review the grievance and propose an appropriate response. If it is impossible to resolve the grievance within this committee or within the framework of the Department's administrative structure, the DGS will forward the grievance to the Office of the Senior Associate Dean of LGS. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the LGS Graduate Handbook. If the grievance is with the DGS, the student should go directly to the AAS Department Chair.

As Emory University Policy 10.12: Student Complaints states, "[I]n most cases, responses to the complaint, including the final decision, will be provided in writing within 30 days of receipt of the complaint. However, exceptions to this timeframe may be allowed with reasonable and regular communication to inform the student of the current status of the complaint."

SAMPLE CURRICULAR PATHWAY

Entering the AAS Ph.D. Program with a BA*

Year 1

Fall

JPE 600 (Summer Workshop)

Year 3

Fall

AAS 791 Examination Preparation (9)

Spring

AAS 598R Dissertation Colloquium (3)

AAS 792 Prospectus Preparation (6)

Summer

AAS 799R Dissertation Research (9)

Year 4 (ABD)

Fall

AAS 799R Dissertation Research (9)

Spring

AAS 799R Dissertation Research (9)

Summer

AAS 799R Dissertation Research (9)

Year 5 (ABD)

Fall

TATTO 610 (Teaching Associate) (2)

AAS 799R Dissertation Research (7)

Dissertation Committee Chapter Review

Spring

TATTO 610 (Teaching Associate) (2)

AAS 799R Dissertation Research (7)

Submit/Defend/File Dissertation

AAS 701 Proseminar (3)

AAS 702 Readings & Methods in AAS (3)

AAS Topics Course; or Methods/Theory (3)

Spring

AAS 703 Theorizing Blackness (3)

AAS Topics Course; or Methods/Theory (3)

AAS Topics Course; or Methods/Theory (3)

Summer

210 Language Course (3) [Optional]

AAS 599R Research (6-9)

Year 2

Fall

TATTO 600 (Summer Workshop) (1)

TATTO 605 (Teaching Assistant) (2)

AAS Topics Course; or Methods/Theory (3)

AAS Topics Course; or Methods/Theory (3)

Spring

TATTO 605 (Teaching Assistant) (2)

AAS 786R: “AAS Pedagogy Workshop” (1)

AAS Topics Course; or Methods/Theory (3)

AAS Topics Course; or Methods/Theory (3)

Summer

AAS 599R Research (9)

** Students entering the AAS Ph.D. program with previous graduate-level coursework may be allowed to waive required courses at the discretion of the DGS—in consultation with the GSC.*